

# **KISKI AREA SCHOOL DISTRICT**



## **PRIMARY SCHOOLS**

**2018 – 2019**

## **STUDENT HANDBOOK**

## **GENERAL INFORMATION**

According to Section 1317 of the Pennsylvania School Code pertaining to Authority of Teachers, Vice Principals and Principals Over Pupils, every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1963, P. L. 315.)

## **PHILOSOPHY OF KISKI AREA SCHOOL DISTRICT**

The primary goal of education in the Kiski Area School District is the fullest possible development of the individual so that he/she may live effectively in a democratic society. The secondary purposes are to supervise and encourage high standards of growth according to the physical, mental, moral, social and economic efficiencies of the student in conjunction with the home, the community and religious institutions.

We see education as a part of our human culture. As we work to raise the quality of academic accomplishment, we accept the idea of adjustments in our curricular offerings and teaching methods to meet the varied possibilities and needs of our students. In dealing with the complex problems of our social and physical world, we emphasize scientific inquiry, respect for all values and ability to think clearly and communicate effectively. As a staff, we share the obligations of guidance services which help the student understand himself/herself and live with varied occupational pursuits; therefore, we provide general and specialized courses to provide for economic and educational success.

**A close relationship between the school and the community should be maintained at all times so that students realize their civic and social duties, their economic demands and their relationship to others. It is the purpose of our district to share with the community in the education of youth. The fullest development of the pupil depends upon continued growth of the student, the teacher and the administration. This growth is fostered by proper preparation, continued education and the use of those procedures that lead to the best teaching in the classroom.**

It is the district's role to provide a balanced curriculum with enough depth and breadth in each area to challenge every student commensurate with his/her interests and abilities. The success of the student in meeting the requirements of these areas should determine his/her advancement and promotion. The program is organized to provide activities for all who wish to participate with membership open to all qualified students. Each organization attempts to further develop in the students the three fundamentals of effective education: the furtherance of knowledge, the evaluation of ideals and the establishment of acceptable habits of conduct.

It is the responsibility of the district to the community to provide continuing education, enrichment programs and properly sponsored activities for youth. It is our belief that a program of general studies and special courses, coupled with good teaching, will yield both breadth and depth of knowledge and understanding. One of the greatest responsibilities in education today is to encourage curiosity and inquiry and to be mindful that imagination is as important as knowledge.

## **SCHOOL HOURS**

The starting and dismissal times for the K-4 schools in the Kiski Area School District are 8:45 a.m. until 3:25 p.m. with a 30-minute lunch period.

## **DISTRICT ADMINISTRATORS**

Dr. Timothy P. Scott, Superintendent	724-842-0454
Mr. Jason Lohr, Assistant to the Superintendent	724-842-0453
Dr. Richael Anderson, Director of Student Support Services	724-842-0452
Dr. Matthew Erickson, Director of Student Support Services	724-842-0452
Ms. Peggy Gillespie, Business Manager	724-842-0451
Mr. John Peterman, Athletic Director	724-842-0437
Mrs. Christine Ross, Federal Programs Coordinator	724-845-2032
Mr. John Tedorski, Director of Technology Services and Instruction	724-842-0457
Mrs. Meredith Bailey, Director of Food Services	724-842-0466
Mr. James Perlik, Director of Buildings and Grounds	724-568-3418

## **OFFICERS OF THE BOARD**

Tamra Smail, President  
Michelle Schmidt, Vice President  
Christine Pastva, Secretary  
Beard Legal Group, Solicitor  
First National Bank, Treasurer

## **BOARD OF DIRECTORS**

Ronald Coleman, Jr  
Cassandra Heinle  
Jessica Johns  
Robert Keibler  
Elizabeth Kovach  
Amy Shaffer  
Deborah Williamson

## **MONTHLY MEETINGS**

- ❖ **Parent Advisory Committee**  
Second Tuesday – 9:00 a.m. – Central Office – Board Room
- ❖ **School Board Informational Meeting**  
Wednesday before the regular School Board Meeting - 7:30 p.m. – Central Office – Board Room
- ❖ **Regular School Board Meeting**  
Third Monday - 7:30 p.m. – Central Office - Board Room

## **FOUR DAY ROTATION SCHEDULE**

Students will follow a four day academic cycle. This will ensure that all students will not miss a class due to school not being in session.

## **FEDERAL PROGRAMS**

The Kiski Area School District receives Title I funding and is included under the regulation of the “Every Student Succeeds Act (ESSA) that was signed into law in December, 2015 by President Obama.

ESSA requires us to 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 qualification 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 (ESSA) includes additionally right to know request. At any time, parents and family members can request:

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

### **ADMISSION TO THE BUILDING**

The district welcomes parental visits and encourages familiarity with our schools. In order to avoid class interruptions, unnecessary traffic and confusion, **all visitors must report to the office for a visitor's pass upon entry to any district building.** Under no circumstances are parent(s)/guardian(s) to walk into the classrooms without first seeking permission and contacting the teacher prior to the visit. Visits of this nature create an extreme disruption to the classrooms. Please stop in the office for permission prior to moving through the building.

### **ANNUAL NOTICE OF SURVEY RECORDS, CURRICULUM, PRIVACY AND RELATED RIGHTS AND OPT-OUT FORMS AND EXPLANATIONS**

Contact the school office for more information about these forms.

### **ARRIVAL TO SCHOOL**

**Elementary Schools - Parent(s)/Guardian(s) are not to bring students to school prior to 8:30 a.m.** Students who walk to school should not arrive prior to 8:30 a.m. Students who are dropped off at school earlier may potentially be in danger due to the lack of adult supervision. Staff may not be aware of the presence of students in the building due to other commitments at that time.

### **ASBESTOS MANAGEMENT PLAN**

In order to comply with the federal mandate regarding asbestos, each school district in the United States was required to develop a management plan. Kiski Area School District's management plan and accompanying building surveys are available for review in the superintendent's office. Each school's individual plan is also available on site.

### **ASSESSMENTS / TESTING PROGRAM**

In accordance with the recommendations of the superintendent and the approval of the Board of Education, a district-wide testing program has been designed to provide information concerning proficiency of all children in the district on standardized tests of academic achievement and aptitude.

The purpose of testing is to acquire accurate and dependable information about your child. Standardized tests compare the level of achievement of your child with national averages. They also show the rate of progress from year to year for each child. This information is used to identify strengths and weaknesses in students so that the educational program can be made more appropriate for them. It is also used to evaluate the curriculum and the educational program.

When there is an apparent need for special individual testing, a test is administered by a certified public school psychologist. Counselors usually make the referrals to the psychologist, but parental request may initiate screening procedures.

During the coming school year, the assessments listed below may be administered to your child, depending on his/her grade level, as part of this program.

- ❖ **AAHPER** – President's Physical Fitness Test given to students in grades four through eight.
- ❖ **Basic Educational Skills Testing** – assessment given at the pre-kindergarten level that defines strengths and weaknesses in reading and math readiness.
- ❖ **Otis-Lennon** – assessment given in second grade to measure mental ability.
- ❖ **PA Reading & Math Assessment** – statewide achievement assessment given to third through eleventh grade students.
- ❖ **PA Science Assessment** – statewide achievement assessment given to fourth grade.

### **ATTENDANCE**

Please see Attendance Policy under Policy Section.

### **BOOKS - LOST, DAMAGED, DESTROYED**

Charges for lost, damaged or destroyed books are based on the original cost of the book and the age of the book. The cost of any school equipment or property that is lost or destroyed must be paid. Parent(s)/Guardian(s) are responsible for payment. Records, including report cards, will be detained if all obligations are not met.

### **BULLYING**

Kiski Area School District is committed to providing a safe, positive learning environment for its students. We recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, bullying, including cyber bullying, is not permitted. Bullying is defined as an intentional electronic, written, verbal or physical series of acts directed at another student or students which occurs in a school setting that is severe, persistent or pervasive and interferes with a student's education, creates a threatening environment and/or disrupts the orderly operation of the school. Students who are bullied are encouraged to report the incident to a teacher or guidance counselor promptly. All matters of bullying will be dealt with accordingly by administration.

### **BUS TRANSPORTATION**

**A large number of our children ride buses to and from school each day. Students must remember that it is a privilege to ride school buses. Violation of rules can withdraw this privilege. The drivers must devote all of their energies and skill to driving. In order to make this trip as safe as possible, students must assume the responsibility for observing the following rules for bus transportation.**

- ❖ Students should be at their bus stop five minutes before the arrival time of the bus and avoid arriving much earlier.
- ❖ Students shall wait in an orderly manner away from the road in a safe area. Students shall not congregate on private property without express permission from the owner. Students shall enter and leave the bus in single file.
- ❖ The bus driver is in complete charge of the bus. Any situation that needs attention on the bus should be reported to the driver.
- ❖ Students are required to board and depart from the buses at their assigned bus stop. Students are assigned to a bus stop based on their home address. The district may consider a change to a student's bus assignment for emergency or extreme circumstances. Requests for changes must be made in writing on the form provided by the district.
- ❖ The driver will assign students to definite seats.
- ❖ Students may not stand while the bus is in motion.
- ❖ Nothing is to be thrown from the window. No arms, feet or heads should protrude from the windows.

- ❖ When leaving the bus to cross the highway, students must cross ten feet in front of the bus and be careful of traffic coming in either direction along the highway.
- ❖ Students must not open the emergency door unless directed to do so by the driver. The only exception is if the driver has been incapacitated.
- ❖ Students must avoid loud talking and shouting.
- ❖ Eating food, drinking beverages and smoking are not permitted on the bus.
- ❖ Weapons of any kind, real or facsimile, hand tools, rubber bands, radios, matches, cigarette lighters or animals of any kind are not permitted on the bus.
- ❖ Any conduct that is detrimental to the safe operation of the bus is not permitted.
- ❖ The bus driver will report violations of these rules to the principal for disciplinary action.
- ❖ Any misconduct deemed serious by the driver or school authorities could result in disciplinary action according to the district's discipline policy.
- ❖ Transportation problems, other than discipline problems, should be referred to the administrator in charge of transportation (724-842-0455)
- ❖ A parent/guardian or other responsible person designated to the bus driver must accompany kindergarten students to and from the bus stop. **Kindergarten students will not be dropped off at their bus stop without someone there to meet them; they will be returned to the school.**
- ❖ Parents/Guardians, babysitters, etc. are not permitted to board the bus at any time.
- ❖ Students not following their usual form of dismissal must present a note to their classroom teachers notifying them of the change. If a note or telephone call from the parent/guardian is not made, all students will follow their normal dismissal.

**Bus Misconduct** - Riding the bus is an extension of school, and all school rules apply on the bus. Bus drivers will report violations of school bus rules to the principal for disciplinary action. When a bus infraction calls for suspension, the principal, in accordance with the Kiski Area School District Discipline Policy, will implement the suspension procedure.

**Video Monitoring Equipment** – Pursuant to Kiski Area School Board Policy 810.2, for the safety of our students and staff, the district utilizes video and audio recording devices on school buses outfitted with this equipment.

Each school bus that is equipped with video/audio recording equipment will contain a clearly posted notice informing drivers and passengers of potential video/audio recording.

The district will communicate and enforce procedures and bus conduct rules to the students and passengers through posted rules on the school bus as well as within the school provided student handbook. The video/audio monitoring equipment is an aide to monitor bus behavior and safety, it is not meant to replace the discipline policies and procedures, the authority of the driver, or the responsibility of the school officials, parents, and students. Consequences for disregard of school bus rules and safety procedures will be administered.

Only the Transportation Supervisor, Supervisor's designee, District Administrators, and Bus Company Supervisor shall be authorized to view the video recording for such purposes as:

- ◆ Documenting a problem
- ◆ Investigating the validity of a complaint
- ◆ Determining the involvement of individual or individuals in an incident
- ◆ Determining if there was an infraction of behavior or safety procedures

Disciplinary action may be taken as a result of the video/audio documentation. Procedures for the administration of discipline will follow guidelines and procedures.

**By written request and with the approval of the school administrator only: A student being disciplined based on the viewing of the video recording and/or the parent(s) may view the isolated segment that documents the incident which resulted in the disciplinary action. The Transportation Supervisor or a School District Administrator shall view the recording with the parties. At no time will the parent(s) be permitted to record the session either by cell phone, video, or audio means.**

**In order to view the video, parent(s) and student(s) must acknowledge the expectation of confidentiality and privacy that comes with the privilege of viewing the recording.**

If there are no bus problems pertaining to the date of a video, that tape may be erased and reused at a later date.

### **CALENDAR OF SCHOOL ACTIVITIES**

A calendar of activities that are unique to each building will be posted on each buildings webpage.

### **CELL PHONES – SEE ELECTRONIC DEVICES**

### **CHANGE IN STUDENT BUILDING ASSIGNMENT**

Any parent(s)/guardian(s) requesting a change in their child's building assignment must do so prior to the new school year. The request must be in writing addressed to the Assistant to the Superintendent at 200 Poplar Street, Vandergrift, PA 15690, stating the child's name, grade assignment, present building assignment, requested building assignment, parents'/guardians' phone number and reason for change. All requests will be evaluated on the basis of space available in the building or class size and availability of transportation. The parent(s)/guardian(s) will be notified in writing as to the outcome of their request.

### **CHANGE OF ADDRESS & PHONE NUMBER**

Please notify the school office and elementary classroom teacher as soon as possible of any change of address or telephone number. It is imperative that the district has an up-to-date and correct listing for emergency situations and parent contact. Parent(s)/Guardian(s) are asked to update this information at the beginning of each year and as needed throughout the school year.

### **CLOSINGS, DELAYS & EARLY DISMISSALS**

If the schools will be closed, if there will be a delayed starting time or if schools will be dismissed early, announcements will be made on the Kiski Area website ([www.kiskiarea.com](http://www.kiskiarea.com)) and on the following television and radio stations: WTAE, WPXI, KDKA and 3WS. Also, if students' phone numbers are up-to-date, the district's automated phone alert system will be activated. If schools are closed or students are excused early due to an emergency, all scheduled activities will be canceled for that day or days.

### **COMMUNICATION BETWEEN HOME & SCHOOL**

We would like to take this opportunity to encourage your cooperation in following a few basic guidelines to effectively communicate with school personnel. Parent(s)/Guardian(s) should communicate first with teachers regarding classroom problems. Appointments for private conferences with teachers should be made in advance by contacting the teacher. Problems that cannot be resolved during parent-teacher conferences should be taken to the building principal.

### **COMMUNITY AGENCIES**

The district maintains lines of communication for referral purposes with such agencies as the Westmoreland Mental Health and Mental Retardation Centers and the Armstrong County Family Counseling Center. If services of these agencies are needed, the school officials and/or guidance personnel will be ready to help.

### **COMPLAINT PROCEDURE**

When a parent/guardian or student has a complaint, it is district procedure to resolve the complaint at the lowest possible level beginning with the classroom teacher. The next step would be contacting the building principal then the district office administrator. The School Board should be the last step. Following this procedure will ensure that the process is not delayed. All complaints must be filed within 90 calendar days for an alleged incident.

### **COURT ORDERS & CUSTODIAL PARENTS**

The district will direct all communication to the students' natural parent(s)/guardian(s). When custodial rights are changed from both natural parents to another arrangement of guardianship or custodial care,

the school should be presented with legal documentation. Court Orders of this nature should be registered with the Assistant Superintendent at the Administration Office, 200 Poplar Street, Vandergrift, PA 15690.

### **DEFACING, DAMAGING OR DESTROYING SCHOOL PROPERTY OR EQUIPMENT**

Any damage will be reported to the office immediately, and those responsible will be held liable. The cost of any school equipment or property that is defaced, damaged, destroyed or lost must be paid. Parent(s)/Guardian(s) are responsible for payment. Records, including report cards, will be detained if all obligations are not met.

### **DEFICIENCY NOTICE**

A deficiency notice is sent to the parent(s)/guardian(s) whenever a student is performing below expectations. This notice will be sent at the midpoint of each grading period via Skyward.

### **DESKS & LOCKERS**

Students should be aware that the desks and/or lockers to which they have been assigned remain the property of Kiski Area School District.

### **DIRECTORY INFORMATION**

**Information Made Public** - Kiski Area School District maintains directory information relating to its students. This information will be made public. You may, however, request that directory information not be released. The parent(s)/guardian(s) of the student or the eligible student can refuse to permit the designation of any or all of the category of personally identifiable information if the Superintendent of schools is notified in writing by the last Friday in September.

The directory information includes the following:

- ❖ Student's name, address, phone number
- ❖ Date and place of birth
- ❖ Major field of study
- ❖ Participation in officially recognized activities and sports
- ❖ Weight and height of members of athletic teams
- ❖ Dates of attendance
- ❖ Degrees and awards received
- ❖ Most recent previous educational agency or institution attended by the student
- ❖ Other similar information

**Record Responsibility** - The Superintendent is the responsible authority for all records in our district. He is charged with the responsibility of determining what records are to be kept and who has access to them. By law, he may delegate the responsibility to another school official. Requests to review student records should be directed to the Assistant Superintendent whose office is located at the central office. The mailing address is 200 Poplar Street, Vandergrift, PA 15690. The elementary guidance counselor is the responsible authority in charge of record review for all elementary school buildings.

### **DISSEMINATION OF MATERIAL**

No material of any type may be passed out on school property or the school bus without prior permission from the Kiski Area Central Administration office.

### **DRESS GUIDELINES**

Kiski Area students have enjoyed a fine reputation for being neat and properly dressed at school and at school activities. Attire which is hazardous to health or safety or which is disruptive to the educational process, as determined by the principal, is considered improper for school. In addition, the following is considered **improper school attire**:

- Head scarves, hats, hoods
- Clothing that is ripped, torn, sheer or has holes
- Flip flops
- Midriff shirts, halter tops, spaghetti straps, tank tops (shoulders should be covered)

- Clothing with obscene or suggestive print, clothing which advertises or promotes drugs, tobacco or alcohol products, pornography or gang affiliation (includes suggestive printing on clothing that can be interpreted with double meaning)
- Tight, revealing shorts, short shorts, men's boxer shorts, and sleepwear. All lower body garments should be near the fingertips when arms and hands are by the side.
- Clothing or accessories utilizing spikes, studs or chains are not permitted.
- Sagging pants will not be permitted.
- Clothing or patches displaying statements of hate, prejudice, bigotry or sexism are not permitted.
- Students are not permitted to wear coats or outer garments of any type indoors.

If one or more of these guidelines is violated, your student will be sent to the principal's office for further disciplinary action.

### **EARLY DISMISSAL**

**Elementary** - To protect your child against unwarranted dismissals by unauthorized persons, please call or send a note to your child's teacher regarding necessary early dismissals. Reasons for early dismissals may include dental appointments, doctor appointments, family emergencies, etc. An "Early Dismissal Form" must be signed by the parent/guardian upon dismissal. If for any reason you cannot personally pick up your child but intend to send someone else in your place, please notify your child's teacher. While this process may seem involved, your child's safety while assigned to school is our foremost concern. **A half-day is considered a student leaving school at 11:50 a.m.**

### **NOTE: The individual picking up the student must be listed on the student's emergency card.**

Students returning from the early dismissal must present printed documentation of attendance, including time of appointment, immediately upon return to school. Students who leave school without official documentation will be considered unexcused and subject to disciplinary action. If a doctor or dentist appointment is made which requires an early dismissal, ensure the doctor's name, telephone number and time of appointment appear on the early dismissal request.

### **EARLY DISMISSALS – EMERGENCY SITUATIONS**

Emergencies may occur which will necessitate closing the schools after the students have arrived. Students will be dismissed under these circumstances. If the decision is made to dismiss students early, announcements will be made on the Kiski Area website ([www.kiskiarea.com](http://www.kiskiarea.com)) and on the following television and radio stations: WTAE, WPXI, KDKA and 3WS. Also, if students' phone numbers are up-to-date, the district's automated phone alert system will be activated. Parent(s)/Guardian(s) are urged to have an emergency plan for their child(ren). If schools are closed or students are excused early due to an emergency, all scheduled activities will be canceled for that day or days.

### **ELECTRONIC DEVICES**

Electronic devices (anything that can communicate between two or more people) including cell phones, beepers, pagers, radios, CD players, Ipods, MP3 players, PDA's, laptops, electronic games including Nintendo DS, cameras, etc. are not permitted. Students found with any of these items during the day will have them confiscated and will be sent to the administration office for further discipline.

### **ELEMENTARY STUDENT ASSISTANCE PROGRAM**

The Kiski Area School District **SAP** is a systematic approach to the identification of students who may be at risk due to social and/or emotional problems. SAP involves referral to a team of educators called the Core Team that provides intervention and if appropriate, referral of these students to internal or external support services. Students may be referred to SAP through school administrators, teachers, other school personnel (e.g. guidance counselor, school nurse, etc.) or families. Any questions should be directed to the building principal.

### **EMERGENCY CARDS**

Emergency cards are provided for each child at the beginning of the school year. Parent(s)/Guardian(s) are responsible for filling out the card completely and returning it to the school. The information on the card is necessary to provide early professional care and use of special treatment facilities that may

improve chances for survival and lessen the severity of an injury. The emergency card also provides the opportunity for the parent(s)/guardian(s) to comment on any medical problems or conditions their child may have so that the school may provide adjustments to meet the needs of the child.

### **EMERGENCY PROCEDURE**

Each school building in the Kiski Area School District has in place a Building Management Plan inclusive of emergency procedures. The procedures include plans for incidents occurring in various areas of the individual buildings and take the students' needs and safety in each building into consideration. These plans are reviewed on a monthly basis by a team of administrators to increase the likelihood of their successful implementation. **To protect our school community from unwarranted confusion, it will not be the procedure in Kiski Area School District to distribute blanket letters in the event of false reports of critical incidents. Parent(s)/Guardian(s) will be notified when legitimate emergency situations occur.**

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

This information is important for all English language learners (students whose native language is not English) and their parent(s)/guardian(s). Throughout the school year, very important information is sent home or provided to students in school. An example would be the Elementary Parent & Student Handbook/Calendar that contains information, schedules, calendars, policies, etc. - - all critical to each student's successful participation in school. The English-speaking parent/guardian should take the time to review this information with his or her child. If you are not able to do this due to the level of your own English proficiency, the district will provide translators or interpreters in your native language to assist you. If this service is needed, please contact your child's principal or guidance counselor at his/her school.

### **ENTRANCE REQUIREMENTS**

**Kindergarten** - For admission to kindergarten, a child must have attained the age of five years before September 1<sup>st</sup> of that school year; proof of birth is necessary.

**First Grade** - For admission to first grade, a child must have attained the age of six years before September 1<sup>st</sup> of that school year; proof of birth is necessary.

**Required Immunizations** - The law requires that all children entering school must have verification of the following immunizations:

- ❖ 4 doses of tetanus, diphtheria and acellular pertussis\* (1 dose on or after the 4th birthday)
- ❖ 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)
- ❖ 2 doses of measles, mumps and rubella\*\*
- ❖ 3 doses of hepatitis B
- ❖ 2 doses of varicella (chicken pox) or evidence of immunity

\*Usually given as DTP or DTaP or DT or Td

\*\*Usually given as MMR

### **EXPULSION**

Expulsion shall mean exclusion from school for an offense exceeding ten school days and may be permanent expulsion from the school rolls. The board of school directors shall act upon these cases after appropriate due process.

### **FIELD TRIPS**

The district may provide field trips of educational value for students each year. Only students who have written parental permission may go on field trips. Students who are not permitted by the parent(s)/guardian(s) to participate in the field trips will be expected to spend the day at school and work on assignments provided.

## **FOOD SERVICE**

The Kiski Area School District Food Service Department provides breakfast and lunch for students in all elementary buildings. The objectives of the school breakfast and lunch programs are to safeguard and improve the health of the students, to teach good dietary practices that will remain with the students throughout their lives and to provide a social experience in which children can learn acceptable table manners and procedures which accompany dining in public.

Meals may be purchased in the elementary schools on the first school day of the week for as many days of that week as is desired. There will be a \$12 process fee for NSF checks returned to the Food Service Department. Menus are given to students to take home monthly as well as published in the local newspaper weekly. Children who qualify because of low family income may receive free or reduced lunches and breakfasts.

In the operation of the child feeding programs, Kiski Area School District is an equal opportunity education institution and no child will be discriminated against because of sex, race, color, national origin, age or handicap. If you believe your child has been discriminated against, contact the Title IX Coordinator at 200 Poplar Street, Vandergrift, PA 15690, 724-842-0452 or the Secretary of Agriculture, Washington, DC 20250.

**Breakfast Program** - It has been proven that eating breakfast regularly can benefit the students' academic performance. Therefore, breakfast is served before the beginning of each school day. Please refer to the "Voice of Kiski" for breakfast prices. Students who qualify for a reduced lunch will receive a reduced breakfast, and students who qualify for a free lunch receive a free breakfast. Money will not be taken in the breakfast line.

**Lunch Program** - Lunch is served daily in each elementary building. Please refer to the "Voice of Kiski" for lunch and milk prices. Free or reduced price lunches are furnished to children who qualify. Students are encouraged to deposit money into their debit accounts on Monday mornings. Students may purchase lunch in the school cafeteria or carry a lunch from home. Those students who bring their lunches but want to buy something additional in the cafeteria are expected to go through the line.

Students are expected to adhere to the following cafeteria guidelines.

- ❖ Students must walk to the cafeteria in an orderly fashion; running is not permitted.
- ❖ Students will not push ahead of others in line.
- ❖ Teachers will send violators to the rear of the line.
- ❖ Students are urged to pass through the serving area quickly.
- ❖ Students are to observe good table manners.
- ❖ Students should leave tables clean.
- ❖ Students must take all trays and silverware to the proper areas and waste paper and milk cartons to the receptacle provided.
- ❖ No food or drink is to be taken out of the cafeteria.
- ❖ Breakfast/lunch period should be a time of relaxation and not boisterousness. Students should use it properly and wisely.

## **GIFTS**

Parent(s)/Guardian(s) and pupils are requested to refrain from sending gifts to school personnel. This gesture of gratitude has been appreciated in the past, but the practice can be a burden to some parent(s)/guardian(s) and can cause embarrassment to some students.

## **GRADING SYSTEM**

Grades will be reported using a standards based assessment in K-3 (EE, ME, AE, BE). Grade 4 will be using a percentage system. Percentages for each of the four grading periods will be averaged to calculate the final grade. The lowest percentage calculated and reported for a failing grade will be a 56%.

The following grading scale will be used when converting percentages to letter grades.

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
E	59 – 50

Each teacher will explain to their students the grading system being utilized for each evaluation (quiz, homework, tests, etc.) so that the students are aware, at any time during the grading period, where they stand.

**Incomplete Grades** - Students returning to school following an absence(s) must make up assignments/tests with their teachers immediately. During the final grading period, all incomplete work must be completed by the last day of school or the grade in question becomes a failing mark.

A long-term illness is treated separately. The teacher and administration shall review any unusual incomplete grade that affects passing or failing a subject for the year.

### **GUIDANCE COUNSELING SERVICES**

**Elementary** - The elementary guidance services are available to provide help to students, parents/guardians and staff members.

One of the main concerns of the counselor is to help each new pupil adjust to his/her school setting. Throughout their school years, students should view the counselor as a person interested in their academic, emotional and social growth. Students are encouraged to visit the guidance office where the counselor is available to help with effective study strategies, pointing out strengths and weaknesses, understanding self, getting along with classmates, parents and teachers as well as assisting with other problems that may arise. Pupils should feel free to discuss all matters of concern with the counselor. There are many ways in which the counselor and students can get together. Arrangements can be made through requests by students, friends of students, parents or guardians or the principal. A counselor can also request to see a student.

### **HANDICAPPED STUDENTS (Chapter 15 Regulations)**

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

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. Programs, such as adaptive physical education, have been established for those students with physical limitations or disabilities.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Director of Student Support Services at the Central Office at 200 Poplar Street, Vandergrift, PA 15690.

### **HEALTH SERVICES**

The health appraisal is made up of information obtained from medical and dental examinations, screening tests, past and present medical history provided by parent(s)/guardian(s) as well as teacher and nurse observations. The Pennsylvania State School Health Law requires students to have medical examinations upon original entry into school. The law also requires that students in grades kindergarten

or first and third have dental examinations. These grades are selected because they represent critical periods of growth and development in children's lives. In order to provide continuity in children's medical and dental care, parent(s)/guardian(s) are urged to have these examinations done by their family physician and dentist. Kiski Area School District does not assume financial responsibility for examinations performed by private physicians and dentists. Medical problems found during examinations are recorded in students' health records. Teachers are notified in writing of any health-related conditions that could affect classroom performance. The school is vitally interested in the health status of every student. Its objective is to maintain, protect and when possible, improve the health of each individual.

### **First Aid**

**Injuries** - The school nurse may provide the immediate, proper emergency care when needed but is limited to first-aid treatment only. The nurse may advise the necessity for medical attention. The school nurse may not diagnose and may never administer medication of any sort except by the direct order of the physician.

**Head Lice** – Kiski Area School District will use best practices in the management of head lice.

- ◆ A student who is found with an active head lice infestation and/or nits may remain in school and in class until the end of the day but will be discouraged from close, direct head-to-head contact with others.
- ◆ The parent/guardian will be notified by telephone that their student has lice and that prompt, effective treatment is necessary before returning to school.
- ◆ To prevent embarrassment or social stigma, the student's infestation will be kept confidential.
- ◆ The student will be allowed to return to school after being treated and the student has no live lice found on inspection. The parent/guardian will be asked to complete a Verification of Treatment for Head Lice form upon the student's return to school. The school nurse will check the student before re-entering the classroom. If live lice are found, the student will be sent home.
- ◆ Any absence beyond one day, relative to head lice, will be regarded as an un-excused absence unless accompanied by a physician's excuse.

**Health Screenings** – All students' weight, height, body mass index and vision are screened annually. All children in kindergarten and grades one, two, and three are given a hearing test. Children with a history of a hearing loss are examined yearly. Children entering school in kindergarten or first grade are given a tuberculosis test.

Parent(s)/Guardian(s) are notified by the school nurse of defects or abnormalities detected in the above examinations and screenings. If your child is NOT to receive one the examinations/screenings, submit your opposition to the school nurse in writing by September 15<sup>th</sup>. The school nurse follows-up on the examinations/screenings by attempting to secure corrections and/or encouraging parent(s)/guardian(s) to seek necessary treatment.

**Illness/Sick Students** - Illnesses are defined, but not limited to, fever, conjunctivitis, flu, unusual rash, severe cough, rapid or labored breathing, severe cold, vomiting, diarrhea, head lice or temperature over 99.8 degrees Fahrenheit.

Sick students are not permitted to attend school. Regulations of Communicable Disease and Non-Communicable Disease of the Pennsylvania Department of Health make it possible for the school nurse to recommend exclusion of a child on suspicion of having a communicable disease or infectious condition.

In certain cases, a physician's written permission will be required for readmission to school. Whenever an accident, illness or suspected communicable disease necessitates that a child leaves school, the parent(s)/guardian(s) or other responsible person will be notified. **Transportation of the child at this time is a family responsibility and parent(s)/guardian(s) are to recognize and assume this responsibility.**

**Immunizations** - The law requires that all children entering school must have verification of the following immunizations:

- ❖ 4 doses of tetanus, diphtheria and acellular pertussis\* (1 dose on or after the 4th birthday)
- ❖ 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)
- ❖ 2 doses of measles, mumps and rubella\*\*
- ❖ 3 doses of hepatitis B
- ❖ 2 doses of varicella (chicken pox) or evidence of immunity

\*Usually given as DTP or DTaP or DT or Td

\*\*Usually given as MMR

**Medication Administration - An order from a licensed prescriber** (physician, physician's assistant, or nurse practitioner) **is required for all medications, even over-the-counter medications**, according to recently updated *Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care* issued by the Pennsylvania Department of Health, in consultation with the Department of Education and the Department of State.

The Kiski Area School District is requiring a medication order from a licensed prescriber for all medications brought in to the school for an individual student according to these updated guidelines. The district will continue to have standing orders in place from our school physician that allow the nurses to care for common illnesses and injuries as they have done in the past. The medications in the standing orders include those used for basic first aid treatment such as Caladryl lotion for skin irritations and Orajel for tooth pain. Tylenol or ibuprofen is also available for grades 3-12 only. The Emergency Information form that will be sent home on the first day of school will include an area of parental/guardian consent to administer the standing orders.

**Medications should be brought to the school only by a parent or guardian, NOT the student.** Up to a 30-day supply of each medication may be brought in at a time.

It will be the responsibility of the school's designee to communicate with the parent(s)/guardian(s) on an ongoing basis if a child is medicated for an entire year with the same prescription. The communication may be noted on the back of the Administration of Medication Form. The school's designee will secure prescribed medication in a safe place and only offer to the student the correct dosage at the assigned time. The student will take his/her medication in the presence of the school designee. With the exception of asthma rescue inhalers and epinephrine auto-injectors, at no time should a student be in possession of medication. The school will take direction with the student and his/her parent(s)/guardian(s) regarding this matter.

**School Nurse** - The primary objective of the school nurse is to provide services to promote and maintain the health of the students. Therefore, the school health services are designed to appraise the health status of pupils, counsel pupils, parent(s)/guardian(s) and others concerning appraisal findings, assist in the identification and education of handicapped children, help prevent and control disease, provide emergency services for injury or sudden illness, plan services which will provide a healthful environment, adjust individual school programs to meet the needs of children with health problems and maintain comprehensive health records for each child.

## **HOMEBOUND INSTRUCTION**

Homebound instruction is provided for pupils who are unable to attend school in accordance with rules and regulations prescribed by the Pennsylvania Department of Education. Requests for homebound instruction should be directed to the building principal/director of student support services.

## **HOMEWORK**

Homework is a means of reinforcing material taught in the classroom and should be completed by the students. It is expected that students will be given reasonable homework assignments. Parent(s)/Guardian(s) can help greatly by providing a quiet place in which the child can work and by

encouraging him/her to do his/her work without interruptions. It would also be a good practice to discuss the student's assignment with him/her while refraining from doing the actual work.

### **INSURANCE - STUDENT ACCIDENT**

Low cost student accident insurance is made available to students. It includes coverage for injuries that occur at school or on the way to or from school. Another policy that provides twenty-four hour coverage is available at a higher premium. Parent(s)/guardian(s) are responsible for payment of premiums if they desire a policy.

### **INTEGRATED PEST MANAGEMENT PROGRAM**

The Kiski Area School District uses an outside professional contractor for all pest control. The contractor uses an IPM approach to pest management which focuses on making the school buildings and grounds an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places. Routine cleaning, maintenance and monthly inspection by the pest management contractor are integral components of the program.

Between inspections, pest sightings are reported to our pest management contractor through the Maintenance Supervisor. The contractor evaluates pest problems and appropriate pest management techniques to address the problem are applied. These techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing pests and as a last resort, application of chemical pesticides. All pesticides will be dispensed by the licensed pest management contractor and will follow accepted IPM procedures.

### **ITINERANT CLASSES**

Itinerant classes consist of Art, Technology, Music and Physical Education. The elementary program is enriched with services from specialists in these disciplines. These special teachers provide a forty minute period of instruction on a 4 day rotational schedule.

### **LIBRARY**

Libraries have been established in all the elementary schools. Students at all grade levels have the opportunity to check out books each week. Proper conduct, especially working quietly, is required in the library at all times. All books and magazines borrowed from the library are charged to the students taking them out. Books may be borrowed for two weeks and renewed for another two weeks. The borrower is responsible for all books charged to him/her.

### **LOST, DAMAGED OR DESTROYED PROPERTY**

The cost of any school equipment or property that is lost, defaced, damaged or destroyed must be paid. Parent(s)/Guardian(s) are responsible for payment. Records will be detained if all obligations are not met.

### **MEDICAL INSURANCE/INJURY**

Kiski Area School District is not responsible for medical bills incurred as a result of injury.

### **MONEY COLLECTIONS**

Aside from money collected for student lunches (including milk, ice cream, fruit roll-ups, etc.), money will only be collected for student accident insurance, lost or destroyed books or school property and collections for flowers in case of the death of a student, the death of a student's parent(s)/guardian(s) or the death of a school employee.

### **NAME CHANGES**

Pennsylvania has a name change statute. Only petitioning the Court of Common Pleas and obtaining court approval can change a name. If there is no court-ordered name change, the legal name on the child's birth certificate will be used.

### **PARTIES**

Parties are limited to two per year in elementary schools. There are to be no gift exchanges or collections of money for party expenses or gifts.

Invitations for students' parties outside of school may be distributed in the classroom at a time determined by the teacher. If there is not an invitation for each student in the class, or for each female/male for same gender parties, the invitations may not be distributed at school.

### **PHOTOGRAPHS OF STUDENTS**

Kiski Area School District provides opportunities for reporters and photographers to interview and/or photograph students. A staff member is always present. These photographs may be used by the school or the district in publications including but not limited to school newsletters, the Kiski Voice, Kiski Area's website ([www.kiskiarea.com](http://www.kiskiarea.com)) as well as local newspapers. Students may or may not be identified by name. If you prefer that your child not be interviewed or photographed for publicity purposes, please notify your building principal in writing.

### **PHOTOGRAPHS – STUDENT PICTURE DAY**

Student pictures are taken each year and may be purchased by parent(s)/guardian(s). Students will be notified about the date these photos will be taken. Students will need to have their money when the picture is taken. A make-up day is available for students who are absent from school on picture day.

### **PICNIC**

The "School Picnic" is held annually at Kennywood Park. Parent(s)/Guardian(s) and students are hereby informed that the Kiski Area School District is involved from the standpoint of getting reduced rates for ride tickets only. The "School Picnic" is not a chaperoned event. Parent(s)/Guardian(s) and students must make arrangements for student supervision to and from and inside Kennywood Park.

### **PRIVATE PROPERTY**

Kiski Area School District **is not** responsible for lost, stolen or broken items. The trading, bartering or selling of personal items between students is prohibited in any school as a means of protecting children from loss of property and personal belongings. Participation in administratively approved fund raising efforts in accordance with the Kiski Area School District policy covering those activities is permitted.

### **PROMOTION AND RETENTION PROCEDURE**

Students are promoted or retained based upon the recommendation of the academic team. The academic team will be made up of the student's present teachers, guidance counselor and building administrators. If necessary, the building principal will make the final decision after consultation with the Assistant Superintendent. Promotion or retention of students will be determined by the evaluation of the pupil's progress using multiple criteria. Criteria may include, but not limited to, classroom grades with primary emphasis on math, English, science, social studies and reading; standardized test results; and local/state assessments. Parent(s)/Guardian(s) will receive Deficiency Reports and be advised, in writing, in advance of possible retentions.

In order for retention to be supported, the academic team must demonstrate that extensive remedial interventions have been in place, the SAP team consulted and progress has ceased.

### **PSYCHOEDUCATIONAL EVALUATIONS**

When there is an identifiable need for a psycho-educational evaluation, a multi-disciplinary team evaluation will be initiated. This evaluation may include a psychological evaluation conducted by a certified school psychologist. If there are any questions concerning this, please contact the director of student support services.

### **RECORDS, STUDENT**

The Kiski Area School District has developed a set of guidelines for the collection and dissemination of pupil records. This is to ensure that the student's right to privacy is not invaded when the information is gathered or when it is released. The guidelines help school authorities to determine when an official can have access to the student's file and to determine which records are open to inspection.

The district recognizes its obligation to protect the students and parent(s)/guardian(s) from unwarranted invasion of privacy. At the same time, it recognizes the "Right to Know" on the part of the student, parent(s)/guardian(s) and related agencies. A copy of the district's "Guidelines for the Collection, Maintenance and Dissemination of Student Records" is available for inspection by the public in each individual school.

As mandated by Act 26 of 1995 in the PA School Code, discipline records will be maintained and will follow a student to another district (s)he attends if requested by the receiving school.

### **REPORT CARDS**

Elementary Report cards are issued every nine weeks to students in grades K through 4 via Skyward, the district's electronic student management system.

### **RETENTION – See Promotion and Retention Procedure and Retention Policy**

### **SEVERE WEATHER/EMERGENCY DRILL**

Severe weather/emergency drills have been established and will be implemented during the school year.

### **SPECIAL EDUCATION & SUPPORT SERVICES**

#### **Service for School-Age Exceptional Students (Including the Academically Gifted)**

Kiski Area School District provides a free, appropriate, public education to gifted and other exceptional students according to state and federal law. To qualify as an exceptional student, the child must be of school age, must be in need of specially-designed instruction, and must meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities as set forth in Pennsylvania State Standards: autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, mental retardation, multi-handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, speech/language impairment.

The district engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of gifted instruction or special education and related services which are individualized to meet the educational needs of the student and reasonably calculated to yield meaningful educational benefit and student progress at no cost to the parent(s)/guardian(s) and in compliance with state and federal law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for gifted or special education programs and services. When screening results suggest that a student might be exceptional, the district seeks parental consent to conduct a multi-disciplinary evaluation.

Parent(s)/Guardian(s) who suspect that their child is exceptional may request an evaluation of their child at any time through a written request to the Director of Student Services, Kiski Area School District, 200 Poplar Street, Vandergrift, PA 15690.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention.

The district also provides related services required to enable the student to benefit from the special program, such as transportation, physical therapy and occupational therapy. Parent(s)/Guardian(s) are invited and encouraged to participate with the school personnel in their child's evaluation and the development of their child's IEP.

In collaboration with outside service providers, the Kiski Area School District provides the following services.

- ❖ **Academic Support/Gifted (K-4)** - This program is the responsibility of Kiski Area School District. Services in conjunction with the regular classroom instruction are provided for children possessing high intellectual ability. These services include special materials and activities not usually included in the regular school program.
- ❖ **Autistic Support** - This program consists of classes for exceptional students who are autistic.
- ❖ **Emotional Support** - This program consists of classes for exceptional students whose primary identified need are for emotional support.
- ❖ **Learning Support** - This program consists of classes for exceptional students whose primary identified need are academic learning.
- ❖ **Life Skills Support** - This program consists of classes for exceptional students where the class is focused primarily on the need of students for independent living.
- ❖ **Multi-handicapped Support** - This program consists of classes for exceptional students who are multi-handicapped.
- ❖ **Physical Support** - This program consists of classes for exceptional students where the special education program is modified primarily to meet the needs of physically disabled students.
- ❖ **Sensory Support** - This program consists of classes for exceptional students who are hearing impaired or visually impaired.
- ❖ **Speech and Language Support** - This program consists of classes for exceptional students who are speech and language impaired.

#### **STUDENT EDUCATIONAL TRIP REQUEST**

Because of Compulsory School Attendance Laws, students are encouraged to take trips during non-school days. If it is necessary to take a vacation during school days, a Student Educational Trip Request (form KASD 101a) must be submitted to the building principal at least ten days prior to the trip. It will be at the discretion of the principal whether it will be granted. Compulsory School Attendance Laws discourage the approval of vacations during the school year.

#### **SUSPENSION – TEMPORARY (One to Three Days)**

##### **In-School or Out-of-School**

Disciplinary action will be rendered at the discretion of the principal based on age, prior offenses and nature of the offense. The following offenses will result in a temporary suspension lasting one to three days.

- ❖ Use of profane or obscene language or gestures while under school supervision.
- ❖ The possession or use of any tobacco\* product, matches or lighter.
- ❖ Threatening of students or teachers.
- ❖ Fighting between two or more students.
- ❖ Insubordination - refusal to follow the instruction of a school employee or failure to identify oneself upon request.
- ❖ Misconduct/disobedience (section 1318 school code).
- ❖ Leaving an assigned location or school without permission.
- ❖ Truancy/class cut.
- ❖ Forging in or falsifying school forms or the use of forged documents.
- ❖ Petty larceny of school equipment plus any item(s) taken from teachers, students, locker rooms, closets or any place in the school or on school property.
- ❖ Malicious telephone calls to school personnel.
- ❖ Malicious mischief and school vandalism.
- ❖ Severe verbal abuse/harassment.
- ❖ Violation of the medication policy.
- ❖ Public show of affection.
- ❖ Other offenses that are deemed in conflict with the normal operation of the educational process.

\*Act 145 of 1996 identifies as a summary offense, the possession of tobacco, or a tobacco product, including unlighted cigarettes and smokeless tobacco, by a student while in school, on a school bus or on any school property. According to the law, any student found in possession of tobacco may face a fine of not more than \$50 plus court costs or be assigned to an adjudication alternative. The penalty, if applied, would be in addition to the temporary suspension imposed by the district. In addition, legal charges may be filed in accordance with Act 145 of the school code and local ordinances.

\*After three temporary suspensions, any subsequent suspension will be for ten days out-of-school.

### **SUSPENSION - FULL (Ten Days)**

The following offenses will result in a full suspension lasting ten days:

- ❖ Possessing, dispensing, selling or use of alcohol beverages on school property or at school related activities.
- ❖ Possessing, dispensing, selling or use of drugs that are in violation of the Dangerous Drug and Cosmetic Act on school property or at school related activities.
- ❖ Assault and/or battery including striking or causing physical injury while under the school's supervision to students and/or school personnel.
- ❖ Possessing\* or use of weapon(s), real or facsimile, on school property. Weapons for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck sticks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- ❖ Participation in a bomb and/or terroristic threat or attempt.
- ❖ Tampering with firefighting equipment or emergency system (false alarm).
- ❖ Moral offense, such as indecent assault, exhibitionism and possession of pornographic material.
- ❖ Possessing blasting caps, firecrackers, smoke bombs, pepper gas, tear gas or any other explosive devices on school property.
- ❖ Complete disregard of school rules and regulations.
- ❖ Other types of offenses that are deemed in conflict with the normal operation of the educational process.

\*This suspendable behavior may result in an expulsion based on Act 26 of the PA School Code.

### **TARDINESS**

Tardiness shall be defined as "the occurrence of a student arriving after the bell rings signifying the beginning of the official school day." In the elementary buildings, any student arriving after 8:45 a.m. is considered tardy.

A child who is tardy starts his or her day with a definite disadvantage. Habitual tardiness for reasons that clearly constitute unjustified partial absence from school will be treated with the same seriousness as an unexcused or unlawful absence with similar consequences. An accumulation of time missed from school due to tardiness can equate to whole days of truancy. Punitive measures can result for habitual tardiness. Punitive measures shall be in accordance with established building discipline code guideline procedures.

Students are expected to be at school on time. Students are required to present a note of explanation from the parent or guardian if they are tardy.

### **TECHNOLOGY**

**Use of Technology** - The Kiski Area School District purchases equipment and materials for the **legitimate use** of students and staff. Legitimate use implies any use that contributes to the approved educational goals of our students.

**Software/Programs** - Copyright and licensing is a special problem in the use of prepared programs. It is specific Kiski Area School District Policy that neither students nor staff may copy programs on/from district equipment without specific licensing/copyright clearance. In the case of computers, software that was not purchased by the district may not be loaded on district owned computers.

**Internet Usage** - The Kiski Area School District believes that technology is a tool to be used by students and staff for educational purposes, providing a vast array of information and resources enhancing scholarly research. The district has taken extensive precautions to filter out inappropriate programs found on the Internet, while fully recognizing that no blocking system is foolproof. A stringent policy for Internet access, including disciplinary regulations governing abuse of these privileges, is being enforced.

All students will have supervised access to electronic resources, which may include the Internet, unless parent(s)/guardian(s) request otherwise by notifying their child's building principal, in writing, by the last Friday of September each year.

**Abuse of Technology** - Due to the expense and complexity of technology, special consideration must be given to intentional abuse. **Intentional abuse will be considered damage to equipment including sabotage of network and/or computer software.** As stated in the section "Defacing, Damaging or Destroying School Property or Equipment," students will be held liable for the full cost of repairs. Students may also lose access privileges.

**Intentional abuse will also be considered using facilities for non-approved purposes.** Students found guilty of using technology facilities for non-approved purposes will lose access to that facility and face possible disciplinary action and prosecution under State and Federal law where applicable. Non-approved purposes are defined as any use that is not in keeping with the goals of the class project for which the student is using the facility and/or not in keeping with the access policy for that facility. As a result of the first violation, students will lose access for the remainder of the school year. A second violation will result in permanent loss of access. Students should be aware of the consequences loss of access can have on the grade for the project.

#### **TRANSFER OF RECORDS**

If you are moving within the district or outside the district, notify your child's teacher. If you are moving outside the district, school records will be sent to the new school upon receiving a request from them. Results of psychological testing or personal type records will require a release of information authorization from the parent(s)/guardian(s).

Parent(s)/Guardian(s) requesting release of information regarding their child(ren) to a physician or outside agency should contact the elementary counselor to secure the appropriate release form. Once the release has been signed and the information gathered, the counselor will forward the information to the requesting physician or agency.

#### **VISITORS**

Parent(s)/Guardian(s) are welcome to visit our schools. Checking with teacher in advance of visitations will help to ensure that the time is mutually convenient. If you wish to have a private conference with the teacher, you should make an appointment. Under no circumstances are parent(s)/guardian(s) to walk into a classroom without first seeking permission and contacting the teacher prior to the visit. Visits of this nature create an extreme disruption to the classrooms. Please stop in the office for permission prior to moving through the building. **All visitors must report to the office with proper ID to obtain a visitor's badge upon entry to any district building.**

#### **VOLUNTEER INVOLVEMENT**

Parent(s)/Guardian(s) are welcome to become active in their respective buildings through participation in the school PTA/PTO. The principal must approve all non-school personnel, volunteers, speakers, etc. in advance. A pre-planning session must be conducted by the responsible, certified school person making the request for volunteers with the volunteers to ensure that participation will facilitate district goals. All volunteers who may be working with our students must have their criminal record checks on file in the office. Ultimate responsibility for students rests with the certified school employee. Forms are available to request the types of involvement listed above.

## **WALKERS - SAFETY PRECAUTIONS**

Students walking to school should be taken back and forth to school a number of times before school begins. They should know the proper and safest route. Students should be taught to go home immediately after school is dismissed. Teach your child(ren) how to cross a street at an intersection rather than the middle of the block and to obey the school crossing guard who will be on duty. Teach your child(ren) not to run to a car until the car has stopped as well as not to ride with strangers or accept gifts from them. Students not following their usual form of dismissal must present a note to their classroom teachers notifying them of the change. If a note or telephone call from the parent/guardian is not made, all students will follow their normal dismissal.



## **KISKI AREA SCHOOL DISTRICT POLICIES**

### **ATTENDANCE POLICY**

Compulsory student attendance is a requirement of the Pennsylvania School Code 1326 and 1333. The Kiski Area School District is required by law to adopt and enforce policies and procedures regarding the daily and regular attendance of all students within the district. The Kiski Area School District believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. We believe there is a strong correlation between regular classroom attendance and academic achievement. Furthermore, with the passage of the No Child Left Behind Act, it is imperative that students maintain regular school attendance to give them the best opportunity to achieve required levels of proficiency according to the PA State Standards. The district cannot educate students or provide them with support and assistance when they are absent from school. Therefore, in accordance with the laws of the state, the Kiski Area School District requires regular attendance each day that school is in session of all school age children (six to seventeen) of the Kiski Area School District.

Regular attendance is defined as attending school for the full day on each day during which school is in session. Students for whom individualized educational plans have been developed as well as students enrolled in vocational training, work/study and alternative education programs are expected to attend all sessions provided for in their programs. Students are required to attend all sessions unless properly excused by school authorities for temporary absences when satisfactory evidence of such mental, physical or other urgent condition which may reasonably cause the student absence. Such absences may be investigated. The Assistant to the Superintendent must approve all exemptions from compulsory school attendance or requests for alternative educational programming.

**Truancy** - Truancy is a violation of the compulsory attendance laws. Truancy is defined in the Pennsylvania School Code 1332. The law states: "Absent three days or their equivalent, during the term of compulsory attendance, without lawful excuse."

**Excused Absences** - A student's excused absence may be for reasons that include but not be limited to the following:

- ❖ Death in immediate family
- ❖ Educational trips pre-approved by the administration
- ❖ Field trips, special programs, athletic and activity events pre-approved by the administration
- ❖ Illness
- ❖ Impassable roads when certified by the District
- ❖ Out-of-school suspension
- ❖ Pre-arranged medical, dental, clinic or hospital appointments
- ❖ Quarantine

- ❖ Religious holidays as certified by a written explanation signed by the student's parent/guardian or clergy person
- ❖ Religious instruction
- ❖ Short-term family emergency
- ❖ Special circumstances or requests prearranged and approved in advance by the principal or superintendent

When students return to school following an absence, a standard excuse form will be given to them. The form is to be completed and returned within three school days. It should include the date(s) of absence, the reason for the absence and the signature of the parent/guardian. The mere fact that the parent/guardian has sent a written excuse does not mean that the absence is excused. If the excuse is not received by the third school day, it will be counted as an unlawful or unexcused absence.

Students who have been absent (excused or unexcused) seven days may receive a phone call from school personnel. This phone call will inform them that if they continue to miss school, a doctor's excuse will be required when they accumulate ten days of absence.

Students who have been absent (excused or unexcused) ten days will be required to have a doctor's excuse for every day of absence thereafter. Such doctors' excuses must be presented by the third day following an absence or the day(s) in question will be counted as unlawful or un-excused.

If students are absent from school the entire day, they are not permitted to participate in or attend an after school activity that day. In order to participate in an after school activity, students must be in attendance a minimum of one half day. School administration may exercise the right to telephone the home to spot-check absences, early dismissals, etc.

**Health Exclusion** - There are times when students are excluded for health reasons, such as, but not limited to the following:

- ❖ Chicken Pox
- ❖ Lice
- ❖ Missing required immunizations
- ❖ Pink eye
- ❖ Ring worm
- ❖ Scabies

The length of these exclusions ranges from twenty-four to forty-eight hours. Days absent after that time will be unexcused without a valid medical excuse. Other more serious communicable disease timeframes will be determined in consultation between the district and the child's physician.

**Vacations During School Term** - Students who go on vacation during the school term are technically unlawfully absent unless the Principal has given prior approval. Compulsory School Attendance Laws discourage the approval of vacations during the school year. Requests should be submitted to the building principal ten school days prior to the trip. This request must be submitted using the Student Educational Trip form (KASD 101a). An "Attendance Notice-First Offense" will be sent if pre-approval has not been granted. Students will be permitted to make up work during this first vacation. All other vacations will not be granted this same permission. If no other unlawful absences occur during the school term, the district will not take legal action.

**Unexcused/Unlawful/Illegal Absences** - Unexcused or unlawful absence is the absence of a student for any of the following reasons in addition to reasons not defined in this list:

- ❖ Car problems
- ❖ Child care
- ❖ Hunting, fishing, etc.
- ❖ Illegal employment
- ❖ Leaving school without office permission
- ❖ Missing the bus

- ❖ Oversleeping
- ❖ Shopping
- ❖ Truancy
- ❖ Unapproved trips
- ❖ Work

The principal or designee shall make the decision declaring an absence as unexcused or unlawful based upon information received from all available courses. The principal or designee shall record the unlawful absence on the student's attendance record and notify the parent/guardian.

When students receive one unexcused absence, the principal or designee will contact the parent/guardian informing them of the absence. This contact will be done in writing and sent via mail. The legal penalties established by law for violation of compulsory attendance requirements should be attached to the notice. In addition to stating the legal punishments, the name and telephone number of a school contact person will be included. Parents/guardians are then able to contact a specific person to request assistance in resolving the child's truant behavior.

When a student receives a second unexcused/unlawful absence, the parent/guardian will receive a second notice of unlawful absence from the principal. Once again, the legal penalties established by law for violation of compulsory attendance requirements and the name and telephone number of a school contact person will be included. Additionally, another offer of assistance should be made to the parent.

When a student receives a third unexcused/unlawful absence, the parent/guardian will receive a third notice of unlawful absence providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who again violates the compulsory attendance requirements will be liable without further notice. Any further absences of an unlawful nature will be directed to the magistrate who will investigate and direct to the proper service/agency.

**Excessive Absences** - Excessive absences can jeopardize a student's chances in passing his/her courses. The Pennsylvania School Code covers excessive absenteeism. It states, "A claim of continued or repeated illness justifies the administration, home and school visitor or teacher in asking for a statement from a doctor." The law further places responsibility upon the parent/guardian of a school-aged child for that child's school attendance. The Pennsylvania School Code gives the school authority to require a student to have a medical excuse when absenteeism is excessive. A doctor's excuse will be required when a student has:

- ❖ Missed a total of ten school days in the year (excused or un-excused)
- ❖ Accumulated three unexcused absences

If a student fails to present a medical excuse for any further absences, a "Notice of Unlawful Absence" will be sent to the parent/guardian of that student. Any further illegal absences after the parent/guardian has received a "Notice of Unlawful Absence" will necessitate a citation being filed at the District Magistrate as provided for in the Pennsylvania School Code Section 1332-1333.

Elementary students who have missed thirty days or more of school, whether excused or unexcused, in a full year may not be promoted. This will be based upon final approval from the building principal.

Absences that will not be counted under this policy will include:

- ❖ Absence due to illness verified by a physician's written excuse.
- ❖ Absence due to attendance at a pre-approved funeral. Student should return with a parental note and funeral documentation.
- ❖ Absence due to a court appearance verified in writing by an appropriate court document.
- ❖ Absences pre-approved by the principal or his/her designee.
- ❖ Absences due to out-of-school suspension.
- ❖ Class absences due to in-school suspension.

Parent(s)/Guardian(s) may request a review of the student's attendance records and failure(s) due to lack of attendance at the conclusion of the affected nine-week grading period.

**Tardiness to School** - Tardiness shall be defined as "the occurrence of a student arriving after the bell rings signifying the beginning of the official school day." Habitual tardiness for reasons that clearly constitute unjustified partial absence from school will be treated with the same seriousness as an unexcused or unlawful absence with similar consequences. An accumulation of time missed from school due to tardiness can equate to whole days of truancy. Punitive measures can result for habitual tardiness.

Students are expected to be at school on time. Students must bring a written note from a parent or guardian if they are tardy.

**Early Dismissal** - Students are expected to be at school for the entire school day. Students must bring a written note from a parent or guardian if they are requesting an early dismissal from school. Students will only be dismissed from school for the following reasons:

- ❖ Illness
- ❖ Death in family
- ❖ Religious holidays as certified by a written explanation signed by the student's parent/guardian or clergy person
- ❖ Field trips, special programs, athletic and activity events pre-approved by the administration
- ❖ Pre-arranged medical, dental, clinic or hospital appointment
- ❖ Educational trips pre-approved by the administration

The parent/guardian must sign an Early Dismissal Form upon the student's dismissal. This completed form remains in the school office. If for any reason you cannot personally pick up your child but intend to send someone else in your place, please notify your child's teacher or school office. While this process may seem involved, your child's safety while assigned to school is our foremost concern.

**Delegation of Responsibility** - The initial responsibility to address excused/unexcused attendance problems rests with teachers, principals and guidance counselors/SAP team members. Teachers serve as a first line of defense against habitual absenteeism. Teachers should take an active role by meeting with students individually and contacting the parent/guardian to encourage better attendance. The District's SAP team should be made aware of all instances of unlawful absences.

**Student Responsibility** - It is the student's responsibility to do the following:

- ❖ Attend all classes daily and on time.
- ❖ Participate in class activities and discussions.
- ❖ Obtain and make-up assignments and tests that have been missed.

**Parent Responsibility** - It is the parent's/guardian's responsibility to do the following:

- ❖ Make certain that students attend school regularly and on time.
- ❖ Notify the school in advance of any anticipated absences.
- ❖ Provide the school with an acceptable written explanation and documentation concerning each absence within three days of return.
- ❖ Make certain that all requests for early dismissal are for a legitimate and necessary reason.

#### **24 PA Statute Section 1333 – Penalties for Violation of Compulsory Attendance Requirements**

"(a) (1) – Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days. Any person sentenced to pay any such fine may appeal to the court of common pleas of the proper county, upon entering into a

recognizance, with one or more proper sureties, in double the amount of penalty and costs. Before any proceedings are instituted against any parent, guardian, or person in parental relation, for failure to comply with the provision of this act, the district superintendent, attendance officer, or secretary of the board of school directors shall give the offending person three (3) days written notice of such violation. If, after such notice has been given, the provisions of this act regarding compulsory attendance are again violated by the persons so notified, at any time during the term of compulsory attendance, such person, so again offending, shall be liable under the provision of this section without further notice.

(2) The child and every parent, guardian or person in parental relation must appear at a hearing established by the district justice. If the parent, guardian or person in parental relation charged with a summary offense under this subsection shows that he or she took every reasonable step to insure attendance of the child at school, he or she shall not be convicted of the summary offense.

(3) Upon a summary conviction, the district justice may suspend, in whole or in part, a sentence in which a parent, guardian or person in parental relation is summoned to pay as required under this section; provided, that the child no longer is habitually truant from school without jurisdiction.

(4) In lieu of or in addition to any other sentence imposed under this section, the district justice may order the parent, guardian or person in parental relation to perform community service in the school district in which the offending child resides for a period not to exceed six (6) months.

(b) (1) If the parent, guardian or person in parental relation is not convicted of a summary offense because he or she took every reasonable step to insure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provision of this act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense and except as provided in clause (4) shall, upon conviction, be sentenced to pay a fine not exceeding three hundred dollars (\$300) for each offense for the benefit of the school district in which such offending child resides or shall be assigned to an adjudication alternative program pursuant to 42 Pa.C.S. \_\_ 1520 (relating to adjudicative alternative program).

(2) For any child who has attained the age of thirteen (13) years who fails to pay the fine under clause (1) or to comply with the adjudication alternative program, the district justice may allege the child to be dependent under 42 Pa.C.S. \_\_ 6303(a)(1) (relating to scope of chapter). The failure by the child to pay a fine or comply with the adjudication alternative program shall not constitute a delinquent act under 42 Pa.C.S. Ch. 63 (relating to juvenile matters).

(3) Upon a summary conviction or assignment to an adjudication alternative program, the district justice may suspend, in whole or in part, a sentence or an adjudication alternative program in which a child who has attained the age of thirteen (13) years must pay or comply with the adjudication alternative program; provided, that the child no longer is habitually truant from school without justification.

(4) Any child who has not attained the age of thirteen (13) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant shall be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. \_\_ 6302 (relating to definitions). Any child who has attained the age of thirteen (13) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant may, in lieu of a prosecution under clause (1), be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. \_\_ 6302 (relating to definitions).

“District justice” shall mean such court as the court of common pleas shall direct in counties not having district justices.

“Habitually truant” shall mean absence for more than three (3) school days or their equivalent following the first notice of truancy given under section 1354. A person may be habitually truant after such notice.

“Offense” shall mean each citation which goes before a district justice or court of common pleas.

“Person in parental relation” shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child defined under 42 Pa.C.S. \_\_ 6302 (relating to definitions).

(c) If a child is convicted for a violation of this section, the court, including a court not of record, shall send to the Department of Transportation a certified record of the conviction or other disposition on a form prescribed by the department.

(d) Nothing in this section shall be construed to apply to a parent, guardian or person in parental relation whose child or children are in a home education program under section 1327.1.

### **Section 1338.2 – Suspension of Operating Privilege**

“(a) The Department of Transportation shall suspend for 90 days the operating privilege of any child upon receiving a certified record that the child was convicted of violating section 1333. If the department receives a second or subsequent conviction for a child’s violation of section 1333, the department shall suspend the child’s operating privilege for six months. (b) Any child whose record is received by the department under section 1333(c) and who does not have a driver’s license shall be ineligible to apply for a driver’s license under 75 Pa.C.S. \_\_1505 (relating to learners’ permits) and 1507 (relating to application for driver’s license or learner’s permit by minor) for the time periods specified in subsection (a). If the child is under sixteen (16) years of age when convicted, suspension of operating privileges shall commence in accordance with 75 Pa.C.S. \_\_1541 (relating to period of revocation or suspension of operating privilege) for the time specified in subsection (a).”

Private Criminal Complaint (AOPC 411) - A current form may be obtained on the Internet at:  
<http://forms.lp.findlaw.com/form/courtforms/state/pa/pa000003.pdf>.

### **DISCIPLINE POLICY**

Students are made aware of the policy’s guidelines at the beginning of each year through explanations provided by teachers and principals.

When attending school activities, whether in or out of the district, all school rules apply. Such activities are an extension of the school day. Extra-curricular rules and regulations governing students in those activities will be in addition to the district’s Discipline Policy.

Exclusion from school may be effected by temporary suspension, full suspension or expulsion. In all cases, the process for effecting discipline will adhere to the due process procedures outlined in detail in the district’s discipline policy and the Pennsylvania School Code.

### **DISCRIMINATION POLICY**

The Kiski Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX Coordinator and 504 Coordinator at 200 Poplar Street, Vandergrift, PA 15690 or phone at 724-842-0452.

### **DRUG POLICY**

The Kiski Area Board of Education passed a strict Drug Policy for all students. Copies of the policy are located in all elementary libraries. This policy will be reviewed yearly at the appropriate grade level(s) by the respective elementary principal.

### **HARASSMENT POLICY**

The Kiski Area School Board strives to provide and maintain an environment that is free from unlawful harassment. No student or employee shall be subject to such harassment. It shall be a violation of this policy for any student to harass a student, an employee to harass a student or an employee to harass another employee through conduct or communications of an unlawful nature as defined below.

The board encourages students and employees who have been harassed to promptly report such incidents to the designated school administrator. The board directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are verified. The board directs the administration to annually inform students, parents and employees that unlawful harassment will not be tolerated.

**Definitions** - The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational/working environment.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile or offensive educational/working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when:

- ❖ Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status, or an individual's continued employment.
- ❖ Submission to or rejection of such conduct is used as the basis for academic or employment decision affecting the individual.
- ❖ Such conduct deprives a student of educational aid, benefits, services or treatment.
- ❖ Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive environment for the student or employee.

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

**Delegation of Responsibility** - The district shall annually inform students, staff, parent(s)/guardian(s), independent contractors and volunteers that unlawful harassment of students will not be tolerated by means of publication in elementary and secondary handbooks, presentation at secondary assemblies, training session for employees, posting or notices/signs and the distribution of written policy to all employees.

The district shall provide training for students and staff concerning all aspects of unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to building principals, teachers, counselors or the school nurse. All employees who receive harassment complaints from a student shall report such to the building principal or immediate supervisor. If the building principal or immediate supervisor is the subject of a complaint, the student/employee shall report the complaint directly to the Superintendent or designated administrators.

**Guidelines** - When a student/employee believes that he/she is being harassed, the student/employee should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student/employee shall follow the established complaint procedure.

**Complaint Procedure for Student** - A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process. The building principal immediately shall notify the Superintendent or other

designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant's parent(s)/guardian(s), the accused, the Superintendent and others directly involved, as appropriate. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

**Discipline for Student** - A substantiated charge against a district student shall subject the student to disciplinary action, consistent with the Student Code of Conduct and may include educational activities and/or counseling services related to unlawful harassment. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

**Appeal Procedure for Student** - If the complainant or accused is not satisfied with the principal's decision, the student may file a written appeal to the superintendent. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. (S)he shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant's parent(s)/guardian(s), the accused, building principal and others directly involved, as appropriate.

#### **INTERNET ACCEPTABLE USE POLICY**

Board Policy 815, which can be accessed through the Board Docs tab on the district website.

#### **RETENTION POLICY**

Children are promoted or retained upon the recommendation of the teacher(s) in consultation with the building principal. The building principal will make the final decision after consultation with the Assistant to the Superintendent if necessary. Promotion or retention of students will be determined by the evaluation of the pupil's progress using multiple criteria. Criteria may include, but not limited to, classroom grades with primary emphasis on math and reading, standardized test results and local/state assessments. Parent(s)/Guardian(s) will receive deficiency reports and be advised in advance of possible retentions.

In order for retention to be supported, the teacher(s) and principal must demonstrate that extensive remedial interventions have been in place, the SAP team consulted and progress has ceased. In cases where a student is advanced upon the principal's recommendation, appropriate remedial programs must be in place to assist the student in future success. Such a program should be in writing, attested by a principal's signature and reviewed at a meeting attended by a minimum of the sending and receiving teacher prior to the beginning of the school year or within the first week of school. All final decisions will be based on developmental appropriateness for each student.

#### **WELLNESS POLICY**

Kiski Area School District recognizes that student wellness and proper nutrition are related to students' physical wellbeing, growth, development and readiness to learn. We are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, students will be provided a comprehensive nutrition program consistent with federal and state requirements, access at reasonable cost to foods and beverages that meet established nutritional guidelines, physical education courses and opportunities for developmentally appropriate physical activity during the school day and curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity in accordance with State Board of Education curriculum regulations and academic standards.

### **Fundraisers**

Food items will not be sold during the school day for fundraising. Marketing, pricing and nutrition education strategies will be used to encourage selection of healthier foods. The Food Service Director can provide assistance in identifying foods that meet the criteria for fundraisers occurring outside the school day.

### **Classroom Parties/Holiday Celebrations**

Classroom parties will offer minimal amount of foods (maximum 2-3 items) that contain added sugar as the first ingredient and will provide fresh fruits and vegetables, water, 100% fruit juice and/or milk. The Food Service Department has a list of healthy snack foods available that will be provided at a reasonable cost. This list will also be available at each cafeteria office as well as each administrative office.



### **KISKI AREA ALMA MATER**

Hail to thee, O Kiski High, we pledge allegiance true.

May our colors be remembered; the gold, the white and navy blue.

As the students of this high school, we will always sing thy praise.

Loud and clearly, hear our voices, telling of our high school days.

As the graduating class, we promise to uphold

All the standards and ideals that we'll never let grow old.

Time has come for us to leave now; loving sadness fills our hearts.

Slowly now we turn away, sad but proudly we depart.

Thru thy friendly halls we pass, thinking not of what's to be,

Knowing not in years to follow, many thoughts will turn to thee.

In thy buildings memories linger, happy thoughts of days gone by,

Days we'd like to live all over, days at dear old Kiski High.