

Keystone Oaks School District
Myrtle Elementary School



Parent/Student Handbook
2020-2021

Our Mission

Excellence in engaging, empowering, and enriching today for tomorrow's expectations

Our Beliefs and Guiding Principals

Students . . .

- Learn when their instructional, social, and emotional needs are addressed.
- Participate in relevant, rigorous, and authentic learning experiences.
- Respect themselves, adults, peers, and their school environment.
- Are engaged in future-focused and interdisciplinary learning.
- Exhibit curiosity and explore individual learning interests.
- Demonstrate growth and/or mastery while advancing their learning.
- Engage in learning through diverse learning environments.
- Participate in challenging experiences.

Teachers . . .

- Are life-long learners who prepare through continuous, meaningful professional development.
- Enhance instruction using students' needs and interests.
- Encourage self-reflection and questioning.
- Maintain high expectations.
- Develop a positive rapport with all stakeholders.
- Embrace innovation, experimentation, and risk-taking.
- Support students' academic, social, and emotional well-being.
- Build knowledge, skills, community, and connections.

Learning Communities . . .

- Take risks and share successes.
- Invest in common goals.
- Align policies and practices.
- Provide real-world experiences.
- Encourage new and diverse ideas.
- Collaborate to support students' academic, social, emotional well-being.
- Embrace innovation, experimentation, and growth.
- Demonstrate patience and understanding while implementing policies and practices.

MYRTLE AVENUE ELEMENTARY SCHOOL
3724 MYRTLE Avenue
Pittsburgh PA 15234

Scott R. Mizikar, Principal
412 - 571- 6137
Fax 412 - 571- 6051

Dear Parents and Guardians:

This student and parent/guardian handbook was designed to provide parents, guardians, and students with information in regard to procedures, rules, and expectations at Dormont Elementary School.

We believe this handbook can be revised to improve upon its quality and usefulness. Please share your suggestions, recommendations, and creativity with us. Feel free to edit directly in the book. Please return any suggestions to the office. Thank you for your assistance in this endeavor.

I wish everyone a successful and productive school year.

Yours in Education,

Scott R. Mizikar

Scott R. Mizikar, M.Ed
Principal

What did you enjoy about this handbook? _____

How could we improve upon this handbook? _____

Additional comments: Please use back if necessary and return to the school office at any time during the school year.

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ACADEMIC ACHIEVEMENT

Grade K

Explanations of Grades:

- S** Strong skills
- D** Developing skills
- N** Not making appropriate progress

Grades 1-5

Grading Scale:

- A** 90-100
- B** 80-89
- C** 70-79
- D** 60-69
- E** 59 and below

*Grades 3-4-5: An Achievement Ribbon is awarded to each student receiving all As and Bs in all academic subjects.

**Grades 1-5 receive a letter recognizing the student for attaining a straight A report card or straight A equivalent report card in the 1st, 2nd, and 3rd nine weeks

ADDRESS/TELEPHONE/EMAIL CHANGES

It is very important that every student maintain an up-to-date address, telephone number(s) and email address in the school office. **Notify the school immediately if you have a change of address, telephone number(s), or email addresses during the school year.**

ARRIVAL

Students are to arrive at Dormont Elementary School **no earlier than 8:15 a.m.** and report to the gym. At 7:35, the students will be dismissed to their classrooms. Students arriving after 7:35 may proceed directly to their classroom.

ASSEMBLY RULES

The PFO plans assemblies during the school year. Assemblies are intended to reinforce and/or enhance the curriculum. Special attention to etiquette and good citizenships is expected of all students.

The following is a list of school expectations for **ASSEMBLIES:**

- We show SELF-CONTROL:
 - By not interrupting the presenter

- We are ON-TASK:
 - Participate when told to do so
- We are ALWAYS KIND:
 - Respond when appropriate
- We are RESPONSIBLE
 - Keep body to yourself
- We are RESPECTFUL
 - Voices off

OTHER CONSIDERATIONS FOR ASSEMBLIES:

1. Enter the assembly area by walking and then sitting as directed by the teacher or administrator.
2. Become silent when someone stands ready to speak.
3. Except for those times when you are asked to participate, there is no talking during the entire performance.
4. When asked to join in, do so as directed.
5. Clapping is the only way to show appreciation.
6. When volunteers are requested, stay seated and quietly raise your hand. When others are chosen, clap for them when it is time to do so.
7. There will be no *booing* at Myrtle Elementary School.
8. Remain seated until dismissed from the assembly.

*Remember, unlike movies, television shows and tapes, which you watch at home, assemblies are live performances, and the performers can hear and see you.

ATTENDANCE ([POLICY 204: ATTENDANCE](#))

A strong relationship exists between good school attendance and academic achievement. The school laws of Pennsylvania state that students must attend school regularly. The attendance procedures are one of the most important aspects of the school's operation. When possible, parents are asked to schedule doctor appointments and vacations outside of the school day/year to assure that students are present and learning at school each day.

We would like your cooperation in the following areas:

1. Legal absences include illness, death in family, weather conditions preventing bus arrival, authorized religious holidays, and pre-approved family vacations up to 5 days.
2. Approval for family trips should be requested at least 2 weeks prior to the date of departure.
3. Call the school office on the second day of any absence.
4. Send one of the excuse forms, completed, to school with your child within **three days** of their return. Failure to do so will result in an unexcused or illegal absence.
5. Make every effort to see that your son or daughter is at the bus stop or in school on time. **A student is late after 8:45 a.m.**
6. Written requests are required for early dismissals. Students are not permitted to wait outside the office/building for pick-ups. **Anyone calling for a student dismissal must meet the child in the school office.**
7. A maximum of 10 cumulative lawful absences verified by parental notification may be permitted in a school year. All absences beyond 10 days shall require an excuse from a physician or medical provider.

BIRTHDAY TREATS ([POLICY 209.1: FOOD ALLERGY MANAGEMENT](#))

On their birthdays, children often want to share a treat with their classmates. **Non-edible treats are highly recommended (pencils, erasers, stickers, etc.)** Due to the number of life-threatening food allergies, please check with your child's teacher for acceptable treats. As per School Board Policy 209.1, if a parent would like to send in a birthday treat, parents/guardians must submit the type of food and complete ingredient list to the main office in each building **72 hours prior** to that food being served to allow time for school personnel to review and approve, and provide a reasonable and similar substitution for the affected student. Food that is not pre-approved cannot be served and will be sent home.

BULLYING ([POLICY 256: ANTI-BULLYING](#))

The school district will not tolerate any acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities, or transmitted in any way through school computers, networks or equipment.

Bullying shall mean unwelcome repeated and systematic harassment and attacks on others by means of verbal, written, electronic, or physical conduct. Bullying can take many forms and can include many different behaviors such as:

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs
- Emotional bullying, i.e., spreading rumors, ridiculing, manipulating social relationships
- Threats and intimidation
- Extortion or stealing
- Racially or ethnically-based, or gender-based verbal abuse

- Spreading false information about a person
- Cyber bullying

BUS REGULATIONS

Proper behavior is an absolute necessity while riding on the school bus. In the interest of a safe and orderly ride on the bus, students are expected to be courteous and cooperative. Students involved in bus misconduct, showing disrespect for the driver, or causing damage to the bus may lose their bus riding privileges. The bus driver is responsible for the bus and the safety of its occupants. The driver's direction shall be followed at all times. Student responsibilities are as follows:

1. Report to your bus stop five (5) minutes before the bus is scheduled to arrive.
2. While waiting for the bus, stay a safe distance from the roadway. Shoving, tripping, fighting, snowballing, etc. are strictly prohibited.
3. Board the bus in an orderly, safe manner and go directly to the seat assigned to you by the driver. Remain seated until the bus comes to a complete stop at the school or at your bus stop.
4. Students must remain seated while the bus is in motion.
5. Students should talk in a quiet and polite manner, refraining from loud talking or shouting that might distract the driver's attention.
6. Ask the driver permission to open windows. Students must keep arms, hands, and head inside the bus at all times.
7. Eating and drinking on the bus is not permitted.
8. Throwing objects inside or out of the bus is prohibited.
9. When the bus arrives at school, students are to exit in an orderly fashion, and go directly to the gym.

If you drive your child to school, **do not drop them off any earlier than 8:15 a.m.** No supervision will be provided prior to this time.

CAFETERIA RULES AND PROCEDURES

The following is a list of school expectations in the **CAFETERIA**:

- We show SELF CONTROL:
 - Sit flat on the bench
- We are ON TASK
 - Eat YOUR OWN lunch in a timely manner
- We are ALWAYS KIND
 - Use a table voice
- We are RESPECTFUL
 - Clean your area and use your manners

- RESPONSIBLE
 - Remain Seated

Other consideration while eat breakfast and lunch in the cafeteria:

1. Good manners should be practiced at all times.
2. Students are to report to their assigned tables upon entering the cafeteria.
3. Put all trash in cans and leave the area clean.
4. Use quiet voices.
5. Participate in appropriate conversation and behavior.
6. Sit flat on the bench with both feet under the table.
7. Keep hands and feet to self.
8. All food and drinks must be finished while seated. Nobody is permitted to walk around while eating and drinking.
9. Only respectable behavior is acceptable.

CANCELLATION OF SCHOOL OR DELAY NOTIFICATION

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. A telephone message will be sent out alerting parents of delays and cancellations. Parents must have arrangements made for delays, early dismissals, and school closings. Cancellations or delays will be broadcast on the major networks as early as possible. Listen to the radio or television for such announcements.

In the event of a two hour delay, students should arrive at 10:15 am. Please do not send children to school prior to the appropriate time as there will not be supervision. In addition, parents can check the district website www.kosd.org

CELL PHONES AND OTHER ELECTRONIC DEVICES ([POLICY 237: EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES](#))

The Keystone Oaks School District teachers and administrators retain full oversight in their buildings and classrooms regarding appropriate, necessary, and/or permissible use of the student-owned technology device (SOTD). If an opportunity presents itself where students are allowed to use a SOTD within the classroom setting, the teacher has full discretion as to if and how a device may be used.

During school hours, unless otherwise permitted, all devices are to be kept in a student's locker. The Keystone Oaks School District, its teachers, or other personnel are not responsible for physical loss, data loss or corruption, theft, or damage to an SOTD.

Any violations will result in confiscation of the equipment and may result in disciplinary action. Parents may be asked to retrieve the confiscated device from the school office.

CLASSROOM POLICY

Students are not permitted to enter a classroom without permission from an adult staff member, preferably the teacher in that room. When entering the school, parents must report to the main office, **must present driver's license or State-issued ID**, and receive a "Visitor" badge to be worn during their school visit. Waiting parents are asked to remain in the office. We would like to discourage the practice of parents bringing children back to school to get "forgotten work." In cases where it is necessary, please check in the office before going to a classroom or locker.

CONFERENCES (PARENT – TEACHER)

Parent/teacher conferences are scheduled at various times. Parents are asked to make an appointment with the teacher(s) of each of their children regardless of the progress of the child. These conference times are very valuable to the overall educational program.

Some parents are hesitant about participating in conferences but teachers can do a much better job with students if they can share their assessment of the student's progress directly with the parents. It is not necessary to wait for regular conference time if a parent has a question or concern. Parent conferences are encouraged and can be arranged at any time during the school year.

COUNSELOR

Our school counselor is available to assist students, parents, and staff with academic problems, social problems, and crisis situations. Students and parents are also encouraged to make use of the counselor by making an appointment. This can be a meeting in person or by phone. The counselor may be reached at 412-571-3235.

DISCIPLINE

Teachers have the authority and responsibility to maintain discipline in their classrooms. School district and classroom discipline policies have been established and will be consistently enforced. The faculty of the Dormont Elementary School utilizes the "Progressive Discipline" classroom management format. Students are rewarded for following classroom, playground, lunch hour, and general school rules. If students choose to break these rules, a set of consequences will be issued for each infraction. While somewhat similar, each teacher's classroom plan may differ slightly with age group and type of class. Serious infractions of school rules will be handled on an individual basis with the parents being contacted. If a teacher issues a behavior referral form, a copy of the major infraction is sent home. Parents are encouraged to discuss the circumstances with their child, along with any consequences received.

DISMISSAL

Barring any unforeseen circumstances, whether it be a parent pick-up or going home with a friend, all changes and phone calls will need to be completed by 2:30 pm. This will give our staff enough time to communicate with the teachers to inform them and your child of the change.

Students are not permitted to make phone calls arranging a change in dismissal. Any dismissal changes require a note from parent/guardian presented to the office **at the beginning of the school day.** The note should include a phone number where parent/guardian can be reached in case the request cannot be honored.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, due to the doctor or dentist office hours, this is not always possible. Therefore students will be excused for these special appointments. Please send a note on the morning of the appointment.

DRESS CODE ([POLICY 221: DRESS AND GROOMING](#))

The mode of dress is left to the discretion and good taste of the parent. Special attention should be given to the student's attire during warm weather. Students' dress should be appropriate. The final decision regarding the suitability of any individual outfit is left to the judgment of the principal. **Barring special designated days (ie Hat Day), hats are not to be worn in school. Students are required to wear tennis shoes for gym class. Tennis shoes with wheels are not permitted.**

DROP-OFF AREA

Use of the drop-off area in front of the school is limited to only busses. If you need to get out of the car and assist in any way, you must park along the street outside of the loop area.

Parents are asked to never drop off children and have them cross the street alone. This creates a very dangerous situation for our students.

EARLY DISMISSALS AND STUDENT SAFETY

Written requests are required for early dismissals. Students are not permitted to wait outside the office/building for pick-ups.

For the safety of the students at Myrtle Avenue Elementary, parents must pick students up in the office and sign them out for an early dismissal.

EMERGENCY DRILLS

Schools are required by Pennsylvania State Law to conduct fire drills on a monthly basis. Every effort will be made to conduct these drills when the weather is suitable for leaving the building. Teachers are responsible for ensuring that the students understand the fire drill procedures and the escape route from their classrooms to an outside area that is a safe distance from the building.

Severe weather drills are conducted annually. During these drills, each classroom reports to a designated area within the building. Our district also conducts safety drills in order to assure that students are prepared to respond appropriately to a variety of emergency situations.

In each drill, children are to move to the designated areas in a safe, quiet and orderly manner.

EMERGENCY INFORMATION

At the beginning of each school year, parents are requested to complete an emergency form in PowerSchool for each student, to be used in case of an emergency. It includes the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone number and work phone number.
4. Emergency phone number of friend or relative.
5. Physician's name and phone number.
6. Medical alert information.

*** If any of the above information changes during the course of the school year, it is imperative that personnel in the office be notified.**

FIELD TRIPS

Field trips to places of interest are scheduled by classroom teachers throughout the school year. Parents will receive notices of field trips in advance of the scheduled trip. A signed permission slip from the parent must be returned to the school prior to the date of the field trip.

FOOD SERVICE

Students are able to purchase breakfast and lunch daily. Breakfast is available from 8:15 a.m. – 8:30 a.m. Lunches are served in three sessions. A menu of the available lunch choices is provided to each student on a regular basis and can also be found on the district website www.kosd.org

FREE AND REDUCED LUNCHES

The Federal Government has provided the opportunity for families to apply for free and reduced-price lunches. Applications are distributed to all students at the beginning of the school year. An application must be submitted for each family in school. Applications may be filed at any time during the school year.

The qualifications and income guidelines that determine who would qualify are available from the office of the Supervisor of Food Services. Any questions regarding the program should be referred to the Supervisor of Food Services.

GUM

Unless otherwise allowed by administrator or teacher, students are not permitted to chew gum while in school for health and custodial reasons.

GYM

On the days that your child has gym, he/she will be required to wear tennis shoes to participate in class.

HALL BEHAVIOR

The following is a list of school expectations in the **HALLWAYS**:

- We show SELF-CONTROL
 - Walk on the blue tiles
- We are ON-TASK
 - Keep body and objects to self
- We are ALWAYS KIND
 - Hold the door for the next person
- We are RESPECTFUL
 - Open and close doors quietly
 - Face Forward
 - Voices Off
- We are RESPONSIBLE
 - Move in a timely manner

HATS and HOODS

Remove hats and hoods indoors. Hats and hoods are not to be worn in Myrtle Avenue Elementary School, unless designated by the principal for a special occasion (ie Hat Day).

HOMEWORK

Homework is an important part of the educational process. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for students to work, and check their children's work before it is returned to school. Study time at home for Grades 1, 2, and 3 can be approximately 30 minutes. Students in Grades 4 and 5 may study an average of up to one hour.

If your child is absent and you are requesting homework, please call or email the teacher. The teacher(s) will have the homework prepared for you by the end of the day for pick-up in the main office.

Any questions or concerns about homework should first be addressed to the teacher who made the assignment.

ILLNESS OR INJURY

In case of illness or injury, the school nurse, health aide, administrator, or member of the school staff will care for the students. School staff will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital.

Remember, an emergency telephone number where parents can be reached must be on file at the school.

IMMUNIZATIONS

As required by the Commonwealth of Pennsylvania, there are new vaccination requirements for attendance in all Pennsylvania schools. All Keystone Oaks students are encouraged to receive required vaccinations ASAP!

ON THE FIRST DAY OF SCHOOL, a KOSD student must have had **at least one dose** of the following vaccinations or **RISK EXCLUSION** from all KOSD school buildings:

- Tetanus, diphtheria, and acellular pertussis (DTap)* (1 dose on or after the 4th birthday). There are 4 doses of this vaccine.
- Polio** There are typically 4 doses of this vaccine.
- Measles, mumps, rubella *** There are 2 doses of this vaccine.
- Hepatitis B. There are 3 doses of this vaccine.
- Varicella (chickenpox) or evidence of immunity. There are 2 doses of this vaccine.
 - *Usually given as DTP or DTap or if medically advisable, DT or Td
 - **A fourth dose is not necessary if a third dose was administered at age 4 years or older and at least 6 months after the previous dose
 - ***Usually given as MMR

If a child does not have all of the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose **WITHIN THE FIRST FIVE DAYS OF SCHOOL** or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan from the doctor **WITHIN THE FIRST FIVE DAYS OF SCHOOL** for obtaining the required immunizations or risk exclusion.

If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan from the doctor **WITHIN THE FIRST FIVE DAYS OF SCHOOL** for obtaining the required immunizations or risk exclusion.

The medical plan from a doctor must be followed or risk exclusion from all KOSD school buildings.

FOR ATTENDANCE IN GRADE 7:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) **ON THE FIRST DAY OF GRADE 7 OR RISK EXCLUSION**. Please note that this is a different vaccine from the DTap vaccine required for entrance at any other grade level.
- 1 dose of meningococcal conjugate vaccine (MCV) **ON THE FIRST DAY OF GRADE 7 OR RISK EXCLUSION**.

FOR ATTENDANCE IN GRADE 12

- A 2nd dose of MCV **BY THE FIFTH DAY OF GRADE 12 OR RISK EXCLUSION**. If a second dose was given at 16 years of age or older, that shall count as the Grade 12 dose.

The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

FOR MORE INFORMATION ON THE VACCINES YOUR STUDENT NEEDS TO ATTEND SCHOOL, PLEASE CONTACT YOUR STUDENT'S SCHOOL NURSE OR TALK TO YOUR CHILD'S PEDIATRICIAN.

If your student is uninsured, please contact the Allegheny County Health Department at 412-578-8060

INTERNET ([POLICY 262: INTERNET/E-MAIL USE BY STUDENTS](#))

Just like preparing to get a driver's license, a student who learns the rules of this electronic highway and agrees to be responsible and accountable for his/her conduct online, provided parents agree, will be eligible to receive an Internet Drivers License issued by the teacher. It is the goal of the use of the Internet to prepare students to become Internet literate in an increasingly technological world. The user and parents must sign a consent form, which allows the student to use the Internet.

The use of the Internet is a privilege. The primary use of the network shall be reserved to those students who utilize the materials that are of *educational value*. *Educational value* shall mean those areas of network access that have direct or indirect impact on the student's educational program. The use of the network for e-mail to friends, chatting, reading jokes, searching sport sites or games, or other actions that are not directly or indirectly related to the school's curricula are not deemed to be of *educational value* will not be given any priority use of the system.

The use of the system for any type of inaccurate, offensive, or illegal material, or other prohibited activities shall not be permitted. Each student has the responsibility to report any knowledge or entry of such materials immediately to an appropriate employee. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted. The school district reserves the right to use electronic devices, cards, or any other means of monitoring the manner in which research is performed, to determine whether the student is using the system for appropriate educational purposes.

Student may not move, repair, reconfigure, modify, or attach, external devices to the computer/network without permission of the network supervisor.

A complete list of guidelines and a consent form to be signed by the student and his/her parent(s) regarding Internet Use by Students, Policy No. 262 of the Keystone Oaks School District will be sent home prior to the student using the network.

INTERACTING WITH ADULTS

Students are expected to interact with all adult staff members in a polite, mannerly fashion. A student should demonstrate respect to every member of the staff.

INVITATIONS

We request birthday invitations not be brought to school unless there is one for each child in the class (homeroom). The exception to this is if **ONLY** girls or **ONLY** boys in the class or homeroom are being invited. Your cooperation in this area can save hurt feelings and tears. **PLEASE NOTE: The school is not permitted to provide mailing addresses to families.**

LEAVING THE SCHOOL GROUNDS

Students are not allowed to leave the school grounds during school hours without the knowledge and consent of their teacher and office personnel. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian, and only after the student has been signed out at the office.

LEGAL CUSTODY

Separated or divorced parents are advised of their obligation to inform the school about the situation in the home and provide written documentation about the custody status of the children. Information that the parent(s) should make available to the school include court orders or directives related to custody and access to the child; shared custody plans; documents fixing responsibility for the child's education; informal parental understandings and agreements regarding the child's education and welfare; and information verifying a non-legal "custodial parent" arrangement.

LIBRARY

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for all grade levels in the school. They are held for the purpose of library instruction as well as the enjoyment of the materials and books.

There is no fine for overdue books but lost or damaged books must be paid for.

LITTER POLICY

Students are encouraged to help keep the building clean by depositing litter and garbage in garbage receptacles and to discard any litter that they see. Please put litter in its place.

LOST AND FOUND

Lost and Found is located near the school office. Please feel free to inspect the items there. Encourage your child to look for lost articles. Items left on the bus are returned to the school and placed at the Lost and Found area. Items not claimed will be donated to a charity in December and June.

MEDICAL/DENTAL EXAMINATIONS/SCREENINGS ([POLICY 209: HEALTH EXAMINATIONS/SCREENINGS](#))

Medical and dental examinations should be done by the family physician or dentist and reported to the school on forms supplied by the school. Payment for exams is the responsibility of the parent.

Physical examinations are required for entry into kindergarten, first and sixth grades, by all new pupils from out-of-state or out-of-the-country, and by pupils transferred from other Pennsylvania school systems, unless an adequate health record is available. Dental exams are required for entry into kindergarten, third, and seventh grades, by all new pupils from out of state, and by pupils transferred from other Pennsylvania school systems, unless an adequate health record is available. Parents are invited to be present for any examinations at school.

The school nurse does vision screenings, using the Snellen chart, on all students every year. Hearing screening using an audiometer is done on students in kindergarten, second, third, and seventh grades by the school nurse.

Body Mass index is a numerical calculation based on the child's weight in relation to his/her height. It is also specific for age and gender. The BMI number is translated to a percentile to compare that number to other children of the same age and sex. All parents will be notified of their child's Body Mass Index for age percentile and the range of percentiles that may put their child at risk for health problems.

MEDICATION ([POLICY 210: MEDICATIONS](#))

Any students who need to take medicine during school hours for any reason should follow this procedure:

1. Parents must obtain a written prescription from their physician to be directed to the school nurse.
2. The prescription should include the student's name, diagnosis, kind of medicine, and the time and amount of medication to be given.
3. Medication is to be locked in a safe place in the nurse's office.
 - a. Parents may drop off cough drops to keep in the nurse's office. A written note must accompany the cough drops, stating they can be given at school.
 - b. All other non-prescription (over-the-counter) medication should not be sent to school without a written prescription from the doctor. Parents may come and personally administer medications that they wish their child to have during the school day.
4. Prescriptions are to be updated each school year.

PARENT FACULTY ORGANIZATION (PFO)

The Dormont Elementary School PFO is an active part of the Keystone Oaks School District. The PFO members volunteer and assist in many school functions, organize holiday parties, fund grade level field trips, act as liaisons, and serves in a host of other roles. All parents are urged to become members and actively participate. Furthermore, your membership provides you with voting privileges. Meetings are held monthly in the cafeteria beginning at 7:00 p.m.

PETS

No pets of any kind are allowed at school without permission.

PARTIES

There are three classroom parties during the school year: Halloween, Christmas, and Valentine's Day. Classroom parties are coordinated by the PFO. **Non-edible treats are allowed to be distributed.**

RECESS

Please encourage your children to play safely and respect the right of others. Under no circumstances will toy weapons be permitted on the playground.

The following is a list of playground expectations for **OUTDOOR RECESS**:

- We show SELF-CONTROL:
 - Use equipment and games appropriately
- We are ON-Task:
 - Keep body and objects to yourself
- We are ALWAYS KIND:
 - Follow rules
 - Take turns
 - Share
- We are RESPONSIBLE:
 - Include others
- We are RESPECTFUL:
 - 2 whistles clean/line up
 - 1 whistle be ready to enter the building

The following are expectations for **INDOOR RECESS**:

- We show SELF-CONTROL:
 - Use equipment and materials safely
- We are ON-TASK:
 - Keep body and objects to yourself
- We are ALWAYS KIND:
 - Follow rules
 - Take turns
 - Share
- We are RESPONSIBLE:
 - Include others
 - Clean up area
- We are RESPECTFUL:
 - Stay in classroom

OTHER CONSIDERATIONS FOR OUTDOOR AND INDOOR RECESS:

1. Dress for the weather. We will go outside whenever possible.
2. Come to the line as soon as the whistle blows.
3. Work out disagreements so they do not escalate into a fight.
4. Only flag football. No contact sports on the playground or field.
5. Slides are feet first and one at a time
6. Only soft balls on the playground.

7. To keep halls orderly for everyone, keep to the right and talk quietly. Close lockers quietly. In addition to the above playground rules, the following rule is to be observed during inclement weather (indoor recess): Sit-down activities and games are the only acceptable activities for indoor recess.

REPORT CARDS

Report cards are issued electronically via email following the completion of each nine-week period. Please carefully review your child's progress and contact the school if you have any questions regarding the report card. Kindergarten report cards are issued at the end of each semester.

RETURN TO SCHOOL AFTER ILLNESS

It is important that children stay at home until they are completely well. The child recovering from one of the diseases listed here may no longer be able to transmit it to others, but his/her resistance may be so low that the child is easily susceptible to other infections.

Additionally, pupils should remain at home when they show any of the following signs or symptoms: Fever, red-watery eyes or crusted lids, swollen glands or sore throat, general signs of illness, skin sores or rashes, and acute cold or nausea. Check with the school nurse for the minimum period of exclusion from school if your child has contracted one of the following diseases:

Chicken Pox	Mononucleosis
Scabies	Hepatitis (Infectious)
Ring Worm (Scalp & Skin)	Scarlatina or Scarlet Fever
Pink Eye (conjunctivitis)	Impetigo
Pediculosis (head lice)	Streptococcal Sore throat
	Influenza (flu)
	Pneumonia

SCHOOL SECURITY

The primary responsibility of the Keystone Oaks School District is the education of its students in a safe school environment. Collaboration between members of the entire school, parents, and the community is critical to this safe school effort. Parents are encouraged to check their child's backpack on a daily basis – not only for school communication but to ensure that inappropriate items are not carried to or from school.

Students are urged to report concerns about safety to their parents and teacher. If your child is being bullied, teased, threatened, or feels left out, please contact the teacher, guidance counselor, and the principal. Every effort will be made to address these issues.

Parents, please be advised that during school hours all outside doors of the school will be locked. In order to gain admittance into the elementary buildings, you must buzz in at the main entrance of the school.

STUDENT PLACEMENT PROCEDURES

One of the most important duties in the summer is the creation of classroom rosters for all K-5 students. This is a very time consuming process. Many factors weigh into classroom placements. Each class is carefully chosen to balance academic ability, behavior, personality, and an equitable class size. Specific student needs and teacher input is critical during this process. In addition, the number of boys and girls, ELLS and Special Education needs are addressed.

The staff develops rosters based on the factors detailed here. Requests to move students from one classroom to another necessitate other moves without consideration being given to why the assignments were initially made. For these reasons, rosters are established prior to the start of school and will remain as detailed in the letter sent to families.

STUDENT RECORDS ([POLICY 216: STUDENT RECORDS](#))

Permanent records are maintained on each student at Dormont Elementary School. These records are securely housed in the school office. These records include the child's report cards, health records, attendance information, and any academic testing data done at the Keystone Oaks School District. These records are considered confidential information and will not be released to any agency outside the school with the parent's/guardian's written permission.

STUDENT VACATIONS

A principal may accept as an excused absence trips or vacations that children take with their parents **during the school year for a maximum of five school days**. In order to be considered an excused absence, the following criteria must be met:

- The principal receives a parental request to have the child excused to accompany his/her parents on a trip or vacation in writing **at least two weeks prior to the time of the absence**.
- Arrangements will be made for the student to have the work and studies he/she will miss while absent.
- This absence will be marked excused if all assigned work is submitted to the teacher soon after returning.

SUBSTITUTE TEACHERS

A substitute teacher may periodically teach students. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are

also used when regular teachers are on leave for professional training, family emergency, or personal business.

VALUABLES

The staff cannot be responsible for valuables which students bring to school. Students should leave valuables/toys at home.

WEAPONS POLICY ([POICY 250: WEAPONS](#))

The Elementary Student Code of Conduct addresses the possession/use of any weapon **or look-alike** weapon or any object used as a weapon,

Any offense will incur Suspension/Expulsion/Notification of Superintendent/Notification of Police

Please be advised that this policy is strictly enforced at Myrtle Avenue Elementary for the safety of our students and staff.

SUPPORT SERVICES

Elementary Student Assistance Program (ESAP): Reviews students experiencing academic and/or other difficulties in the school setting. The team identifies the problem, establishes goals and intervention strategies, and monitors student progress.

Counselor: Elementary school counselors provide social, emotional, and academic counseling in a small group and/or classroom settings.

ESL: Students that speak another language at home may be eligible for English language instruction depending on their individual needs.

Learning Support: Consists of services and programs to meet the educational needs of students who meet state and federal eligibility criteria. Accommodations and modifications may be provided in the regular education classroom and/or the student may receive direct instruction and/or support in the learning support classroom.

Life Skills Support: Consists of services and programs to meet the educational needs of students who meet state and federal eligibility criteria. Accommodations and modifications may be provided in the regular education classroom and/or the student may receive direct instruction and/or support in the learning support classroom.

Autistic Support: Consists of services and programs to meet the educational needs of students with autism who meet state and federal eligibility criteria. Accommodations and modifications may be provided in the regular education classroom and/or the student may receive direct instruction and/or support in the autistic support classroom.

Emotional Support: Consists of services and programs to meet the educational needs of students who meet state and federal eligibility criteria. Accommodations and modifications may be provided in the regular education classroom and/or the student may receive direct instruction and/or support in the emotional support classroom.

Mentally Gifted (PKO): A student may qualify for the mentally gifted program based on established group ability and/or achievement test scores. Differentiated instruction, enrichment, acceleration, special academic events, independent study and group study may be a part of the programming to meet the child's needs.

Title I Reading (for K-3 only): Supplemental reading services are provided to those students who meet eligibility requirements.

Speech and Language Support: Students who demonstrate a need in articulation, fluency, language and auditory processing and meet eligibility requirements may receive speech services.

For more information on other services contact the building principal, school counselor, or Director of Pupil Services.

CHILD FIND AND ANNUAL NOTICE TO PARENTS

Keystone Oaks School District Child Find and Annual Notice to Parents

NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAMS

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA). The IDEA requires each state educational agency to publish a notice to parents before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice. This notice, in summary form, is to help find these children, offer assistance to parents, and describes the parents' rights with regard to confidentiality of information. If a person does not understand any of this notice, he or she should contact the District and request further explanation. The content of this notice can be translated into other languages. The District will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the District will arrange for communication of this notice in the mode normally used by the parent.

SPECIAL EDUCATION SERVICES FOR PRESCHOOL AGE STUDENTS

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services including screening, evaluation, individualized education program planning and provision of appropriate programs and services.

Screening for preschool children is available through the Allegheny Intermediate Unit #3. For more information, contact the Allegheny Intermediate Unit's Preschool Early Intervention "DART" Program at 412-394-5904.

SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE STUDENTS

Keystone Oaks School District provides a free, appropriate public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially designed instruction and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities as defined by Pennsylvania State Regulations: autism, deaf-blindness, hearing impairment (including deafness), emotional disturbance, intellectual disability, multiple-disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury or visual impairment (including blindness).

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an on-going basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by building-level intervention teams. When screening results suggest that a student might be a student with a disability, the school district seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal or Director of Pupil Services.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit

from the special education program. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's Building Principal or the Director of Special Education.

SERVICES FOR STUDENTS WHO ARE MENTALLY GIFTED

The definition of giftedness comes from the Pennsylvania Department of Education (PDE) Special Education Rules and Regulations under Chapter 16 and states that a student who is mentally gifted demonstrates outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program.

The Keystone Oaks School District provides for mentally gifted students using the conceptual framework of continuous progress and differentiation through the District's mainstream curriculum. Additionally, enrichment, acceleration and specialized study activities are provided to students as part of their gifted education program to address their unique needs. If you believe your school-age child may meet the criteria of mental giftedness and demonstrates a need for gifted education you may contact in writing your child's Building Principal or the Director of Pupil Services.

SERVICES FOR STUDENTS IN NONPUBLIC SCHOOLS

Public special education is accessible to resident students attending nonpublic schools by affording the opportunity for the nonpublic student to enroll, on a part-time, dual enrollment basis in a special education program operated within the District. Public special education services are accessible following a multi-disciplinary team evaluation, determination of eligibility, and development of an Individualized Education Program. Parents of nonpublic school students may obtain further information by contacting the Keystone Oaks School District, Director of Pupil Services.

SERVICES FOR PROTECTED HANDICAPPED STUDENTS

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and, therefore, be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have an equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities, to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school-age with a physical or mental disability which substantially limits or prohibits participation in, or access to, an aspect of the school program.

Services and protections for protected handicapped students are different from those applicable to all eligible students enrolled in special education programs. These services are outlined in a Chapter 15 Service Agreement. Questions regarding Chapter 15 should be directed to the Director of Pupil Services.

SERVICES FOR STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP) AND ENGLISH LEARNERS (EL)

The education of students whose dominant language is not English is the responsibility of every school district/charter school in Pennsylvania. English language learners must be enrolled upon presentation of a local address and proof of immunization. The school district/charter school must administer a home language survey (HLS) to all students as required by the Office for Civil Rights (OCR). The results of that survey must be retained in the student's permanent folder. For those students whose primary home language is other than English (PHLOTE), the district must also determine the student's English language proficiency. Then, if appropriate, ESL instruction will be provided for the limited English proficient student with local/state funds.

The Keystone Oaks School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact the Director of Pupil Services.

CONFIDENTIALITY OF STUDENT RECORDS

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state laws. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." These rights are:

- The right to inspect and review their education records within 45 days of the day the school/school district receives a request for access.
- The right to request an amendment to the student's education records that the student believes are inaccurate or misleading.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school/school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The District maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records.

The District may release information known as directory information without consent. If a parent/guardian or eligible student does not consent to the automatic release of directory information, the parent/guardian or eligible student must, on an annual basis, sign a form opting-out of the automatic release of any directory information. Directory information includes the following: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, primary field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree, honors, and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access educations without a PIN, password, etc. (a student's SSN, in whole or in part, cannot be used for this purpose.)

Appendix

Internet Policy	A
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STUDENT DRIVER'S LICENSE TO THE INTERNET

I have read, I understand, and I will accept and abide by the Keystone Oaks Responsible Use Guidelines for Internet Users. I understand that violation of these provisions will result in my loss of use of Internet privileges, as well as disciplinary action. This may include revocation or suspension of network privileges, suspension from school, and/or appropriate legal action.

Keystone Oaks School District Student User Signature

Homeroom

Grade

Date _____

This section must be signed by a parent or guardian.

I understand that the Internet is a vast resource for student use. I understand that the Internet opens the possibility that students may gain access to defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive, ethnically intimidating, religiously-bigoted, or illegal material by surfing through the Internet.

The Keystone Oaks School District will use a fire wall system to block inappropriate access and limit use only to those areas that are age appropriate and of educational value.

However, I understand that no matter how much supervision and monitoring the Keystone Oaks School District can provide, there will always be the possibility that my child may come into contact with inappropriate material. I understand that because of First Amendment concerns, it is difficult to implement any form of monitoring system to filter out everything that might offend. Notwithstanding this fact, I recognize the importance of our children becoming technologically aware in an increasing technological society, and I permit my child to use the Internet access provided by the School District.

Signature of PARENT/GUARDIAN

DATE _____

This section must be signed by a Keystone Oaks School District Teacher.

I certify that _____ has successfully completed the training required for use of the Keystone Oaks Internet facilities.

Teacher Signature _____

Date _____

PLEASE RETURN THIS SIGNED PERMISSION FORM TO YOUR TEACHER WHO WILL KEEP IT ON FILE.