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### **SCHOOL BOARD**

Mr. John Ludwig	<i>Board President</i>
Mrs. Christeen Ceratti	<i>Board Vice-President</i>
Mr. Robert Beer	Mr. Thomas Haddox
Mrs. Jewel Collwell	Mr. Matthew LeDonne
Mrs. Amy Fazio	Mrs. Bernadette Mattica
Mr. Jay Funkhouser	Mr. Richard Start, Solicitor

### **CENTRAL ADMINISTRATION**

Dr. Joseph Guarino	<i>Superintendent</i>
Mr. Gabriel Engel	<i>Director of Student Services</i>
Mrs. Marydenise Feroce	<i>Business Manager/Director of Transportation</i>
Mr. Rodney Bobin	<i>Director of Technology</i>

### **ELEMENTARY SCHOOL ADMINISTRATION AND OFFICE STAFF**

Dr. Jason F. Hall	<i>Elementary Principal</i>
Mr. Joseph Greco	<i>Dean of Students</i>
Mrs. Kelly King	<i>Elementary Guidance Counselor</i>
Mrs. Tracey Mannarino	<i>Elementary Social Worker</i>
Mrs. Erika Kinkad	<i>Elementary Nurse</i>

### **INTRODUCTION**

The purpose of this handbook is to make students and parents aware of school policies and procedures. All District policies are available for your review by contacting the school office. Please read the information in this handbook. If you have any questions, please consult a teacher or office personnel. This handbook should be referred to as questions arise.

As a parent, get involved in your child's education. Parents are encouraged to visit the school, consult with the staff, and attend PTO meetings and other school functions. You should become aware of what our curriculum has to offer and the materials used to educate your child.

Be proud of your school. Help take care of our school community, and feel free to make suggestions for improving it.

Have a happy, successful school year!

## New Brighton Lions



R.O.A.R.

### **SCHOOL-WIDE POSITIVE BEHAVIOR PLAN**

The purpose of the School-Wide Positive Behavior Plan is to remove the barriers to learning that occur when behaviors disrupt the learning community. The climate of each learning community in the district is different; therefore, a one-size fits all approach is less effective than interventions based on the needs of each school.

A School-Wide Positive Behavior Plan provides proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. The same positive behavior plan is in place for all students and is implemented in classrooms as well as non-classroom settings (such as hallways, buses, and restrooms).

At New Brighton Elementary, a group of staff members, made up of teachers, the social worker, and principal met in the spring of 2011 to create a School-Wide Positive Behavior Plan for our building. The unique construction of our building, along with being the largest single elementary building in the county, warranted the development of a school wide behavior plan that students, parents, and staff members would be able to learn and support. The group adopted **R.O.A.R.** as the foundation for this plan. **R.O.A.R.** stands for **R**espect, **O**bey, **A**ttitude, and **R**esponsibility.

**R.O.A.R.** is a positive approach to setting student expectations. It addresses how students should conduct themselves at various times throughout the school day (i.e. lunchroom, restroom, buses, and classrooms). **R.O.A.R.** is tied to classroom and building rules that students are expected to follow and which support all students' academic success.

**R.O.A.R.** asks students to do their part in school by possessing and applying the four attributes while they are participating in school activities or during the school day. Desired behaviors will be reinforced by staff positive praise and "ROAR ticket" incentives.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

Student Assistance Program (SAP) identifies barriers to learning that impact both the individual students and the school in order to increase student success while improving school climate. These barriers may be inside or outside the school setting. SAP staff will utilize effective practices, principles, and strategies along with a systems approach to respond to student problems. SAP partners with parents, students, school resource officers, other school faculty, community coalitions, agencies, and services in seeking to remove barriers that impede student success.

*Policy #236*

### **SAP Team Members**

Tracey Mannarino, Social Worker  
Kelly King, Guidance Counselor  
Chris Adametz, Teacher  
Don Mittner, Teacher  
Stacey Pasquale, Teacher

Jason Hall, Principal  
Erika Kindead, Nurse  
Nicole Derbaum, Teacher  
Kelly Parrish, Teacher  
Laurie Rader, Teacher

## **RULES, REGULATIONS, & POLICIES**

### **ENTRANCE REQUIREMENTS**

Children who are five years old on or before August 31 may enter Kindergarten. A birth certificate, proof of residency, and properly documented immunization records are required for all new students entering Kindergarten. Residency can be established through presentation of two of the following items: tax receipt, rent or mortgage receipt, current utility bill, driver's license, or DPW/ACCESS cards. The immunization requirements are as follows:

- |   |   |
|---|---|
| 4 – Polio immunizations (properly spaced)       | 4 – DPT immunizations with one dose given |
| 3 – Hepatitis B immunizations (properly spaced) | after the fourth birthday                 |
| 2 – MMR vaccine (properly spaced) or a blood    | 2 – Varivax vaccine (chickenpox)          |
| test showing immunity                           |   |

Students transferring from another school district must have properly documented immunization record or transfer papers from their previous school. *Policy # 200, 201, 202, 203*

### **CUSTODY**

To ensure the safety of our students, it is necessary that the school records be accurate and current regarding custody and visitation privileges. In cases where there is a possibility of parental conflict, the building principal should be informed as to the situation and a court order placed on file. **Students will only be released to their parent or parent designee as listed on the Student Health/Emergency Card or note provided to the office.**

### **CHILD ABUSE**

District employees, independent contractors, and volunteers are required to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.

*Policy #806*

### **MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES**

District employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds shall be expected to maintain professional, moral, and ethical relationships with district students who are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

*Policy #824*

### **VOLUNTEERS**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curriculum, and extracurricular programs of the district. All volunteers shall be expected to maintain professional, moral, and ethical relationships with district students who are conducive to an effective, safe learning environment. Each prospective position volunteer is required to complete and submit a volunteer application. Prior to approval, all position volunteers shall submit the following information:

- PA Child Abuse History Certification
- PA State Police Criminal History Record Information
- Federal Criminal History Report

*Policy #916*

## ATTENDANCE

The compulsory school age in Pennsylvania will require all students to attend school no later than age 6 and until age 18 or graduation, whichever occurs sooner.

It is very important to establish good attendance habits. The Pennsylvania School Code mandates regular school attendance and requires that students attend school each day school is in session. The only legal excuses for absences are the following:

1. personal illness or other urgent reasons
2. death in the immediate family
3. religious holiday
4. impassable roads

All other excuses are unexcused. Please note that “Take Your Child to Work Day” will be viewed as an unexcused absence for those students who have been absent for ten (10) or more days.

Truancy occurs when a student of compulsory school age accrues unexcused absences. The law defines a child who is “truant” as having three or more school days of unexcused absence during the current school year. A student becomes “habitually truant” when he/she has had six or more school days of unexcused absences during the current school year.

When a student accumulates 6 or more unexcused absences, the parent/guardian will be asked to attend a Student Attendance Improvement Conference and participate in creating a Student Attendance improvement Plan. Once this conference has taken place, should additional unexcused absences be noted, a referral to CYS and/or the local Magistrate may occur.

Steps to follow when absent:

1. Please expect a call from us if your child is absent and we do not receive your call prior to 8:53 a.m. Phone calls will be made by the Computerized Notification System. We will make every attempt to contact you at your home phone number.
2. It is the responsibility of the student or parent to contact the teacher for make-up work. Homework requests should be made prior to 10:00 a.m. Requests made after that time may not be available for pick-up that same day.
3. When the student returns after an absence, he/she should bring in a written excuse giving the date, days absent, reason for absence, and the parent’s signature. Failure to provide a written excuse within three (3) days of the student’s return to school will result in the absence being marked as unexcused.

A written excuse does not, in itself, qualify the absence as excused.

The absence must be for a legal reason according to law. The Department of Public Instruction School Attendance Register provides that a claim of continued or repeated illness justifies the school in requiring a statement from medical authorities. When a student accumulates ten (10) days of absence during the course of the year, a doctor’s excuse must be provided for each subsequent absence. If a doctor’s excuse cannot be provided within three (3) days of the student returning to school, the absence will be considered as unexcused.

Policy # 204



## TARDINESS

Arriving at school on time is very important. Students are expected to be in their seats and ready to work by 8:53 a.m. They will be counted tardy after that time and must provide a written excuse giving the date, reason for being tardy, and the parent's signature. Being late for school for reasons that were caused by a professional appointment, late school bus, or reasons approved by the building administrator will be considered an excused tardy. Unexcused tardiness will include such things as missing the bus, sleeping in, alarm not working, parents not getting student up, etc. If a student is absent during a portion of the school day, he/she is to check in at the office immediately upon arrival.

Students who are excessively tardy will be subject to the same Pennsylvania School Laws that enforce regular attendance.

## EARLY DISMISSAL

Parents wishing their child to be excused early from school for a legitimate reason must send a note with their child stating the reason, time, and date. A parent's signature along with a phone number must accompany the request for early dismissal. Doctor and dentist appointments, funeral, and family emergencies will be the only early dismissal requests honored. An organization outside the school wishing to have students excused should make this request well in advance and furnish the school with the names of the students needed. Each student must bring in a note from the parents indicating approval for early dismissal.

## STUDENT/FAMILY VACATION REQUEST

Under Every Student Succeeds Act (ESSA) legislation, schools are evaluated on academic improvement and attendance rates. Regular attendance is recognized as being an essential element for successful performance in the school setting.

Since, of necessity or personal desire, parents do schedule vacations when classes would normally be in session, it is necessary for the New Brighton Area School District to provide a policy establishing guidelines for such action:

1. Parent(s) or Guardian(s) or the student must appear personally in the office of the school principal to complete a vacation request form prior to the student's absence for said vacation.
2. The request for vacation approval must be made at least two (2) weeks before the vacation except in emergency situations.
3. No more than five (5) vacation days will be granted to any student in one school year.
4. Absences due to approved vacations will be considered excused.
5. Students will be given the opportunity to make up any class work assignments, projects, or tests that are a part of the prescribed course. Make-up tests will be administered at the teachers' convenience. All make-up work must be completed within three (3) days after the completion of the vacation.
6. The request for vacation will be denied for the following reasons:
  - a. History of excessive absenteeism
  - b. Absences exceeding 10% of current school year to date
  - c. Failing grades
  - d. Earning a cumulative GPA of less than 2.0
7. If the vacation request is refused and the student goes on vacation, the days will be unexcused.

Vacation Request Forms are available in the office.

Policy # 204

## CHANGE OF STUDENT INFORMATION

Please inform the office immediately if you have a change of address or phone number, including cell phone numbers. This will assist us in getting in touch with you in the event of an emergency, school closings and delays, and in the mailing of important notices.

### **WITHDRAWAL**

Parents moving from the district or wishing to withdraw a student from school should notify the office at their earliest convenience. A student withdrawal form must be completed and all obligations must be fulfilled and all books returned before the school will transfer the student. A parent/guardian must sign a release before records will be forwarded to the receiving school.

### **DISCIPLINE POLICY**

Subject to exclusions, limitations, and immunities set forth in the Pennsylvania Political Subdivisions Tort Claims Act, which exclusions, limitations, and immunities are specifically reserved, the New Brighton Area School District is responsible for students:

1. In school during instructional hours
2. On school district property during instructional hours
3. On school district owned, leased, or rented vehicles
4. At activities or events that take place before, during, or after school while under the direct observation and supervision of the school district.

The purpose of an effective and successful discipline program is to help the student develop self-control and self-discipline so that he or she will achieve his or her best level of accomplishment in both academic and social areas. As members of this school, students are expected to follow the rules that are established for the welfare of the entire student body. **We hope that parents and students will thoroughly read the discipline policy and review it throughout the school year.** Parents and students who have any questions and /or concerns about the discipline code are encouraged to contact school officials immediately.

The disciplinary policy establishes three levels of offenses: \*

**LEVEL I** offenses are minor **misbehaviors** on the part of the student. These offenses are normally handled by the individual staff member involved.

Minor classroom misbehaviors:

- a. Disturbances
- b. Discourteousness
- c. Cheating, lying
- d. Failure to carry out teacher directives
- e. Abuse of privileges
- f. Squabbling
- g. Not following general school rules.

Procedures:

- a. Immediate intervention of any staff member
- b. Teacher record of incidents
- c. Repeated Level I offenses proceed to Level II.

**LEVEL II** offences are those misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. These offenses are normally handled in the classroom but could also involve the guidance counselor, social worker, or principal.

Misbehaviors disruptive to the classroom:

- a. General disrespect
- b. Chronic classroom disturbances

- c. Stealing, forgery
- d. Fighting
- e. Destruction of school property
- f. Defiance
- g. Obscene behavior; swearing
- h. Food fight.

Procedures:

- a. Further teacher intervention
- b. Parent contact
- c. After three offenses, student will be referred to guidance counselor, social worker, and/or principal
- d. Three offenses in a nine-week period will proceed to Level III.

**LEVEL III** offenses are the most serious and are always handled with the involvement of the principal.

Serious misbehaviors:

- a. Repeated or continued Level II offenses
- b. Physical acts of violence
- c. Possession of a controlled substance (see Drug & Alcohol Policy)
- d. Possession of a weapon (see Weapons Policy)
- e. Abuse of Internet (see Internet Policy)
- f. Violation of Terroristic Threats/Acts Policy

Procedures:

- a. Teacher/Principal conference
- b. Parents will be contacted by principal
- c. Repeated offenses will require a parent conference
- d. Students with severe behavior problems will be referred to the SAP team for evaluation
- e. Repeated serious behaviors will result in one or more of the following
  - 1. in-school suspension
  - 2. out-of-school suspension
  - 3. possible recommendation for expulsion

**Suspension and Expulsion:**

Both suspension and expulsion are administered as a result of a student's inability to abide by school policy. Suspension and expulsion are the most serious disciplinary measures employed by the Administration of New Brighton.

A suspension is given in the case of serious behavior problems that have reached such proportion that the administration feels it necessary to discharge the student school activities for a short period of time. Examples of the more serious misconducts, but not limited to the examples, are as follows: violations of the moral law; violation of the Drug and Alcohol Policy; repeat instances of insolence, disrespect, insubordination, incorrigibility, fighting, swearing at administration, faculty, or staff; stealing/theft; terroristic threat/act; creating a safety hazard; false fire alarm; vandalism; violence. Suspensions can be assigned for a period of one to ten days depending on the severity of the offense. While on suspensions, students are not permitted on District property without prior permission from the Building Administration. A Re-admittance Conference must be scheduled with the Building Administration prior to the student's return. The student must be accompanied by one or both parents/guardians upon return to school. Once a student is suspended three times during one school year, he/she will have his/her name submitted to the Suspension/Expulsion Committee of the School Board and a formal hearing for possible expulsion from school will be scheduled and conducted.

*Policy # 233*

\* Discipline matters in relation to students with special needs will be handled in accordance with district policy and special education standards and regulations.

Records are kept on all discipline incidents. Parents will be contacted when Level II or III offenses occur.

### **Student Restraint**

The Board acknowledges that a safe and orderly environment is essential for the proper operation of an educational facility. The Board also recognizes that in certain situations it is necessary for a school district employee to restrain a student who is disrupting the safe, orderly environment of a district facility or in danger of inflicting physical injury to self or others.

For the purpose of ensuring the health, safety, and welfare of students, school district personnel, school district visitors, and others who may be attending school district functions, school district employees may restrain students in the following manners with no intent to harm:

1. To separate students involved in a conflict or quell a disturbance.
2. To assist a student who has fallen.
3. To escort a student to a supervised location (grasp the student's arm between the shoulder and elbow).
4. As a defensive action for the benefit of the employee or others.
5. To obtain possession of a weapon or dangerous object.

### **LIST OF GENERAL SCHOOL RULES**

- A. Students will follow directions of their teacher and all other professional staff.
- B. Students will follow rules and procedures detailed in the Student Handbook.
- C. Students will walk through the building in a slow, orderly, and quiet fashion. No running will be tolerated.
- D. Students will bring to school only the items necessary for the academic activities of the day – no toys, balls, radios, electronic gadgets, etc.
- E. Students will be quiet and seated during morning and afternoon announcements.
- F. Students will not be permitted to chew gum.

### **CLASSROOM RULES**

Classroom teachers will establish those additional rules, procedures, and guidelines necessary to manage the children in their class in a manner consistent with the school philosophy and within the guidelines of the discipline policy.

### **CAFETERIA RULES**

- A. Students will display good eating habits.
- B. Students will talk softly in the cafeteria.
- C. Students will stay in their seats and must ask permission to leave.
- D. Students will walk at all times.
- E. Students may make only one trip to the a la carte line.
- F. Students will clean their areas before they may leave the tables.
- G. Students are not permitted to take cafeteria food from the cafeteria.

### **BUS REGULATIONS**

Riding the school bus is a privilege. Improper conduct on the bus can result in this privilege being suspended or denied.

We have spent considerable time in assigning children to buses. Most of our buses are loaded to near capacity, and the changing of just a few students could create serious overload problems. Students are NOT permitted to change buses for any of the following reasons:

1. To visit or stay with a friend.
2. To stay with a relative.

3. To attend non-school functions such as Brownies, Cub Scouts, etc.
4. To meet a parent who is visiting a friend or relative.

With **prior** approval of the principal, changes can be made during a family emergency or in other critical family need situations.

**No bus changes will be approved without a written note or a phone call from a parent.** Notes from a parent should include the following:

1. Student's full name.
2. Teacher's names and/or room number.
3. Name, address, and phone number of sitter or day care provider.
4. Date.
5. Reason for the request.

**\*Phone calls** requesting bus changes will only be granted if there is an emergency or unforeseen circumstance and must be made by **2:30 p.m.**

Children who are permitted by their parents to walk home or are being picked up before dismissal by a parent designee must have written parental permission.

Students found to be in violation of these guidelines will have their bus privileges suspended. If you have any questions about this policy or if your children are experiencing bus problems, please notify the principal at 724-843-1194 on weekdays from 7:30 a.m. to 4:00 p.m. Students and families are reminded that buses are equipped with audio and video surveillance capabilities.

### **Tips For Safe School Bus Riding**

Before your bus arrives...

- Make sure you are waiting at your bus stop on time.
- Stay off the road.
- Wait in a safe place that can be seen by passing cars.
- Be thoughtful and friendly to other students at the bus stop.

When the bus arrives...

- Make sure that the bus comes to a complete stop before you go near it
- Get on the bus without pushing or shoving
- After getting on the bus, go directly to a seat and sit down. Remain in that seat until you get off the bus. Do not change seats.

While you are on the bus...

- Obey the bus driver at all times.
- Keep the aisles clear at all times.
- Do not shout to other students on the bus or outside your bus.
- Do not put your hands or head out of the windows.
- Do not throw objects on the bus or out of the windows.
- Do not damage or litter the bus in any way.

When you are ready to get off the bus...

- Stay in your seat until the bus comes to a complete stop.
- Walk off the bus without pushing or shoving.
- Look both ways for traffic before crossing in front of the bus.

### **DRESS CODE**

We strongly encourage parents to play an active role in determining how their children dress for school. The school district reserves the right to establish dress and grooming guidelines. Students are to show proper attention to personal

cleanliness, decency, and appropriateness of dress for school. Therefore, it remains the final decision of the administration in cases of questionable attire. Fashions and fads that constitute a health or safety hazard to oneself or others are not permitted. Students dress and personal appearance must be of such character so as to not disrupt the educational environment, call undue attention to the individual, violate federal, state, or local health or obscenity laws, or affect the health, safety, and /or welfare of the student and his/her classmates. Any emerging trend not addressed in the dress code including, but not limited to, personal items worn, carried, or displayed will be evaluated by the administration and that decision will be the final one. Teachers will check students for any violations of the dress code.

The Elementary School will follow the following dress code:

1. Full-cut shorts, skirts, dresses, etc. can be worn but the length must meet or exceed fingertips when arms are placed at student's side when standing straight, unless proper legwear is worn under the clothing (ex. leggings). Overly tight shorts such as spandex or leotard style are not permitted.
2. Halter, mesh tops, muscle shirts, and tank tops are not permitted. All upper body apparel must touch the waist.
3. Clothing with obscenities and/or alcohol or drug references, and/or inappropriate references, hats, bandannas, sunglasses, and flip-flops will not be permitted.
4. No saggy or oversized pants. Pants must be pulled up and belted at the waist.
5. In accordance with Public Health Regulations, socks or other appropriate footwear must be worn with shoes.
6. Students may not wear or have in their possession waist chains, wallet chains, or pocket chains in school.
7. Students will not be allowed to carry backpacks or book bags in school. They must be placed in the coat rack during the day.
8. Wheeled shoes are not permitted.

**PENALTY FOR VIOLATION:** Parents will be called for a change of clothes.

*Policy # 221*

## **DISTRICT SECURITY**

The District recognizes the fact that each student is entitled to an education in a safe, secure environment. In order to ensure the safety and security of both students and staff, the District has taken precautions to secure all of its buildings. These include but are not limited to electronically locking and monitoring entrances to the schools. In addition, the District is implementing a uniform system of identification of all individuals entering its facilities. Visitors and tardy students are to enter only through the front entrance of the building. All visitors and tardy students must sign in immediately at the main office. Visitors are to wear a Visitor Pass while in the building.

It is the responsibility of all employees to wear New Brighton School District identification badges at all times throughout the school day. Replacement badges will be issued for a nominal fee.

## **ELEMENTARY SECURITY**

Parents will not be permitted to proceed to the classroom areas without having first signed in and received permission from the Office and been issued a Visitor's Pass.

## **SMOKING POLICY**

Student possession, smoking, or use of tobacco of any type on school property or at any school-related function is prohibited. A violation of this policy by students is cause for disciplinary action and charges being filed before the district magistrate which, if convicted, will subject them to a civil fine of not more than fifty dollars plus costs.

*Policy # 222*

## **DRUG AND ALCOHOL POLICY**

The New Brighton Area School Board, Administration, and staff strongly support drug and alcohol prevention programs and strategies within the school district. In addition, the board supports the concept of enforcing a strong discipline policy dealing with the critical area of drug and alcohol abuse.

The use, consumption, possession, or sale of illegal drugs or alcoholic beverages is expressly forbidden on school property, at school sponsored or school related activities, and on school district contracted carriers including such use, consumption, and possession which occurs immediately prior to entering upon school property and/or school district contracted carriers or attending school sponsored activities. A complete copy of this policy is available in the school office.

*Policy # 227*

### **WEAPONS POLICY**

Any student found in possession of/ or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten day out-of-school suspension, and presented to the School Board for formal expulsion hearing proceedings in accordance with Pennsylvania School Code.

The term weapon refers to any loaded or unloaded firearm (including pellet gun, B.B. guns, and look-alike firearms); any explosive device of any kind; any Bowie knife, Dirk knife, lock-blade knife, hunting knife, or any other similar knife; or any other tool or instrument that is not reasonably related to education such as chains, brass knuckles, nightsticks, ax handles, etc. A student is in possession of an illegal and /or banned item(s) under this section when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or at any school function or activity, or any school event held away from the school, or while the student is on his/her way to or from school.

Any professional staff member or school employee shall immediately inform the principal who will conduct the complete investigation. Upon confiscation, the principal must immediately notify and/or summon:

1. local police
2. Superintendent
3. parents of any and all students involved in the incident.

Upon just cause for suspicion of possession of a weapon, the principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the principal will immediately summon the police and request assistance in this matter from the local police. Parents should be notified as soon as possible.

The principal will collaborate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel. The Superintendent will inform the Board Members as soon as measures have been taken to eliminate any immediate danger associated with the incident.

The principal will coordinate the informal hearing procedures, e.g., investigation securing written statements, witness statements, and anecdotal records substantiating the charges of possession, transmitting, and/or transporting a weapon, the informative and notification requirements for a formal hearing for expulsion proceedings in accordance with Pennsylvania School code, with the assistance of the Superintendent and Coordinator of Pupil Services.

*Policy # 218.1*

### **SEARCH POLICY**

The district may, without notice to the students or others, conduct random searches and /or utilize drug-detecting dogs to perform random searches on school property. In the event the dog handler suspects the presence of drugs, then reasonable cause exists to perform a search in accordance with district policy.

*Policy #226*

### **ELECTRONIC DEVICES**

The district recognizes that the unauthorized use of personal communication devices by New Brighton Area students can be a source of disruption. The district's personal communication device policy is in effect to establish an educational climate conducive to student learning. School staff may permit the use of these devices in designation areas under their supervision.

Any student using a device irresponsibly or without proper authorization will face appropriate consequences. District personnel will confiscate these devices and discipline will follow accordingly. Continued violation of the school policy may result in progressive disciplinary action in accordance with the district discipline policy.

*Policy # 237*

## **CHROMEBOOK & IPAD AGREEMENT**

### **Parent Requirements**

The New Brighton Area School District has issued your child a Chromebook or iPad to improve and personalize his/her education while integrating technologies into the classrooms. It is essential that the following guidelines be followed to ensure the safe, efficient, and proper operation of your child's Chromebook or iPad. Failure to comply with any of the following guidelines will constitute a breach of contract and may be subject to consequences as outlined in school procedures,

- I understand that I must supervise my child's use of the computer at home.
- I understand the importance of discussing family/school's expectations regarding the use of the internet at home and will supervise my child's use of the internet.
- I understand that I should not attempt to clean or repair the Chromebook or iPad. I will make sure my child charges the Chromebook or iPad when brought home.
- I understand that if my child comes to school without his/her computer, he/she will be responsible for completing all course work.
- I understand that I must sign and return the New Brighton Area School District handbook which contains technology information and that I must review the Acceptable Use Policy #815 before my child can access the Internet at school or at home using the Chromebook or iPad.
- I understand that my child will return the Chromebook or iPad to the school at the end of the school year or upon leaving the school during the school year.
- I understand that any intentional damages to the Chromebook or iPad at home or school will be subject to disciplinary action.
- I understand that the Chromebook or iPad is subject to inspection at any time, and without notice, and at all times remains the property of the New Brighton Area School District.
- I have read the New Brighton Area School District Chromebook or iPad Policy and agree to the terms. My signature on the handbook card indicates my acceptance of the terms.

### **Student Requirements**

Your Chromebook or iPad is an important learning tool and is for educational purposes. If you are asked to take your C Chromebook or iPad home, you must be willing to accept the following responsibilities. The failure to obey any of the following requirements will result in a breach of contract and may be subject to consequences as outlined in school procedures.

- I will follow the policies outlined in the Chromebook or iPad Policy and the Acceptable Use Policy while at school and outside of school.
- I will treat my Chromebook or iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I understand that my Chromebook or iPad is subject to inspection at any time without notice and remains the property of the New Brighton Area School District.
- I will not loan my Chromebook or iPad to my friends. It will stay in my possession at all times. I will not remove any installed apps or files from my device.
- I will sign and follow the New Brighton Area School District's Acceptable Use Policy #815.
- I will not attempt to repair or clean my Chromebook or iPad screen with any liquid, only a soft dry cloth.
- If I take it home I will charge my Chromebook or iPad each night.
- If I take it home I will bring my Chromebook or iPad to school the following day.
- I will not deface the Chromebook or iPad in any way, such as but not limited to, stickers, markings, etc.
- I understand that my Chromebook or iPad is subject to inspection at any time, and without notice, and at all times remains the property of the New Brighton Area School District.



## **Virtual Learning Expectations and Guidelines for Student Code of Conduct**

As the District embraces a 1:1 technology environment our classroom environment will be at least partially virtual. We expect that all students, families, and staff will exhibit appropriate behavior while utilizing our various technology resources. We remind families to review our Acceptable Use Policy, found in our handbooks and on our website. Additionally, all students and families are agreeing to abide by the following rules:

### **Academic integrity and quality of work:**

Learners in a virtual classroom or who are participating in video chats, live streaming, video class groups, or similar online video based educational opportunities will be expected to turn in their own work. The teachers have a number of technologies to check that student work is unique and their own.

With that in mind, students and families agree that:

- Videos, pictures, or copies of either student generated or teacher work should never be shared as posts on social media, gaming networks, or elsewhere online.
- Learners should not use or attempt to access files or content that do not belong to them, or that they have no educational reason to access.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet is cheating, and students may suffer the same consequences.
- Collaboration with other students is prohibited unless directed to do so by the teacher. In addition, guardians, parents, or acquaintances of the learner may not log in to a student account and complete coursework on behalf of the student.
- Students should not use excessive "slang", written abbreviations, or language that they might use in other environments for completion of online work and graded tasks.

### **Digital citizenship and appropriate use of technology:**

It is important to not only teach content, but also have students be aware of their actions in a virtual environment. Students and staff have rights to their own privacy that cannot be violated.

Students and families agree that:

- Students and families must respect the privacy of others online, and on all devices accessed or used.
- The sites and tools approved by the New Brighton Area School District will not request private information from students or families. At no time should private information be given to programs of outside access. If you are ever unsure, stop and ask a teacher for assistance.
- Hurtful, harassing, or threatening messages, or inappropriate photos and/or videos are in no way permissible through online content or while participating in videos, livestreaming, or chats of lesson.
- No pictures or videos should be taken, sent, or shared of anyone without that person's permission. This includes teachers or any other students or staff.
- No comment, whether written or spoken, should be made unless you are completely comfortable with your Principal and/or Family seeing or knowing about it. This includes any profile pictures.
- As a virtual learner, your communication with your teacher will be slightly different than in a

traditional setting. As such, the student's school email account must be checked on every date of virtual instruction, and responses should be sent to instructor questions or comments in a timely manner.

- Violations of some rules in this section may also result in violations of the Family Educational Rights Privacy Act (or FERPA), the school's anti-bullying policy, or the school's academic integrity policy, and may be subject to disciplinary action.
- If you witness anything in your virtual classroom that appears to violate any rule stated on this virtual learner code of conduct, please notify your teacher immediately.

### **Additional disciplinary information:**

In any classroom, there is always the potential for actions that detract from the learning experience. Adding in the virtual component to our traditional classroom will cause some differences in expectations.

We wanted to reassert the following:

- Being intentionally disruptive to a live class with an online account is not acceptable and may result in the same consequences as being disruptive in the classroom.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet is cheating, and students may suffer the same consequences.
- Disciplinary action of students in a virtual environment will be done in the same manner as students violating school rules in a traditional setting.
- Students are subject to all local, state, and federal laws governing the internet. As such, district administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through internet access.

### **STUDENT WORKS AND PHOTOGRAPHS ON THE INTERNET**

Unless otherwise notified, the School District may include student exemplary works or student photographs in a New Brighton Area School District publication or on district sites during the 2016-2017 school year. If you would like a copy of the "Publishing Student Work and Photographs" policy, please contact Mr. Jason Hall 724-843-1795 ext. 103. *Policy # 238*

### **INTERNET POLICY**

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.

The purpose of access to the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources opportunities for collaborative work. Use of the system must be in support of education and research and be consistent with the educational objectives of the New Brighton Area School District. Use of other organizations, networks, or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for

commercial activities and by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Use of district network or equipment for cyber bullying is prohibited.

All persons who access the Internet must conduct themselves in a responsible, ethical, and polite manner while using the network. On the Internet, however, many resources are inappropriate or not designed for use with elementary and secondary education. Use of the Internet shall be limited to educational and instructional purposes related to the class curriculum of the particular user and for no other purpose. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Use of the Internet shall be subject to the policies of the New Brighton area School District governing student expression and permissible uses of school district facilities generally. Ignorance of this policy and expectations does not exempt individuals from consequences. The New Brighton Area School District will make a good faith effort to meet the federal regulations found under the Children's Internet Protection Act (CIPA) but cannot guarantee all inappropriate material will be excluded from view. The district reserves the right to log network use and monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

## **RESTRICTIONS**

The Board establishes that materials related to the following areas are deemed inappropriate, in addition to those state in the law: hacking, gambling or on-line gambling, violence, firearm assembly or sales, alcohol sale, sale of prescription drugs and controlled substances, drug culture, terrorism, and hate and discrimination.

The use of the Internet is a necessary educational tool, and inappropriate use will result in restriction of Internet use. Each user in the New Brighton Area School District faculty pertaining to the proper use of the network and Internet. The Board establishes that network use is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in cancellation of those privileges and appropriate disciplinary action. The administration, faculty, and staff of New Brighton Area School District may request the system administrator to deny, revoke, or suspend specific users. The Director of Technology and the administration along with the Network Administrator will deem what is inappropriate use, and their decision is final.

The district shall make every effort to ensure that students and staff use this resource responsibly.

Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building administrator shall have the authority to determine what inappropriate use is.

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

- Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
- Maintaining and securing a usage log
- Monitoring online activities of minors

*Policy #815*

## **STUDENT INTERNET/NETWORK ACCESS**

Elementary students (K-5) will have the opportunity to access Internet services after review of the Acceptable Use Policy and submission of the User/Parent Permission Form. The student must maintain proper Internet practices to retain Internet privileges. Elementary students will access the Internet and network resources (including email) for educational purposes only. A staff member will monitor them and their usage will be logged.

## GOOGLE APPS FOR EDUCATION

The district provides each student with a digital storage space on our networked servers and local computers. Any files stored on the district servers or workstations are not the property of the individual students, they are the property of New Brighton Area School District. These files are not private. Staff member will have the ability to access any student file.

Storage space and student files will be randomly scanned for inappropriate material and files that violate the school's Acceptable Use Policy. Any student who is found to be in violation of the law, School District Policy, or school procedures will be subject to disciplinary action user school policy.

The New Brighton Area School District will be utilizing Google Apps for Education for students, teachers, and staff. Using these tools, students collaboratively create, edit, and share files as well as websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet connected device. Examples of students use include showcasing class project, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

New Brighton Area School District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

New Brighton Area School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google docs have a powerful content filter in place for email, the school system cannot assure that users will not be exposed to unsolicited information. The general right of privacy will be granted to the fullest extent possible in the electronic environment. New Brighton Area School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. **Users of student email are strictly prohibited from accessing files and information other than their own.** The school system reserves the right to access the student's Google Apps for Education Account including current and archival files when there is reasonable suspicion that unacceptable use has occurred. Please contact your child's building principal should you have any questions or concerns regarding Google Apps for Education.

## NETIQUETTE

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. User should not view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Users should not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices.
  - b. Report security risks or violations to a teacher or network administrator immediately.
  - c. Conserve, protect, and share these resources with other students and Internet users.
  - d. Users should not destroy or damage hardware, data, networks, or other resources that do not belong to them.
  - e. Do not attempt to login to sites/accounts without proper authorization.
3. Respect and protect the intellectual property of others.
  - a. Do not infringe copyrights (includes, by not limited to making illegal copies of music, games, videos, images, or publications).
  - b. Do not plagiarize.
4. Respect and practice the principles of community
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials to a teacher or administrator immediately.
  - c. Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude discriminatory, or meant to harass or cyber bullying).

- d. Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass or cyber bullying).
- e. Do not intentionally access, transmit, copy, or create illegal material (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- f. Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- g. Do not sent spam, chain letters, or other mass, unsolicited mailings.
- h. Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

## **SUPERVISION AND MONITORING**

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, and/or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to school officials and law enforcement.

## **PROHIBITED ACTIVITIES**

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. The following activities are specifically prohibited and if performed will subject the user to consequences, including, but not limited to, loss of access, disciplinary action, and/or legal actions:

1. Use of the network to facilitate any illegal activity including "hacking."
2. Use of the network and/or its resources for commercial or for-profit purposes.
3. Use of the network and/or its resources for non-work or non-school related work.
4. Use of the network and/or its resources for product advertisement or political lobbying.
5. Use of the network and/or its resources for harassment, hate mail, discriminatory remarks, cyber bullying and offensive or inflammatory communication.
6. Access to obscene or pornographic material or child pornography.
7. Access by students and minors to material that is Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
8. Destruction, modification, abuse, or unauthorized access to network hardware, software, and files.
9. Unauthorized or illegal installation, downloading, distribution, reproduction, or use of copyrighted materials, i.e. plagiarism.
10. Use of the network and/or its resources to access illegal, obscene, pornographic material, or other material harmful to minors.
11. Use of inappropriate language or profanity on the network and/or its resources.
12. Use of the network and/or its resources to transmit material likely to be offensive or objectionable to recipients, including but not limited to spam.
13. Use of the network and/or its resources for to intentionally obtain or modify files, passwords, and data belonging to other users, internal or external to the district's network.
14. Implementation of another user, anonymity, and pseudonyms, i.e. identity theft.
15. Use of network facilities for fraudulent copying, communication, or modification of materials in violation of copyright laws.
16. Copying, loading, or use of unauthorized or pirated games, programs, files, data, or other electronic media.
17. Use of the network and/or district resources to disrupt the work of other users.
18. Destruction, modification, vandalism, or abuse of network hardware, software, and/or functionality.
19. Quoting personal communication in a public forum without the original author's prior consent.
20. The creation of links to other networks whose content or purpose would tend to violate these guidelines.
21. Attaching rogue devices or applications to district resources.
22. Sending unsolicited email for the purpose of advertisement or non-district business.
23. Installation and/or use of non-district authorized remote desktop or other computing utilities.
24. The use of externals hard drives or flash drives on the network.
25. The use of non-district owned equipment on the network without the prior approval of the Director of Technology.

## **COPYRIGHT**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

## **SAFETY**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator.

Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors
5. Restriction of minors' access to materials harmful to them

## **USE OF WEB 2.0 RESOURCES**

Students at New Brighton Area School District will be using various resources for the purpose of educational endeavors that include, but are not limited to:

- Responding to and commenting on curriculum projects
- Creating written projects / media projects and commenting on each other's work
- Reviewing and sharing study strategies before tests and quizzes
- Collaborating on projects
- Researching points of view on a topic
- Constructing class notes and writing persuasively
- Making classroom suggestions
- Creating content pages on curriculum topics

### ***Terms and Conditions***

- All students and participants must agree to the terms and conditions of this agreement.
- No student may edit or delete the work of another without teacher permission.
- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- No student or other participant may include any information or images on the site that could compromise the safety of him / herself or others.
- All participants will be respectful in their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.
- No student or other participant may post, comment, or change settings on the site in violation of these terms and conditions.
- All use of these resources must be in accordance with this policy, including school related entries made from computers outside of school.
- No posting or editing may facilitate or promote illegal activity, either overtly or by implication.

### ***Email***

- In order for all students to participate in some of the Internet resources, an email account must be used. This account will allow your student to register and access materials online. It is simply a necessary component for registering in order to access these resources. This email address will be provided by the district and will be monitored to ensure that it remains (CIPA) compliant.
- A record of emails used will be maintained by way of the signature page.
- Students are not to access email accounts during the school day unless there is an educational purpose as indicated by a teacher. New Brighton Area School District is not responsible for inappropriate use of email after the school day. School discipline may occur if inappropriate use of email after school hours affects the school-learning environment.

### ***Publishing to the World Wide Web***

Students' work may be considered for publication on the World Wide Web. Such publishing requires parent/guardian permission. If parents **do not** want their child's work published, this must be indicated on the signature page.

Unidentified photos or videos of students may be published on websites, illustrating student projects and achievements. His/her photo or video would appear on pages with a clear school related purpose and will be included to further instructional and/or co-curricular activities. If parents **do not** want their child's photo or video published, you must indicate this on the signature page.

*Policy # 238*

### **CONSEQUENCES FOR INAPPROPRIATE USE**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

### **ERRORS/OMISSIONS RISKS**

New Brighton Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. New Brighton Area School District will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, malfunctions, or user errors or omissions. New Brighton Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **TERRORISTIC THREATS/ACT POLICY**

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

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

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

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

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

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.

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

If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

In the case of exceptional students, the district will take all steps necessary to comply with Individuals with Disabilities Education Act.

*Policy # 218.2*

## **BULLYING POLICY**

### **Definitions**

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

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

### **Authority**

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

### **Discrimination/Discriminatory Harassment**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in



the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

#### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

#### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

#### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

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

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

#### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

#### **Education**

The district may develop, implement and evaluate bullying prevention and intervention programs and activities.

Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

#### **Consequences for Violations**

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

## **HAZING POLICY**

New Brighton Area School district strives to maintain a safe, positive environment for students and staff, and therefore prohibits hazing activities of any type.

### **DEFINITIONS**

**Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization

### **COMPLAINT PROCEDURE**

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal. Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated.

### **INTERIM MEASURES**

Upon receipt of a complaint of hazing, the administration will determine if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

### **CONSEQUENCES FOR VIOLATIONS**

#### **Students**

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student

Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to fifty dollars (\$50) on each student determined to have engaged in hazing in violation of this policy. When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

### **Nonstudent Violators/Organizational Hazing**

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

### **Criminal Prosecution**

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

## **THE SCHOOL DAY**

### **DAILY SCHEDULE**

Late Bell	8:53 a.m.
Homeroom	8:53 a.m. – 9:08 a.m.
Classes Begin	9:08 a.m.
Lunch (staggered)	11:36 a.m. – 1:10 p.m.
Dismissal	3:15 p.m.

Students are expected to be in their seats and ready to work by 8:53 a.m. They will be counted tardy after that time and should report to the office and provide a written excuse.

### **ANNOUNCEMENTS**

The announcements for the day are made over the public address system each morning. If you wish to have announcements made regarding school or community activities, you must submit the announcement to the principal's office prior to 8:50 a.m. The content of announcements will be reviewed by the office.

Classes will only be interrupted during the day for urgent bulletins that cannot be handled in any other way.

### **SCHOOL CLOSINGS AND DELAYS**

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over radio stations KDKA, WMBA, or WBVP and television stations KDKA and WPXI. Reports in the morning will be between 6:00 a.m. and 8:00 a.m. If no report is heard, it can be assumed that school will be in session. Parents may also contact the main school district number (724-843-1795) to obtain a pre-recorded message on school

closings or delays. New Brighton Area Schools has also invested in a phone notification system. You may receive an automated phone call in the event of a closing or a delay.

### **EMERGENCY EARLY DISMISSALS**

In the unlikely event of an emergency early dismissal, the following media will be contacted: KDKA, WPXI-TV 11, and WBVP. These stations will make periodic announcements regarding early dismissals. **Parents should make plans with their children should an emergency early dismissal occur.**

### **BRINGING AND PICKING UP YOUR CHILD**

A crossing guard is on duty at the bus lane crosswalk at the school from 8:30 a.m. to 8:53 a.m. daily. Children should cross only at this point. **Do not drop your child off before 8:30 without permission from the principal.**

- When you drop your child off after 8:53 a.m., watch for his/her safe crossing.
- If you are picking up a student he/ she is **required to have a note for the day, indicating that you plan to pick up your child at dismissal**; otherwise, the student will get on the assigned bus. If someone other than the parent/guardian is picking up the student, that person's name must be on the note. For security reasons, the pick-up person may be asked to show photo identification. Students will be dismissed through the tunnel, located in the lower parking lot off of Allegheny Street, behind the school.
- The upper elementary parking lot is closed to car traffic from 2:30 p.m. through 3:45 p.m. Parents wishing to pick up their child at dismissal should arrive at the lower tunnel entrance by 3:15 p.m. to sign out their child. All children must be signed out prior to leaving the building. Students will be called for dismissal between 3:20 and 3:30 p.m. Please be patient, students will be called in small groups for their safety.
- Parents are reminded that all cars must park in marked parking spaces. Cars illegally parked, along the curb, present a safety hazard and may be ticketed. Handicapped parking is available in the lower parking lot. Please contact the office if you need other special arrangements.

#### When You Drop Your Child Off

DO – Use the student drop-off point. Follow the traffic patterns, established by the cones and signs. Please be patient and keep in mind the safety of all children. If there are questions concerning the procedure, please see Mr. Hall.

DO – Bring your child to school between 8:15 a.m. to 8:50 a.m.

DO – Park in the parking lot if you have business in the school.

DON'T - double park at any time.

DON'T – Use the bus lane or park in the bus lane or drop off zone.

DON'T – Bring your child to school before 8:15 a.m. without prior approval. The permission must be requested in writing with reason provided. A signed copy will be returned to signify approval. **Children cannot be properly supervised by the school if they arrive prior to 8:15 a.m.**

#### When You Pick Your Child Up

DO – Send a note to the teacher, indicating that your child will be picked up at dismissal, listing the name of the person who will be signing them out.

DO – Park in the lower parking lot and sign your child out on the clipboard.

DON'T – Arrange to meet your child outside the school.

DON'T – Park in the bus lane or student drop-off zone.

## BOOKS, EQUIPMENT, AND MATERIALS

Students will be responsible for the proper care of all books, library materials, supplies, and school equipment issued by the faculty. If a student loses or damages any of those items, he/she will be charged with a fair assessment for the lost or damaged item. Report cards and record transfers will be held pending payment of fees or fines.

All personal property, i.e., coats, hats, book bags should be clearly labeled with the student's name. The school district will not be liable for lost or damaged student property.

## SCHOOL INSURANCE

School insurance is available to all students at the beginning of the year. The purchase of this insurance is optional but highly recommended.

## PARENT CONFERENCES

Parents are encouraged to visit the school and have conferences with the teachers. Teachers will schedule parent conferences as needed at a mutually convenient time. Please do not hesitate to contact the teacher if you have any concerns regarding your child's school work. Voicemail messages may be left for your child's teacher to return at a convenient time. In addition to teacher conferences, the elementary counselor and social worker are available to discuss any problems or concerns you may have. Please call the elementary office to schedule an appointment.

## COMMUNITY ELIGIBILITY PROGRAM

The New Brighton Area School District participates in the Community Eligibility Program (CEP). This program provides free meals (breakfast and lunch) to all students in the District, regardless of household income. This does not apply to ala carte items and you may continue to place money on student's accounts to fund ala carte purchases and additional breakfast/lunch purchases.

Families are no longer required to complete an application for Free and Reduced Price Meals, all students qualify for this program and are eligible to receive one free breakfast and one free lunch daily.

## CAFETERIA PROCEDURES

- ❖ A computerized debit system is in place. Every student is assigned an ID number upon enrollment. This number is unique to them and remains until graduation.
- ❖ Each child is required to use their ID number regardless of money being in their account or if using cash.
- ❖ Any amount of money can be sent in for your child's account, either cash or checks. Checks are preferred and should be made out to NBSD Cafeteria Fund. Include child's name, ID number and building. Replacement checks will be charged a \$10.00 service fee & the child's account will be debited. Money can be sent in with your child, dropped off at building office, or mailed. The address is: NBSD Cafeteria 3225-43<sup>rd</sup>. St, New Brighton. Payment will also be accepted using SchoolCafe.
- ❖ Money on account may be used for breakfast, lunch, & Ala Carte items. **Elementary** money will be available for Ala Carte only if the Food Service Director is notified in writing.
- ❖ When an account is negative, the student will only be permitted to receive a meal. There will be no charging of Ala Carte. Ala Carte is any item not designated as part of the day's meal.
- ❖ Students may pay cash daily, but it is recommended that an account balance be kept.
- ❖ The cashier will inform students when their account is getting low. Courtesy calls will go out every Friday for any child whose balance drops to \$5.00 or less.
- ❖ At the end of each school year, a child's positive balance will carry over. **Negative** balance will need to be paid before the start of the next school year. **Seniors must pay-off Negative balances to**

*participate in commencement. The cashier will refund up to \$10.00, over \$10.00 a check will be mailed.*

- ❖ Student account reports can be printed upon request.
- ❖ When leaving the district, it is the students/parents responsibility to pay money owed, or request a refund.

Parents need to be aware that students have unlimited use of their account balance unless the cafeteria staff is notified in writing of your requested restrictions. Restriction examples are: one lunch, one breakfast, no breakfast, or no snacks. Without restrictions, students may purchase as many items as they desire thus depleting their funds before parents are aware. This may cause your child to incur a substantial debt to the school. Please discuss with your child how he/she is to use the account. Report cards and record transfers will be held pending payment of fees. Parents may inquire about their child's account balance by contacting the Cafeteria Manager, at (724)846-9992.

### **FIRE DRILLS/EMERGENCY DRILLS**

Fire drills are conducted at least once a month during the school year. Students are taught the proper procedure for safe and quick evacuation.

The school district participates annually in a severe weather preparedness drill in cooperation with Beaver County Emergency Management. Students are moved to designated safe areas in the building and are taught correct safety procedures in the event of severe weather conditions.

### **PHYSICAL EDUCATION**

All students must participate in Physical Education unless a written excuse is provided by a medical doctor.

### **VISITORS**

Parents are encouraged to visit the schools; however, for the safety of all children, visitors are not permitted in the building or on school grounds during the school day unless prior approval is received from the office. Parents will not be permitted to proceed to the classroom areas without having first signed in and received permission from the Office and been issued a Visitor's Pass.

Parents are welcome to observe classes or to confer with teachers, guidance counselors, or the school administrators. Contact the office to schedule an appointment. Please stop at the office upon arrival in the school.

## **HEALTH POLICIES AND SERVICES**

### **COVID19 Specific Health Policies and Procedures**

In light of the recent coronavirus pandemic, the following information is important to review.

To help keep the students and staff of New Brighton safe and healthy, parents/guardians are expected to complete the Daily Health Checklist (below) every day prior to sending their child to school. **Sick students should not be sent to school.**

Students exhibiting symptoms may return to school when they have been cleared by their doctor OR they have met the current guidelines set forth by the PA Department of Health or CDC. As these guidelines change in response to our understanding of COVID19, the most recent criteria for home isolation and return to school will be available on the school website.

Students who are found to be sick at school may need to wear a facial covering. Siblings of sick students may be dismissed from school as well.

**It is essential that families establish a plan to pick up students during the school day in the event that the student becomes sick. Sick students cannot remain at school.**

To avoid potential exposure to other sick students, the health offices will be utilized for emergencies, severe illness, and specific nursing services only. Services that can be provided in the classroom will be provided in the classroom.

We ask that parents anticipate and be understanding of changing policies as they adapt with new information and guidance. We understand that this pandemic has placed undue hardships on students and families. We appreciate your assistance in meeting these expectations so that our school can continue to remain open during this pandemic. Please visit the school website or contact the school nurse for the most current health guidance.

### **Daily Health Checklist**

1. Has my child or members of our household been in contact with anyone who has symptoms and/or has tested positive for COVID-19? Y/N
2. Has my child had any **ONE** of the following in the last 24 hours?: Y/N
  - a. Fever (100.4 or higher)
  - b. Cough
  - c. Shortness of breath
  - d. Difficulty breathing
3. Has my child had any **TWO** of the following in the last 24 hours? Y/N
  - a. Sore throat
  - b. Runny nose/congestion
  - c. Chills
  - d. New lack of smell or taste
  - e. Muscle pain
  - f. Nausea or Vomiting
  - g. Headache
  - h. Diarrhea

**If you answered yes to any of the above, please keep your child home, and call the school nurse.**

### **ILLNESS AND EMERGENCIES**

If your child is ill, keep him/her home. It is not the role of the school nurse to diagnose or treat illness or injury. If there is an injury or an illness serious enough that the child must go home, the health form will be utilized to contract a parent/guardian/emergency contact.

The health information form distributed each year to the student is designed to provide the school with emergency information concerning your child. Please keep this information current by notifying the school when changes occur.

### **HEALTH OFFICE PROCEDURE**

Students are to sign in and out of the health office. When a student becomes ill, they must request a pass from their teacher to report to the health office. If the nurse is not available the student should report to the main office. Parents will be notified if a student visits the health office as deemed appropriate by the school nurse.

All accidents or illness should be reported immediately by students and staff. **Under no circumstances are ill or injured students to spend time in the restrooms.** Students are not permitted to call home sick without permission of the nurse.

### **PENNSYLVANIA HEALTH MANDATES**

Pennsylvania state health law mandates an audiological screening for kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 7<sup>th</sup> and 11<sup>th</sup> grades; a dental examination in kindergarten, 6<sup>th</sup> and 11<sup>th</sup> grades. Annual heights/weights and vision screenings are recorded for each student.

Any student who has not submitted physician documentation of private exams by the start of the school year will automatically be scheduled for screening by the school physician/dentist unless a written plan of care is received by the health office.

Pennsylvania requires that all students be vaccinated to attend school. Students are given a 5 day grace period at the start of the school year to submit either a current vaccination record, waiver, or physician signed plan of care. Failure to do so will result in exclusion.

#### Upon Entry

- 4 polio immunizations (with one dose given after the fourth birthday)
- 4 DPT immunizations (with one dose given after the fourth birthday)
- 2 MMR
- 2 Varicella
- 3 Hepatitis B

#### Grade Specific

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) prior to the first day of 7<sup>th</sup> grade
- 1 dose of meningococcal conjugate vaccine (MCV) prior to the first day of 7<sup>th</sup> grade
- 1 dose of meningococcal conjugate vaccine (MCV) after the 16<sup>th</sup> birthday and prior to the first day of 12<sup>th</sup> grade

### MEDICATION/DISTRIBUTION GUIDELINES

IDEALLY, ALL MEDICATIONS ARE TO BE GIVEN AT HOME. The school does not provide any medication. Once-a-day, two-times-a-day, and three-times-a-day medication will not be given in school. Q.I.D. (Four-times-a-day), lunchtime, and PRN (as needed) medication will be dispensed only once a day according to the building schedule. Administration times may be modified in the case of fieldtrips and building events.

No student is permitted to self-medicate at any time. Students found in violation of this regulation will be subject to the New Brighton School District policy for controlled substances. No medication of any sort is permitted to be carried by any student at any time. **The only exceptions are insulin, inhalers, and epipens when a student has physician documentation and approval of both the school nurse and parent.**

For any medication to be distributed at school, the parents must provide the Authorization for **Distributing Medication During School Hours** from signed by both the parent and physician for each school year.

Parent/Guardian(s) are to send a single daily dose of medication in the original prescription container labeled with: (1) name of child, (2) name of medication, (3) dosage, and (4) name of physician and date.

Students are required to take medication in the presence of the school nurse. The school district will not assume responsibility for stored medication. The New Brighton Area School District and its agent/employees will incur no liability whatsoever for any allergic reaction, side effects, or drug interactions which may result from the administration of medication which has been requested by the parent/physician.

In the case of chronic and emergency medication treatment, the parent/guardian(s) are responsible for providing necessary medication and instruction from their physician to carry out emergency medical treatment. Such medication will only be administered in life-threatening situations. The parents will be notified and requested to transport their child to an acute care facility.

### CHRONIC HEALTH CONDITIONS

The health information form is not a substitution for physician documentation. If your child has a chronic illness please contact the health office. If a student requires supervision of conditions such as asthma or allergies, additional documentation must be submitted. If additional documentation is not submitted the school will assume that the student and family are managing the student's condition without school support.

Additional documentation may include Allergy Questionnaire, Medical Plan of Care School for Food Service, or Medication Administration form.



## TRANSPORTATION OF SICK STUDENTS

Parent/Guardians(s) or their designee is responsible of transporting students. Students must be signed out by parent/guardian or designee when being sent home sick.

In the occurrence of an emergency which would necessitate immediate medical attention and the student's parent/guardian are unobtainable, the decision to call an ambulance will be that of the school nurse and/or building principal. Payment of such emergency medical services will be the responsibility of the student's parent/guardian.

## POTASSIUM IODIDE TABLETS

The Commonwealth of Pennsylvania has made potassium iodide pills (KI) available to people who live, or attend school within a ten-mile radius of a nuclear facility. KI is approved by the U.S. Food and Drug Administration. Taken at the time of, or within the first few hours following a radiological release, KI will protect the thyroid gland from disease or cancer. KI tablets will be available at school should a recommendation to take KI occur while school is in session. Distribution through the school system is being given high priority for the reason that children are much more sensitive to the ill effects of radioactive iodide than are adults. **KI should NOT be taken by anyone who is allergic to iodine.** If you have any questions or need more information regarding the school's participation in the program or the consent form, please call the school nurse.

## NALOXONE

Naloxone, commonly known by the brand name Narcan, is a safe and effective medication that can reverse the effects of opioid overdose. It is injected, often through the nasal passages, into a person experiencing an overdose and blocks the opioid and can reverse respiratory depression that could otherwise lead to death. Symptoms of an opioid overdose may include severe physical illness, coma, mania or hysteria. Those who believe someone is experiencing an opioid overdose, or may be presently using an opioid, should immediately report this to an administrator, nurse, or teacher. The law protects anyone reporting an overdose and/or administering Naloxone to someone suspected of overdosing is protected from civil liability as provided by law.

The District now has Naloxone stocked in each Health Office for use in the event of an emergency. If you have any additional questions please contact the school nurse. Refer to *District Policy #823* for further information.

## PEST MANAGEMENT

The New Brighton Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our Safety Committee members, which includes building maintenance staff, administrators, support staff, and teaching staff. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address to problem. The technique can include increased sanitation, modifying storage practices, sealing entry point, physically removing pest, etc.

On occasion it may be necessary to use chemicals to manage a pest problem. Chemicals will be only used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the areas being treated. Notices will be posted in these areas (72) hours prior to application and for (48) hours following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please contact the Director of Facilities at Ext. 410. Each year the District will prepare a new notification registry.

If a chemical application must be made to control an emergency pest problem notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to the notification include disinfectants and antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids.

*Policy #718*

## **STUDENT EVALUATION**

### **GRADING SYSTEM AND REPORT CARDS**

The students will receive a report card every nine weeks. The report card envelopes are to be signed by the parent and returned to the school. Mid-way through each nine weeks (excluding the first nine weeks), an academic progress report will be sent home. The progress report envelopes are also to be signed by the parent and returned to the school. Parents are encouraged to keep in close touch with the teacher concerning their child's progress.

The evaluation of student achievement is based on the following system:

A	90 – 100	C	70 – 79		
B	80 – 89	D	65 – 69	F	0 – 64

Kindergarten students will not receive the mid-term progress reports.

When retention of a student is necessary, the teacher should notify the parent of this possibility by the end of the third grading period. A meeting with the Retention Committee will be scheduled in May to review your child's progress and to determine the educational placement appropriate for his/her needs. The final responsibility for promotion or retention rests with the principal.

*Policy # 212, 213, 215*

### **PARENT PORTAL**

Communication between the home and school is something that is important to parents and to the school district. The New Brighton Area School District is now offering an interactive way to have direct and constant communication using the Internet.

With Parent Portal, an easy to use password protected link between the home and school can be established. Grades, assignments, notes, news, and other school information can be accessed 24 hours a day, seven days a week.

To access Parent Portal, visit the district page at [www.nbasd.org](http://www.nbasd.org), go to the "Families" section, and click on "Parent Portal Resources." This will direct you to a website that will assist with sign-up and log-in procedures.

Online records will include grade reports that describe assignments and any work that is missing or not completed. The system also allows parents and teachers to exchange e-mail, which will add another means of communication to our connected learning community. Web sites related to the subject areas being taught may also be included on class pages.

### **HOMEWORK**

All students need to develop sound study habits if they are to achieve their fullest potential. When homework is assigned, please see that it is completed on time. Failure to complete the homework assignments will affect the daily grade.

It is important that students have a quiet place in the home to study for tests and complete assignments.

### **TESTING PROGRAM**

The New Brighton Area Elementary School will again administer various types of tests this year. We wish to inform you of the types of tests administered to your child, for what purposes, and who will have access to the results. The tests are nationally standardized and given in large groups. The tests which will be administered include the following: Aptitude and Ability Tests, Achievement Tests, and Interest Surveys.

The testing program will help us determine each student's areas of weakness and strength in major subjects. Our testing program will also provide information which will evaluate the education of our students in comparison to other schools. The Pennsylvania Department of Education usually requires testing scores as part of the criteria for various evaluations. Tests are administered by teachers as directed by the Guidance Department. The New Brighton Area School District does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, or handicaps. The test results will be placed on the student's permanent record card and secured in the principal's office. A parent must give his or her written consent to release this information to other schools or agencies.

We hope that you understand the importance of New Brighton Area Schools' testing program which provides the necessary information to help us better educate your child. If you have any questions regarding the program, please contact the elementary office. Otherwise, we will assume that you consent to our testing program.

## **STUDENT RECORDS**

The information in your child's school records is available to you.

The New Brighton Area School District respects the right of privacy and confidentiality of you and your child. We have a written policy about student records. The policy describes procedures for the collection, care, and sharing of student records.

Your child's record contains many kinds of information. Teacher records may include pupil worksheets, workbooks, results of formational testing, and information of short-term importance. Other information includes attendance, test scores, school achievement, and descriptive information about your child such as height, weight, birth date, and address. The record may also include parent consent forms, reports of all formal assessments such as psychological reports, results of multidisciplinary team meetings, copies of the Individual Education Program (IEP), Notice of Recommended Assignment (NORA), and request for release of information or file review.

You may see your child's record and receive a copy by making a request in writing to the Superintendent (see address below). A meeting will be set for you to look at the record and receive copies.

Any information in your child's record can be challenged. You may write a letter describing the specific information to which you object. The letter should state why you object to that information. The letter should be sent to the superintendent.

You will get a written response outlining procedures to be used to correct the disagreement.

The New Brighton Area School District respects the confidentiality of each student record. Parents must give written permission for the sharing of items in the record with outside agencies. Written parental consent for release of exceptional pupil records is not necessary if a request is made by authorized representatives of the Comptroller General of the United States; Commissions of Education; the Director of the National Institute of Education; state or local officials as required by state laws; or when the health, safety, or welfare of the child is in danger; and/or EDUCATIONAL agencies who are providing or will be providing educational services for the child.

*Policy # 216*

If there are any other questions about pupil records, please contact:

Dr. Joseph Guarino, Superintendent  
New Brighton Area School District  
3225 43 Street  
New Brighton, PA 15066  
724-843-1795

## **LIMITED ENGLISH PROFICIENCY PROGRAM**

In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed, and provided appropriate services. *Policy # 138*

## **TITLE I (ACADEMIC SUPPORT) PROGRAM**

The New Brighton Area School District incorporates a School-wide Title I (academic support) service. The School-wide program addresses the needs of all students, but particularly the low-achieving students. The School-wide program also ensures that all children meet the standards, particularly those most at-risk. The elementary school's program is for students in grades K - 5. Students in reading and mathematics participate in an instructional program designed to meet the needs of those students. The middle school's program is for students in grades 6, 7, and 8 who need additional support in reading. A Title I Summer School is also offered to students in grades Pre-K through 5.

## **NOTIFICATION OF NONDISCRIMINATION**

### **NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES**

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees. Refer to District Policy #103.1 for further information.

### **Nondiscrimination - Title IX**

New Brighton Area School District is an equal opportunity institution and will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievances procedures, contact Dr. Jason Hall, Title IX Coordinator and Section 504 Coordinator, at 3225 43rd Street, New Brighton, PA 15066. Phone: (724) 843-1795. Any student that knowingly makes false statements or knowingly provides false information during a Title IX grievance process or any investigation is a violation of our Student Code of Conduct and punishable by disciplinary measures. For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the above identified person.

### **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students**

**Notice to Parents** According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and

charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate school district or charter school identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean of standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Beaver Valley Intermediate Unit.

**Evaluation Process** Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit.

**Consent** School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

### **Program Development**

Once the evaluation process is completed, a team of qualified professional and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the education placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### **Confidentiality of Information**

The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the school entity listed below. For preschool children, information, screenings and evaluations requested, may be obtained by contacting the Intermediate Unit. The addresses of these entities are as follows:

**Intermediate Unit** Beaver Valley Intermediate Unit 147 Poplar Avenue Monaca, PA 15061 (724)774-7800  
**New Brighton Area School District** 3225 43rd Street New Brighton, PA 15066 724-843-1795

The school entity or charter school will not discriminate in employment, education programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

## **Parent Right-to-Know Letter**

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 26, 2020

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

Your child attends the New Brighton Area Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At the New Brighton Area Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out
- Information on required assessments that include
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me, at the New Brighton Area Elementary School at 724-843-1194 or email me at [jhall@nbasd.org](mailto:jhall@nbasd.org).

Sincerely,

Dr. Jason Hall  
Elementary School Principal



**NEW BRIGHTON AREA SCHOOL DISTRICT**  
**TITLE IA COMPLAINT RESOLUTION PROCEDURES**  
**2020-2021**

**Introduction**

On December 10, 2015 a new Federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that receive Federal Title IA funding adopt written procedures for resolving complaints filed.

**Definition**

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

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

**Complaint Resolution Procedures**

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

**Dr. Joseph A. Guarino, Superintendent**  
**3225 43<sup>rd</sup> Street**  
**New Brighton, PA 15066**

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

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

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

- 5) **Report and Recommended Resolution** – Once the Federal Programs Director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.

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

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

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

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

*Please tear this page off and return it to your child's homeroom teacher.*

**NEW BRIGHTON AREA SCHOOL DISTRICT  
2020-2021**

**PARENT/GUARDIAN MUST SIGN**

Please print the name of student and his/her homeroom.

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LAST NAME

FIRST NAME

HOMEROOM

I have read the Student/Parent Handbook for the 2020-2021 school year and understand its contents with particular emphasis on weapons, discipline, bullying, Internet access, publishing student works/photographs on the Internet, and terroristic threats/acts.

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SIGNATURE OF PARENT/GUARDIAN

DATE

***SIGN AND RETURN THIS PAGE TO HOMEROOM TEACHER BY  
SEPTEMBER 11, 2020***