

AMBRIDGE AREA SCHOOL DISTRICT



ELEMENTARY

Parent / Student Handbook

2019-2020

ALMA MATER

**HAIL ALMA MATER
MOTHER GREAT AND TRUE
HAIL AMBRIDGE HIGH SCHOOL
WE SING PRAISE TO YOU
WHEN E'RE OUR HEROES
STRIVE AND BANNER FLY
TO AMBRIDGE HIGH
WE WILL PLEDGE OUR LOYALTY
THROUGHOUT ALL ETERNITY**

**GARNET AND GRAY THE
BANNER THAT WE LOVE
TRUE TO OUR COLORS
WE SHALL EVER BE
STRONG FIRM UNITED
IN CONFLICT ARE WE
IN AMBRIDGE HIGH
AS WE MARCH IN BOLD ARRAY
'NEATH GARNET AND THE GRAY**

Introduction

The following pages represent the rules and regulations for student behavior at Ambridge Area School District. Important information for a successful school year is outlined. Students are encouraged to review this information with their families. Those who follow the rules and practice good manners experience success.

Once the handbook/planner is distributed, each student and a parent/guardian must sign-off that they have received a copy and are aware of its contents. They also must complete a computer usage and prescribed medication form located at the end of this section. Cooperation with regard to this process is greatly appreciated.

Failure to comply with this procedure could result in exclusion from sports, field trips, school activities and/or disciplinary action. Together we will have a positive and successful school year.

Revisions to this handbook may be made during the school year as the result of Board policies approved after the date of publication. In such cases students and their parents will be advised of additions or deletions and their impact on students' safety and conduct.

If you would like to meet with staff or administration, we ask that you make an appointment so that we can be sure to give your questions the time and attention they deserve.

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PARENT / GUARDIAN MUST READ & SIGN

Dear Elementary Families,

The Elementary Parent/Student Handbook is available electronically on the Ambridge Area School District website at www.ambridge.k12.pa.us. Please review the handbook together with your child to be apprised of its contents.

This handbook has been prepared to inform you about Ambridge Area Elementary Schools. You will find the rules and regulations that govern the day-to-day operation of our school in this handbook. You will also find important information that everyone needs to know and understand. Please read this handbook carefully. It provides valuable information that can be used throughout the school year. If you do not have internet access, please call the school office and a copy of the handbook will be provided to you.

In addition, the handbook contains the Acceptable Computer and Network Usage Policy for students. The Parent/Guardian must sign the bottom of this form to verify that they have read the contents of the handbook and that they are aware of the guidelines set forth for computer usage. Your signature indicates that your child may access the internet and use the District assigned Office 365 apps and email account. Please review the computer guidelines with your child.

If this form is not returned to your child's homeroom teacher, your child will not have access to the school computers. Please sign and return the bottom portion of this letter by Friday, September 6, 2019.

Lastly, it is the parent/guardian's responsibility to inform the school of any changes of address or telephone number in writing upon a change occurring.

Sincerely,
The Elementary Administration

DETACH AND RETURN THIS FORM TO YOUR HOMEROOM TEACHER BY SEPTEMBER 6, 2019

I have read the Parent / Student Handbook for the 2019-2020 school year. I accept and understand the specific contents of the handbook as well as the guidelines set forth for computer usage. I assume responsibility for damages (hardware/software) resulting from deliberate or willful acts by my child.

Student Signature _____ **Date** _____

Parent / Guardian Signature _____ **Date** _____

Student Last Name

First Name

Homeroom:

AMBRIDGE AREA SCHOOL DISTRICT
Request for Medication Administration in School

***To be completed by licensed prescriber:

Date: _____

Student's Name	DOB	Grade
Medication	#1	#2
Dosage		
Time of Administration		
Length of Administration	Start _____ Stop _____	Start _____ Stop _____
Reason for Medication		
Administration Instructions		
Side Effects		
Field Trip	Please check the following option when a parent/guardian or a parent/guardian designee (non-staff) is unable to attend a field trip: <input type="checkbox"/> Yes, the prescribed dose can be withheld on the day of the trip. <input type="checkbox"/> Yes, the time can be adjusted with the parent to be administered upon return to school. <input type="checkbox"/> No, this medication must be given to the child at the prescribed time. Explanation _____	
Competency for Self Administration	I, _____, certify that this student has a potentially life threatening illness and requires an inhaler or auto injecting epinephrine. This student is competent and has been instructed in the proper method of self administration of said medication. This student may therefore carry and self administer his/her inhaler or auto injecting epinephrine. <small>(licensed prescriber's printed name)</small>	
Signature of Licensed Prescriber	Name _____ Phone _____ <small>(no t valid without licensed prescriber signature)</small>	
To be completed by the Parent/Guardian:		
I give permission for my child to receive the above noted medication at school according to School Board Policy 210, and 210.1. I waive and release the District and any District employee from any and all liability or responsibility for the administration of the medication or benefits or consequences of the medication and acknowledge that the District bears no responsibility for ensuring that the medication is taken. I also give permission for the school nurse to contact the licensed prescriber, as necessary, regarding the medication.		
Parent/Guardian Signature: _____ <small>(not valid without signature)</small>		
Telephone Home: () _____ Cell: () _____ Work: () _____		
If there is a two hour delay of opening school: <input type="checkbox"/> Yes, administer my child's medication as prescribed. <input type="checkbox"/> No, I will contact you if the time is to be adjusted.		
ONLY THE PRESCRIBED MEDICATION CAN BE LEGALLY ADMINISTERED BY LICENSED PERSONNEL		

AMBRIDGE AREA SCHOOL DISTRICT WELCOME

We would like to welcome you to our elementary school in the Ambridge Area School District. Our goal is for your child to have a positive educational and social experience. Our elementary schools have a warm atmosphere with energetic teachers and staff that will make your child's learning experience both enjoyable and fun.

Please do not hesitate to contact the school principal if you have questions or concerns throughout the school year. We look forward to interacting and getting to know each and every one of you. For your convenience, all the Elementary School addresses and phone numbers are listed below. Best wishes for a fun and successful school year.

Aphrodite Galitsis
Economy Elementary
1000 First Street
Freedom, PA 15042
(724) 266-2833 x6245

Dr. Laura Burns
Highland Elementary
1011 Highland Ave.
Ambridge, PA 15003
(724) 266-2833 x7202

JoAnn Hoover
State Street Elementary
600 Harmony Road
Baden, PA 15005
724) 266-2833 x4213

Online Access to Student Information

You can access our new MyConnect site by typing the following URL into the web browser on your computer: <https://ambridgeareaschooldistrictportal.bbcportal.com/>

Once the page is open, click the **Sign Me Up!** Link to setup your account. Please note that in order to create an account you will need:

- An active email address.
- Your child's student ID number (This is the 'code' they refer to)
- The phone number or email address that we have on file for your student.

Once you have logged in, you can add any additional students you have attending Ambridge Area School District by clicking your name in the upper right corner and selecting **Contact Information**. For a more detailed look at configuring your settings please view the **how-to** document on our website.

Notice of Non-Discrimination

Pennsylvania School Districts do not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classifications. This policy is in accordance with State and Federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Ambridge Area School Board Meetings

The Meet and Discuss Meetings are held at the high school on the second Wednesday of every month at 7:00 pm. School Board Meetings are held at the high school on the third Wednesday of every month at 7:00 pm. Dates are also located on the Ambridge Area School District Website.

Kindergarten Registration

To enroll a child in kindergarten, the child must be five years old by September 1st of the school year. The child's birth certificate and a record of immunizations signed by a physician are required.

Act 80 Days

Ambridge Area Schools will be using several Act 80 days for in-service work for the professional staff. Two full Act 80 Days will be used for elementary parent-teacher conferences.

There is **NO SCHOOL** for elementary students on these designated days. The remaining days will be used for instructional and professional development. This is a state-mandated planning program.

Mission Statement

The mission of the Ambridge Area School District is to prepare all students to become knowledgeable and contributing members of a global society through programs emphasizing high academic achievement and technological opportunities, to develop a strong sense of self-worth, and to appreciate diversity and the importance of service to others.

Belief Statement

In the Ambridge Area School District,

WE BELIEVE:

- ~ Our community should encourage and support its youth to succeed
- ~ Stakeholders should be actively involved in the educational process
- ~ An appreciation and respect for diversity enriches the learning experience
- ~ All students should be challenged by a curriculum that maximizes their academic potential
- ~ The development of positive self-esteem is necessary for individual growth
- ~ In the preparation of students to become life long learners in an ever-changing global society
- ~ Accountability is essential for achieving high expectations

Philosophy of Discipline

In order to live and work in an orderly democratic school environment, it is necessary to establish rules and regulations, which will ensure the rights and welfare of all. When these regulations are violated, the student will be subjected to an appropriate form of discipline.

In all cases, the administration retains the right to use its discretion in evaluating cases, which may lead to ISS, OSS or referral for expulsion.

Emergency Closings, Early Dismissals, Delays

Please visit the Ambridge Area School District website at <http://www.ambridge.k12.pa.us/> to check for information regarding closings and delays. Please listen to the Bridger Blast and/or the following radio/TV stations for announcements of emergency school closings, delays, and early dismissals:

KDKA Radio	1020 AM	WBVP Radio	1230 AM
KDKA TV	Channel 2	WMBA Radio	1460 AM
WTAE TV	Channel 4	Froggy Radio FM	94.9, 98.3,
WPXI TV	Channel 11		103.5, 104.3

If there is a morning delay, or in the event of an early dismissal due to inclement weather or an emergency, walkers will adhere to the bus schedule. Please do not contact the school or the bus company to obtain information regarding school cancellations, delays or early dismissals. Furthermore, on days when the wind-chill factor is a potential concern and no cancellation or delay occurs, please pay special attention to dress your child/children with extra outerwear. Your cooperation in adhering to these requests is greatly appreciated.

SCHOOL POLICIES ARE IN EFFECT

Policies in the handbook are in effect:

During school hours, on school property, while using District approved transportation, before, during, and after school events observed and/or supervised by District staff, while enroute to or from school, during the school day when truant from school, or any other time a reasonable nexus can be made with the educational mission or representation of the school.

ACCIDENTS

Students injured on the way to or during school should report to the nurse's office immediately.

ASSEMBLIES

Assemblies are held throughout the school year to meet students' interests and enhance academics. Students are reminded to treat guests with respect during assemblies and remain in their assigned seats. Students are to be courteous when others are performing and/or speaking during an assembly.

BIRTHDAY PARTY INVITATION

To ensure consistency among elementary schools and within each school building, birthday invitations can only be passed out in school if the student is inviting their entire class. If they would like only certain students to be invited to their party, then we ask the parents to distribute the invitations outside of school.

BUS TRANSPORTATION

Bus passes will be honored **only** if the student count does not exceed the legal capacity of the bus.

CAFETERIA

Lunches are served daily in the cafeteria. All students are provided breakfast and lunch on a daily basis at no cost. Lunch menus are sent home monthly and can be found on the school district website.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). AASD is an equal opportunity provider and employer.

CAFETERIA RULES:

- Respect the authority of all adults
- Stay in line – no cuts
- Walk at all times
- Keep your table and surrounding floor area clean. Throw all trash away.
- Leave cans, bottles, or books in lockers or classroom.
- Keep your hands to yourself.
- Throwing food or objects is a Level III offense resulting in a 3- to 10-day suspension.

ASSIGNED SEATS IN LUNCHROOM:

At the beginning of the year, all students must sit at the table assigned to their homeroom.

Students who do not follow the rules in the lunchroom will be subject to the procedures below:

First Offense – Verbal warning to student, by faculty or staff.

Second Offense – 1 day lunch detention in the auditorium or hall.

Third Offense – 1 week assigned seat in lunchroom.

Fourth Offense – Assigned seat in lunchroom until December or June, (whichever comes first)

Fifth Offense – Assigned seat in lunchroom for remainder of school year.

NOTE: Depending on the violation, the principal has the right to issue other consequences accordingly. **Questions about student lunches should be addressed to Mrs. Janet Gaffney @ ext. #2395.**

The Ambridge Area School District Foodservice Department is operated in accordance with the U.S. Department of Agriculture's policy, which prohibits discrimination on the basis of race, sex, age, disability, religion or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write to: Administrator, Food and Nutrition Service, 3101 Park Center Drive, Alexandria, VA 22302

CHANGE OF ADDRESS/PHONE

Parents are to notify the school office with change of address, phone number or emergency information as soon as possible. Updated information is essential should an emergency occur.

CHEATING

Any student caught cheating on a test or assignment will receive a grade of "zero" for that test or assignment. Details of the incident will be submitted by the teacher to the administration for possible additional disciplinary action.

CURRICULUM

The content, skills, and assessments for each course are presented in the District's Curriculum Maps. These maps are aligned to the Pennsylvania Core Standards. The elementary course of study is organized as prescribed by the Department of Education. Reading, which is considered to be the most important area, receives the greatest time allotment, and is integrated within all other areas. In reading, the children are exposed to a variety of strategies. Numerous supplemental materials are utilized to enrich and enhance the program.

Social Studies is taught as a combination of geography and history. Mathematics, health, science, and handwriting are included in the daily schedule. Art, general music, library, STEAM, and physical education occur once a week. Instrumental music lessons and chorus are offered to fourth and fifth grade students as part of the curriculum.

All elementary schools are equipped with a computer lab. The children are scheduled to go there on a regular basis. The lab is equipped with a network system which includes applications for all necessary operations. Students and parents are required to sign the AASD Computer Usage Policy before using the District's computer labs.

DANCES

The Parent Teacher Association (PTA) / Parent Teacher Organization (PTO) sponsor school dances. The following rules apply:

1. Any student who was given an ISS or OSS is not permitted to attend any dances following the suspension without prior permission from the principal.
2. After entering the dance, no student is permitted to leave unless a parent/guardian comes for them.
3. All school rules of behavior and dress code are enforced at dances. Any student sent home from a dance for disciplinary reasons could be suspended.
4. Under no circumstances will outsiders or guests be permitted to attend.
5. Rides should be at the school when the dance ends. **Any student still remaining 15 minutes after the dance will not be permitted to attend the next dance.**
6. Students who are absent on the day of a dance may not attend; exception would be an official doctor's excuse presented to the office or to the administrator at the dance.
7. Students with disciplinary violation(s) or attendance concerns may be prohibited from attending or participating in school dances.
8. Food and drinks may be purchased at the dances.

DEBTS

Students owing money for lost or damaged textbooks, broken or lost equipment, or any other financial responsibility, will not receive their report card. Ultimately, the student will not receive his/her high school diploma unless the account is paid.

DETENTION

If a student is assigned detention by the principal or a teacher for misbehavior, he/she must report to the teacher's room or office immediately.

Failure to report for detention will result in suspension.

Students will be assigned lunch detention for various levels of misconduct. They will be required to bring books to a specified room, eat lunch, and work on school assignments until their lunch period is over.

DISCIPLINE POLICY

Parent(s) / guardian(s) and students are responsible for reviewing all the policies set forth in the handbook. The student will return only the signature page of the handbook to his/her homeroom teacher.

Please note: Student Discipline Policy (Pages 21 – 26) and Bus Regulations Policy (Pages 19 & 20) are included in this policy handbook.

DRESS CODE

The student council, faculty, administration, superintendent, and the school board have designed this dress code. Violations of the dress code policy will be considered a Level I offense. Parents will be notified and be required to bring a change of clothing to the school. If appropriate clothing cannot be obtained, the student will be sent to In-School Suspension (ISS).

1. Students are expected to wear clean, neat clothing and nothing that is see-through. No pajamas are permitted. No hats, bandanas (anywhere on the student), or any type of head coverings are permitted including hoodies worn up.
2. Clothing, including coats, that interfere with the normal function of a class, is not to be worn.
3. Socks must be worn if deemed necessary for safety and health reasons in all classes and gym.
4. Students may not wear slippers.
5. Clothing and book bags that are obscene, profane, and vulgar or that promote the use of illegal substances (alcohol, drugs and tobacco) or nudity may not be worn or used.
6. Students may not wear any emblems, badges or insignias that identify groups or bands that are associated with violent or illegal activities. Anything that may be considered to be gang-related by the administration must be removed immediately.

7. Spaghetti strap tops are not permitted.
8. Tops exposing the chest, back, or a bare midriff are not permitted. This includes tube tops.
9. Tank tops are not permitted to be worn by males or females.
10. Appropriate undergarments must be properly worn at all times.
11. Wallet, bicycle chains, or other types of non-jewelry or spiked jewelry chains and book bags are not permitted to be worn. Chains could fall under the school's weapon policy.
12. The faculty and administration have the right to question a student's dress and take necessary action if an item is not specifically covered in Items 1 through 12.

EARLY DISMISSAL

If a student is being dismissed early from school, a note from the parent/guardian is required to be sent with the student. The student is required to bring the note to the office before or during homeroom. FOR THE SAFETY OF ALL STUDENTS, IF A STUDENT HAS A PICK-UP BY ANYONE OTHER THAN THE PARENT/GUARDIAN, IT MUST BE STATED IN THE NOTE.

The parent/guardian must report to the office with appropriate identification and sign the student out and write an early dismissal note. However, when a student comes to school late or back from an appointment, the parent/guardian does not have to come into the office with the student.

EMERGENCY CARDS (Health Office)

All students are required to have a completed emergency card by the parent/guardian on file in the nurse's office in the event of an emergency.

FIELD TRIPS

Field trips are planned at the teacher's discretion. The student may be responsible for costs associated with the field trip. A permission slip sent home must be signed by the parent/guardian and returned before the student is permitted to attend the field trip. Students with disciplinary violation(s) or attendance concerns may be prohibited from attending or participating in school field trips. Students violating Level III of the

Student Discipline Code will not be permitted to attend field trips.

FIRE DRILL/EMERGENCY EVACUATION DRILL

Follow directions given by your teacher or adult in charge and walk quickly and quietly to the nearest exit. Refer to fire exit procedures.

GRADES AND REPORTING

Student progress is reported every nine weeks. Teacher comments are also used to describe student work and monitor student progress. The following method of reporting grades is used in the Ambridge Area School District:

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

GUM CHEWING

GUM CHEWING IS NOT PERMITTED IN SCHOOL. Careless disposal of chewing gum in drinking fountains, on furniture, and floors presents sanitation and cleaning problems. Students caught with gum will be disciplined under the Student Discipline Code. Repeated violations may lead to school suspension.

HALL PASSES

The hall pass is primarily used for a restroom break. Students are not to abuse the use of the hall pass.

HEALTH OFFICE

Passes to the health office must be obtained from the student's subject teacher. Any medication to be administered during the school day should be taken to the health office upon arriving at school. Students are not permitted to carry any type of medication during school hours. If a student becomes ill at school, the nurse or school personnel will call home. Students are not to call home to be excused because of illness.

HOMEWORK

Homework helps the pupil reinforce the basic skills and provides an opportunity for individual research projects. It also helps in providing parents with an understanding of the types of work and subject matter with which the child is

involved. Some suggestions to help your child: (1) Provide a favorable environment for home study, (2) Help your child develop a study schedule, (3) Encourage your child to discover and learn for themselves.

A telephone call to the office or a written request should be sent whenever a parent/guardian requests homework or make-up work for a student who will be absent from school for a lengthy period of time. Requests for daily homework assignments should be made in the morning for pick-up in the afternoon. Students are to turn in homework upon returning to school

LOST AND FOUND

Articles found in and around the school and/or on the bus should be brought to the office. All items that remain unclaimed at the end of the school year will be donated to a local charity.

MEDICATION POLICY

Ideally, all medication should be given at home. It is recognized that many students are able to attend school because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. However, any student who is required to take medication during the school day must comply with school regulations. These regulations include the following:

Prescribed medications

Upon written request from the physician and parent or guardian, the school nurse may administer the prescribed medication to the student. Included in the request must be the name of the student, name of the medication, dosage and frequency, and the reason for administering.

All medication must be in a protective container which is properly labeled by the physician or pharmacy.

Non-prescriptive medications

Non-prescriptive drugs and medication may be administered by the school nurse, principal or principal designee only after the following conditions are met:

- A written request or authorization from the parent/guardian is required. Included in the request must be the name of the student, name of the medication, dosage, frequency, and the reason for administering.

- All medications must be in protective containers which are properly labeled by the physician or pharmacy.

All medication

For any medication to be dispensed within the district, the following guidelines must be met:

- Any medication to be administered during the school day must be taken to the nurse's office (or main office) as soon as the student arrives at school.
- Students will not be permitted to carry pills or any medication during school hours.

PARENT-TEACHER CONFERENCES

Parents are ultimately interested in the educational progress of their children. A conference will serve as an opportunity for students, parents, and teachers to become better acquainted.

Conferences between students, parents, and teachers may be initiated by either of the above as the situation warrants, whether it be student need, teacher, or parental request. The conference should be scheduled ahead of time at the convenience of both teacher (*preferably during the planning period before or after school*) and the parent. The school district has built into their school calendar two conference days, one in the fall and one in the spring.

PROGRESS REPORTS

Progress reports are paperless. Parents are required to review student grades on Tyler five (5) weeks into every nine (9) week marking period. Progress reports are a way to communicate to parents how their child is progressing at school. Parents with questions can contact teachers directly by phone at 724-266-2833 (press 8 for dial by name) or by e-mail.

PROMOTION/RETENTION

The following recommendations are made relative to the promotion or retention of elementary students in the Ambridge Area School District. Each individual case will be analyzed and reviewed carefully. Action taken will best serve the interests of the child. Presently, the school district's policy indicates that no child should be retained for more than one year in a single grade, and not more than two years in grades one through six without special permission. These

retentions should take place in the primary grades rather than in the intermediate grades if it is at all possible.

The Building Principal shall be assigned the final responsibility for determining the promotion or retention of each student.

RE-ENTRY FROM PLACEMENT GUIDELINES

- A re-entry meeting will occur prior to the student returning to the classroom. At this time, if it has not already been done, a release must be signed to allow the school and those involved with aftercare to communicate with the agency.
- If the student is referred to treatment by the school, the release can be signed immediately at the agency. If the parent/guardian places the student in treatment, the parent/guardian and student need to sign the release.
- Release of information allows the following people to be apprised of the student's recovery progress:
 - SAP team members
 - Administration
 - Social worker
 - Teachers (as necessary)
 - Aftercare Facilitator
 - Parent/Guardian

SAFETY TIPS

Especially for Students

When walking along the road, I will walk to the left facing traffic (*whenever possible*).

I will be careful and will not play on the highway. Proper conduct is expected of me at my bus stop.

I will be at my bus stop when the bus arrives.

I will take my seat upon entering the bus and conduct myself properly while on the bus.

I will be proud of my bus and will help to keep it neat and clean by cooperating with the bus driver and will obey directions given by the driver of my bus.

I will wait my turn to enter the bus as directed by the driver or teacher and be seated as quickly as possible.

I shall not stand on the bus while the bus is in motion.

I will keep my arms and head inside the bus at all times when I am on the bus.

I will refrain from using tobacco while riding on the bus.

I will refrain from loud conversation and shouting so as not to distract the bus driver

I will not engage in horseplay or fighting on the bus.

In the interest of safety to myself and others I will not open or tamper with the emergency doors.

I will not write on the bus seats or in any way deface or destroy the equipment.

The bus is not a cafeteria. I will not eat while en route to school or home.

I will not transport any animal, firearm, explosive, or anything of a dangerous nature on the school bus.

I understand that State law requires that I cannot bring anything else on the bus except my regular school needs.

I promise I will review this information about school bus transportation frequently with my parents.

ASSIGNED SEATS ON THE BUS ARE AT THE DISCRETION OF THE BUS DRIVER AND/OR SCHOOL PERSONNEL

SCHOOL IMMUNIZATIONS

All students, kindergarten through grade 12, including all public, private, and parochial schools, must show proof of immunization before they are permitted to attend school in the Commonwealth. The original or duplicate (out of state) immunization record is to be sent to the new school when the student is promoted or is transferred. The record may be given to the parent or student when he/she is transferred.

Minimum Immunizations Required

Children ENTERING SCHOOL (*K or Grade 1*) need the following vaccines:

- 4 doses of tetanus* (*1 dose on or after the 4th birthday*)
- 4 doses of diphtheria* (*1 dose on or after the 4th birthday*)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (*German measles*)**
- 3 doses of hepatitis B
- 2 doses of Varicella (*chickenpox*) vaccine or a written statement from physician/designee indicating the month and year of disease or serologic proof of immunity

* Usually given as DTP or DTaP or DT or TD

** Usually given as MMR

The Ambridge Area School District is not required to render homebound education to any student who does not meet the above requirements.

Exclusion procedures are at the discretion of Ambridge Area Board of Education.

SOCIAL PROBATION

Extra-curricular activities are considered a privilege and not a right. Social Probation is the exclusion of students from extra-curricular activities and programs such as school dances, sporting events, class activities, and fieldtrips based on discipline referrals.

SPECIAL NEEDS SERVICES

The Ambridge Area School District provides an array of services to the elementary, junior high and senior high students through its educational programs, education partnerships, and through a viable network of outside agencies and resources.

Student services include vision and hearing screenings, counseling, speech evaluations, parent conferences, class presentations, educational placements, and psychological evaluations.

The Multi-Tiered System of Support (MTSS) on the elementary level helps by focusing on strategies, interventions, and adaptations to help children learn and succeed. Its goal is to help improve the children's reading and math skills for academic success.

The Student Assistance Program (SAP) is available at the Elementary schools, the Junior High, and the Ambridge Area Senior High School.

The school district has a student attendance policy. The principals' office staff keeps track of student tardiness and absences.

Programs are also provided to students with special needs that require special services. Full time psychologists as well as speech, hearing, and vision therapists are employed to provide those children needing these special services. Special classes include Learning and Emotional Support, Gifted Support, and Life Skills. These classes are coordinated by the Special Education Supervisor.

If you have any questions, please contact your child's school.

STUDENT ASSISTANCE PROGRAM (SAP)

- The Ambridge Area Student Assistance Program is a component of the Ambridge Area School District's educational and referral based program.
- The SAP Teams are multi-disciplinary teams composed of school personnel (administration, school nurse, social workers, and teachers) trained to understand and work with students and parent(s) / guardian(s) of students who are at risk regarding issues of adolescent chemical use, abuse, and dependency.
- Mental health issues such as suicide ideation, attempts, threats, and depression are also addressed through this program. SAP's primary role is the identification, intervention, and referral to a licensed drug and alcohol agency or mental health facility. SAP works in cooperation with the family, school professionals, and community agencies to address students at risk for depression and suicide, and will follow Ambridge Area School District policy entitled Students at Risk.
- If you, as a parent/guardian or community member, have a concern about a young person, you are encouraged to contact the SAP coordinator, child's teacher, social worker, or building principal.

STUDENT PLANNERS

The district provides planners for students in grades three, four and five. The student planners are school property. The planner is required and intended to help students become organized and to give parents a communication tool between school and home. The replacement cost for a planner is \$8.00. New planners may be purchased in the office.

STUDENT RECORDS POLICY

In order to comply with the Federal Family Education Right and Privacy Act plus the Buckley Amendment, the Ambridge Area School District is giving official notice of the following:

1. Directory information will be made available during the course of the year to publicize school functions in the news

media. If the parents object to the directory information being made available to the news media, they should write a letter to the building principal stating that such information be withheld from the media concerning their child. Directory information will include the following information relating to a student: Student's name, address, telephone 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, grades and awards received, most recent educational agency or institution attended by the student and other similar information. The parent of the student or eligible student may object to directory information being made available.

2. The Ambridge Area School District is informing parents of the purposes and character of data that is being collected during the course of the school year. A list of the tests that shall be administered during the school year is included in this booklet.
3. Parents of students or eligible students are hereby notified of their rights under the Buckley Amendment. A copy of the Student Record Policy may be viewed in the building principal's office. Parents of students or eligible students have a right to file complaints concerning alleged failures by the Ambridge Area School District to comply with the Buckley Amendment by writing to the OFFICE OF HEALTH, EDUCATION AND WELFARE. Parents of students or eligible students who have been identified as having their primary or home language other than English will be notified personally by the principal's office of the provisions of the Student Policy for English Language Learners.
4. The Ambridge Area School District shall forward educational records on request to a school once a child seeks or intends to enroll in that school. The parent of the student, or eligible student, upon request, shall be furnished copies of the educational records that have been transferred. If a parent of a student or eligible student objects to the records being sent to the school in which the child

seeks or intends to enroll, they should do so in writing to the building principal.

STUDENT SEARCHES

With reasonable suspicion or in the case of an emergency, **the administration reserves the right to search a student and his/her belongings.** which may include but are not limited to a backpack, clothing, purse or any other belongings.

SUSPENSIONS (ISS) and (OSS)

In-school suspension (ISS) and out-of-school suspension (OSS) are instituted for students not obeying school rules.

Students who receive an out-of-school suspension (OSS) or expulsion are not permitted on school property for any reason, which also means they are not to attend or participate in any school functions.

TESTING

In accordance with the recommendation of the Superintendent of Schools, the Board of Education has approved a testing program designed to provide information concerning the proficiency of children in the district on standardized tests of academic achievement and aptitude.

The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to your child's teacher for identifying individual strengths and weaknesses in order to provide more effective individualized instruction. During the coming school year, the following tests may be administered to your child as part of this program.

KINDERGARTEN

Local Common Assessments

FIRST GRADE

Local Common Assessments

SECOND GRADE

Local Common Assessments/Iowa

THIRD GRADE

Pennsylvania System of School Assessment
(PSSA) (*English Language Arts & Math*) ~ Iowa

FOURTH GRADE

Pennsylvania System of School Assessment
(PSSA) (*English Language Arts, Math & Science*)

FIFTH GRADE

Pennsylvania System of School Assessment
(PSSA) (*English Language Arts & Math*) Iowa

Your child's scores on these tests will be checked carefully and maintained in the school record as long as your child attends school in this system. Should your child transfer to another school system, you will be notified of the transfer of his or her permanent record to the new school system. No individual or agency outside of the school system will be permitted to inspect your child's record without your written permission. Should you wish to examine your child's record file at any time, you may arrange to do so by making an appointment with the principal's office.

TEXTBOOKS

Students are financially responsible for all books issued to them, whether lost or damaged excessively. The school district will not be responsible for any possessions or belongings (VALUABLE OR NOT) stolen from school property.

THEFT/VALUABLES

The school and school district are not responsible for items stolen from school property.

Parents and Students: It is strongly advised that items of value (even sentimental value) should never be brought to school.

TWO HOUR DELAYS

When school is delayed two hours due to inclement weather, all students, grades Pre-K-5, will ride their regular bus to school. The bus will arrive at their bus stop approximately two hours later than the regular time.

Please refer to the District website, radio, or TV stations for announcements of emergency school closings, delays, and early dismissals listed on page 7.

Vacation - Make-Up Work

When it is necessary for your child to be absent due to vacation, contact the main office for a vacation request form. A vacation request must be completed and signed by the school administrator prior to absences and not after the vacation or the student will be marked with illegal absences.

The student, upon returning, will have ample time to make up the work that was missed. It is not necessary to send the work or books with them on vacation.

Please discuss with the child's teacher or principal about educational ideas that could be incorporated into your vacation. Remember, if handled properly, a vacation can be fun and exciting as well as very educational.

VISITORS

Due to the State's school safety laws, students are not permitted to bring visitors to school during the regular school day.

All visitors, regardless of their purpose in the school, **MUST** report to the office. No one is permitted in the school without authorization from the office and a visitor's badge. Former students visiting teachers may only enter the building after 3:30 pm.

VOLUNTEERS

Volunteers are encouraged to become a member of the PTA/PTO.

Volunteers must have all four clearances:

- 1) Criminal Record Check ACT 34
- 2) Child Abuse History ACT 151
- 3) FBI Finger printing (for class trips only)
- 4) Current TB test

Volunteers must follow all confidentiality laws. Volunteers must report concerns to the building Principal.

AMBRIDGE AREA SCHOOL DISTRICT ATTENDANCE POLICY

The purpose of this policy and its associated guidelines is intended to promote regular school attendance and to facilitate the academic, social, emotional, and physical development of students.

Compulsory School Attendance Law

The compulsory school attendance law of the Commonwealth of Pennsylvania (24 PS 13-1327) requires every child of compulsory school age to be in school attendance, unless absent for an approved reason, and charges the parents/guardian of the child with the responsibility for the child’s school attendance. The **Elementary Secondary Act (ESS)** Federal law indicates a 94% attendance rate as the benchmark for academic success. The attendance rate at the elementary and the attendance/graduation rate at the secondary level are used to determine **Annual Yearly Progress**. **In order to be in compliance with ESS, any student missing 10 or more unexcused days (independently or combined) will be subject to a citation. As a result of a magistrate’s ruling, fines could be levied and/or driver’s license suspended.** Attendance is compulsory from the Federal level down to the State level with local districts being held accountable for enforcing attendance policies.

ABSENCES

“Absence” is the failure of a student to attend school on those days, half days, and minutes school is in session.

<u>Excused Absence/Tardy:</u>	<u>Unexcused Absence/Tardy:</u>
<ul style="list-style-type: none"> ▪ College Visitation/Junior-Senior Excusal for Interviews (Maximum of 3 days total) ▪ Court Appearance ▪ Death in the Immediate Family ▪ Delay or Absence of School Bus (MUST notify school) ▪ Dental and Medical Appointments (with written documentation from doctor) ▪ Educational Tour/Trip ▪ Family Vacation (Maximum of 5 days with advance principal approval) ▪ Homebound Instruction (as determined by medical examination and principal approval) ▪ Illness/Health Care ▪ Impassable Roads ▪ Quarantine ▪ Religious holidays and Religious instruction 	<ul style="list-style-type: none"> ▪ Babysitting ▪ Days identified as “skip days” ▪ Gainful employment ▪ Hair Appointment ▪ Having a vehicle fixed/inspected ▪ Hunting ▪ Leaving school without permission ▪ Missing the school bus ▪ Non-approved sporting events ▪ Non-approved trips ▪ Non-school related activities ▪ Shopping ▪ Truancy

* The list is not all-inclusive and does not preclude the classification of other absences as excused or illegal/unexcused as determined by building administration.

Tardiness

A student who is tardy to school after the late bell must report directly to the school office where a tardy slip will be issued to be given to the student’s teacher for admittance to class.

Tardy minutes to school accumulate. There are 360 minutes in a school day, and when a student accumulates 360 minutes tardy to school or leaves for an early dismissal, it will count as one (1) unexcused absence. Notification letters will be sent home when the student has accumulated a total of:

1. 1080 total minutes tardy = 3 days

2. 2520 total minutes tardy = 7 days
3. 3600 total minutes tardy = 10 days

Tardiness vs. Half-Day Absence

	Elementary	Secondary
Tardy	8:35AM – 11:30 AM	7:35 AM – 11:00 AM
Half-Day	11:30 AM – 12:30 PM	11:00 AM – 12:00 PM

Early Release From School

Any student who leaves school during the day must have parental permission. A medical excuse is required from the doctor (within 3 days) in order for the absence to be excused.

COMPULSORY ATTENDANCE AND TRUANCY ELIMINATION PROGRAM

1. Parent/guardian should direct their children to report to school even when it appears that the child may be late for school. **The parent/guardian is urged to call the school office whenever their child will be absent from school. A written parental excuse must be received by the school office upon return to school.**
2. For students to receive credit for a course, they must meet both academic and attendance requirements established and approved by the Ambridge Area Board of Education. Student attendance and participation in a class are crucial to the learning process.
3. A parent can only excuse ten (10) student absences during the school year. Absences beyond the tenth day require documentation; a parent note must be received by the attendance office within three (3) days of the student’s return to school from an absence. A letter will be sent home on the 10th day of parental excuses, after which a medical excuse will be required for additional absences.
4. A written notice will be sent home for students following the 3rd, 7th, and 10th unexcused/illegal absences for the school year. (Keep in mind that any absence that isn’t documented within three days after returning to school is considered unexcused/illegal).
5. Upon receiving the third notice (10 school days), the student will also be referred to the District Magistrate. Additional citations will be issued following continued absences.
6. To support and prevent patterns of absenteeism, the following may occur:
 - o Referral to the AASD Social Worker
 - o Referral to Truancy
 - o Referral to SAP/Child Study
 - o Referral to CYS
 - o Referral to Magistrate
 - o Referral to Beaver County Behavioral Health.

AMBRIDGE AREA SCHOOL DISTRICT BUS RULES REGULATIONS

All Kindergarten students will be returned to the school if an adult or parent is not at the bus stop to meet them.

Bus violations are taken very seriously. They jeopardize the safety and well-being of all the students on the bus. Improper behavior on the bus is totally unacceptable and will not be tolerated. Students are expected to comply with bus regulations and be cooperative and courteous with the driver. The driver is in charge of enforcing bus policies while students are on the bus.

OBJECTIVE: The objective of the AASD is to provide every student who uses school-provided vehicles with safe transportation to and from school.

PARENTS: In order to achieve this objective, we need the support of parents. We are asking that parents should review the following school bus rules with their children and let them know the critical importance of following directions and not distracting the bus driver.

BUS RULES:

Students shall:

1. Enter the bus, take a seat and **remain seated** until it is time to exit the bus
2. **Keep their hands and feet to themselves** and under **no circumstances** have body parts such as hands or head outside of the bus window
3. **Not throw or toss** items in or outside of the bus
4. **Not eat or drink** on the bus
5. **Speak in a low tone of voice**, no screaming or inappropriate language is allowed.
6. **Only ride on the assigned bus** and in some cases sit in assigned seat as designated by the school principal
7. **Follow all school rules** and regulations as outlined in the Student code of Conduct found in the Student Handbook which is available on the district/school website
8. **Listen to and follow the directions** of adults in the bus such as the bus driver, bus aide or building staff member

Caution to students & parents:

Students' bus transportation to and from school is a **privilege** and **not a right**. **Failure of students** to follow the school rules and regulations **may** result in:

- **Loss** of student bus transportation to and from school on a temporary basis
- In or out of school **suspension**
- ***Expulsion** from the Ambridge Area School District

*An incident of student disruption such as fighting which causes the driver to stop or pull the bus off the road and call for law enforcement, Bus Company, or school officials and/or emergency services will be treated as conduct that may lead to expulsion from the Ambridge Area School District. **PARENTS - Again we ask for your support in making student bus transportation in the AASD a safe and pleasant experience for all students**

NOTE: *The PRINCIPAL has an obligation to address all bus issues including any violation which may not be listed above.*

Some bus offenses receive school suspension, as well as a bus suspension. This action is at the discretion of the building principal and in accordance with the school district policy. Absence or tardiness due to loss of bus riding privileges will be considered **ILLEGAL** and

appropriate action will be taken. **IF AN OFFENSE NECESSITATES IMMEDIATE BUS SUSPENSION, A WARNING WILL BE BYPASSED.**

Students needing to ride a different bus must submit a written note from their parent/guardian containing the following information: bus number, bus stop, reason for the request, and a parent/guardian phone number where they can be reached for confirmation. This request must be submitted to the office when the student arrives at school in the morning. If approved, a bus pass will be available in the office during the student's lunch period.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

STUDENTS DO NOT HAVE THE RIGHT TO INTERFERE WITH THE EDUCATION OF FELLOW STUDENTS. IT IS THE RESPONSIBILITY OF ALL STUDENTS TO RESPECT THE RIGHTS OF TEACHERS, STUDENTS, ADMINISTRATION AND ALL OTHERS WHO ARE INVOLVED IN THE EDUCATION PROCESS.

Students should, therefore, express ideas and opinions in a respectful manner so as not to offend, slander, or threaten the safety of others.

It is the **student's responsibility** to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, so as not to cause disruption of the educational process (see specific dress code located on page 11)
4. Assume that until a rule is waived, altered or repealed it is in full effect.
5. Assist the school staff in operation of a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily, except when excused, and be on time to all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.

STUDENT DISCIPLINE POLICY

TEACHER DETENTION

The teacher has the right to assign a teacher detention(s) with a student for any minor disciplinary infractions. All detentions assigned by teachers will be served in their classroom or designated area. After three (3) minor disciplinary infractions and parental phone contact, students can be referred to the principal.

LEVEL I

These misbehaviors require immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Depending on the severity of the offense, the student may be warned and parents will be contacted if a detention is issued. Examples of inappropriate behavior are listed but not limited to the following:

- Repeating of non-level offenses
- Cheating on an exam/test
- Using unacceptable language (name calling, racial slurs, etc.)
- Behaving disruptively
- Throwing objects
- Having toys of any kind: squirt guns, rubber bands, etc.
- Displaying affection: kissing, hugging or inappropriate touching
- Violation of the student dress code
- Writing on desk, walls, etc., or other minor vandalism
- Misbehaving in the hall – running, pushing, tripping, or yelling
- Littering in the school
- Selling items, such as candy, in school
- Having tape players, CD players, cell phones, MP3 players, etc., in school
- Misbehaving in gym locker room – running, pushing, tripping, climbing, throwing objects, or yelling
- Touching others or inappropriate contact

LEVEL II

Offenses include misbehavior that tends to disrupt the learning climate of the school. These infractions, which sometimes result from the continuation of Level I misbehaviors, require the intervention of the administration. Examples of inappropriate behavior may include but are not limited to the following:

- Repeat Level I misbehaviors
- Skipping class
- Forgery -- falsification of excuses, passes, grades, etc.
- Truancy
- Insubordination (minor)
- Disrespect in word or action toward school employees (minor)
- Intimidation: students threatening other students
- Throwing of potentially dangerous objects
- Theft (minor)
- Minor altercation between students
- Failure to serve detention within a reasonable time
- Throwing snowballs

- Possession/use of beepers, cell phones or electronic devices prohibited
- Spitting
- Attempting to disrobe another student
- Pushing, hitting, bullying, etc.

DISCIPLINARY OPTIONS/RESPONSES BY THE ADMINISTRATOR:

- ❖ In-School Suspension (1 to 3 days of ISS)
- ❖ Out-of-School Suspension (1 to 3 days of OSS)
- ❖ Restitution
- ❖ Court costs and fines

LEVEL III

These infractions have consequences that may endanger the health or safety of others in the school. These actions will carry a minimum of a three (3) day suspension. Examples of inappropriate behavior may include but are not limited to the following:

- Repeated violations under Level I and Level II
- Deliberate profanity (verbal or distribution of pornographic materials)
- Leaving school without permission
- Theft or knowingly possessing stolen goods
- Smoking on school property or school bus
- Use of smokeless tobacco on school property or school bus
- Sexual harassment
- Unlawful assembly
- Profanity or obscene gesturing toward school personnel
- Possession of tobacco
- Fighting on school property, school bus, at school events, or on the way to or from school
- Tampering with fire extinguishers, fire alarms, or purposely setting fire on school property
- Possession of dangerous weapons, explosives, smoke bombs, firecrackers, etc.
- Violation of drug and alcohol policy
- Defiance or disrespect toward any school employee
- Threats of force or violence toward any school employee, their family, or property
- Vandalism toward school or school employee's personal property
- Throwing food in the cafeteria
- Arson
- Making racial comments, to faculty, students, or administration

DISCIPLINARY OPTIONS/RESPONSES BY THE ADMINISTRATOR:

- ❖ In-School Suspension (3 to 10 days ISS)
- ❖ Out-of-School Suspension (3 to 10 days OSS)
- ❖ Recommendation for expulsion
- ❖ Restitution
- ❖ Referral to police and/or district magistrate
- ❖ Recommendation for alternative school placement

Students punished for Level III offenses may be arrested and fined and will not be permitted to attend any school activity that includes, but is not limited to, athletic events, dances, and field trips for the remainder of the school year.

LEVEL IV **Offenses Are Extremely Serious**

These acts are frequent or serious that disrupt the learning climate of the school. These acts will require administrative action which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities. They include but are not limited to:

- Serious threats on students
- Making terroristic threats
- Making a bomb threat
- Threats or physical attack on a faculty or staff member's person, property , or both, in or outside of school
- Drug/alcohol violations
- Sexual harassment
- Serious vandalism
- Stealing of money/valuables
- Shoplifting on class trips
- Weapons violation
- Unauthorized use of fire alarm or equipment
- Other violations of Federal, State, or local laws
- Transferring of counterfeit money
- Physical assault on any school employee or student
- Terroristic threats/acts (see Page 24, AASD Board Policy 218.2, Terroristic Threats/Acts)

Level IV violations will result in a 10 day OSS, referral to the school board for expulsion, and referral to the police for arrest and filing of charges.

All students who have committed a Level IV violation may be excluded from attending and participating in all school activities and functions for the remainder of the school year. Committing a Level IV violation at a special function will result in being unable to attend any future special functions—even in subsequent school years.

For all serious violations:

The administration has the authority to refer students to the magistrate for the use or possession of tobacco products, fighting, disorderly conduct, theft, vandalism, truancy, trespassing, harassment, and other serious misbehaviors.

Once students have been assigned to the ISS 5 times, they are subject to administrative review. This review may result in alternate placement and/or the assignment of OSS for each level II or beyond for the rest of the year.

Ambridge Area School District Board Policy 218.2 Terroristic Threats/Acts

The Ambridge Area School Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of District students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

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

Terroristic Act – shall mean an offense directed toward property or involving danger to another person.

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

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent shall be responsible for developing administrative regulations to implement this policy.

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

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

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

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

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

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

In the case of exceptional students, the District will take all steps necessary to comply with the Individuals with Disabilities Act and follow Board policy.

AMBRIDGE AREA SCHOOL DISTRICT WEAPONS AND TOBACCO POLICY

WEAPONS

No person shall possess, handle or transmit any knife, cutting instrument or tool, nunchaku stick, brass or metal knuckles, cane, machete, firearm, shotgun, rifle, B.B. or pellet gun, bullets, look-alike gun, chemical agent, explosive device, and/or other tool, instrument or implement capable of inflicting serious bodily injury in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, event or function.

Any person discovered to have any weapon or other item in violation of this policy in his/her possession [including locker or car] or threatening to use a weapon on another person, shall not be permitted to remain in any school building, on any school bus, or at any school activity, event or function. Where any person violates this policy, the police department of the appropriate jurisdiction shall be notified.

The school district shall expel for a period of not less than one (1) calendar year any student who violates this weapons policy. This is mandated under Pennsylvania Act 26 of 1995. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

DRUG AND ALCOHOL/TOBACCO POLICY

DRUG AND ALCOHOL POLICY

- A. Everyone is concerned about drug and alcohol abuse and its effects on the well-being of our children. The Ambridge Area School District has adopted an extensive drug and alcohol policy, which outlines specific rules and regulations to provide a safe, drug-free environment for learning. Students will be responsible for the policy's contents, which are outlined in this handbook. Failure to comply with this policy will lead to a variety of serious consequences with the school and with the legal authorities as outlined in the policy.
- B. The Ambridge Area School District recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the whole school/community. The following regulations and guidelines represent a coordinated effort to openly and effectively respond to the health needs of the students in our District.
- C. Alcohol and/or other drug-related offenses shall include the unlawful manufacture, the possession of, use, or evidence of having or consumed alcoholic beverages, drugs, mood-altering, steroids, or any health –endangering compounds or substances which may or may not be controlled by Pennsylvania law.
- D. For the purposes of this policy, controlled substances refer to illegal drugs and unauthorized use of prescription drugs. The unauthorized presence of illegal drugs or controlled substances in the body is also prohibited. This list may not be all inclusive.
- E. Selling is: the transfer (i.e. for sale or for free), distributing, or attempting to distribute alcoholic beverages, drugs, substances, or health–endangering compounds or substances which may or may not be controlled by Pennsylvania law, regardless of whether the substance transferred, sold, or distributed, or attempted to be transferred, to be sold or distributed is actually the substance represented.
- F. As an integral part of the Ambridge Area School District, these guidelines represent one component in a district-wide effort to respond effectively to any health endangering substances or situations that may occur at school-sponsored activities. The Ambridge Area School District will take all steps necessary to provide a safe and healthy environment for the students with due consideration for their legal rights and responsibilities.

TOBACCO POLICY

Smoking and use of tobacco products will not be permitted in any indoor or outdoor area, stadium and field areas, or other school district property. Smoking and all other uses of tobacco by students and faculty (school personnel) will not be permitted at any school-sponsored event taking place on or off school property. This policy shall apply to all employees, students, visitors, guests, and/or users of school district facilities.

For purposes of this policy, tobacco use shall be defined as the actual use of any tobacco product including lighted or unlighted cigars, cigarettes or pipes; any other lighted or unlighted smoking product or material, including electronic smoking devices; and smokeless tobacco in any form. Smoking electronic cigarettes regardless of whether or not they contain tobacco derivatives is also prohibited.

The administration will confiscate all drug, alcohol, and tobacco products that students possess during school hours. Use and/or possession of any drug, alcohol, and/or tobacco products will result in a Level III disciplinary action (see disciplinary policy, page 21), which can include suspension/referral to the magistrate under the law recently established by Pennsylvania legislation.

AMBRIDGE AREA SCHOOL DISTRICT ACCEPTABLE USE POLICIES 2018-2019

ACCEPTABLE COMPUTER AND NETWORK USAGE POLICY

All use of the Internet and computer technology must be in support of the educational program within the Ambridge Area School District. The following activities are specifically prohibited, and if performed, will subject the user to loss of access, disciplinary action, and/or legal actions:

- The Internet and computer technology will not be used for illegal activity, for profit purposes, non-school related activities, lobbying, advertising, to transmit offensive materials, hate mail, discriminating remarks, or to obtain obscene or pornographic material.
- Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
- Use of school technology or Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of the law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
- The illegal use of copyrighted material is prohibited.
- The network shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified, relocated or abused in any way.

INTERNET AND EMAIL

Students at AASD will be using various Internet resources in support of the curriculum. AASD will expect suitable online behavior, including appropriate interaction with other individuals on social networking websites and email. Internet and email activity may include, but are not limited to:

- Researching curriculum
- Responding to and commenting on curriculum projects
- Creating written / media projects and commenting on each other's work
- Collaborating on projects
- Creating content pages on curriculum topics
- Discussing or enhancing understanding of subject matter online

NETWORK ETIQUETTE AND PRIVACY

Students at AASD will abide by the generally accepted rules of network etiquette. Communication with others should always be course related. Students should notify the teacher of anything inappropriate or that makes them feel uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. These rules may include, but are not limited to:

- All users will be respectful in the posting and edits. No inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.
- No user may post, comment, or change settings on the site in violation of these terms and conditions.
- No student may edit or delete the work of another student without teacher permission.
- No student will reveal their home address or personal phone number, (or the addresses or phone numbers of other students), or any other personal information/images in any email correspondence or in any files that are shared with anyone outside of the school community.
- All students will receive a login and password to be used only by the student. If any user suspects that a password has been compromised, he/she must notify the technology department immediately.

All use of these Internet resources must be in accordance with the school's Acceptable Use Policy, including entries made from computers outside of school. No posting or edit may facilitate or promote illegal activity, either overtly or by implication.

SUPERVISION AND MONITORING

AASD administrators and their authorized employees monitor all information technology resources to ensure that student utilization is secure and conforms to this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, and/or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to school officials and law enforcement. Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All users will respect each other's time and efforts by supporting the same positive approach.

CONSEQUENCES FOR VIOLATIONS

Failure to comply with district Acceptable Use Policies may result in disciplinary action by faculty and/or administration including the loss of use of the school's information technology resources and possible referral to law enforcement agencies.

Note: The Acceptable Use Policy shall be enforced in conjunction with Board Policy 815: Acceptable Use of the Internet, Computers and Network Resources.

AASD reserves the right to publish student photographs and/or work to the district website. AASD may display and share electronically via the internet and/or in other displays, photographs and/or video footage of a child taken in conjunction with school activities. If you do not want your child's material to be published, you must submit a request in writing to your building principal.

Device Guidelines

Access is a privilege, not a right. Violations of policy by a student may result in disciplinary action, including but not limited to, confiscation of the electronic device, banning access to District technology, or criminal prosecution, if applicable.

Appropriate use of electronic devices shall include any use of such device for educational purposes such as educational research, which is specifically authorized by a classroom teacher with approval from the building administration. Limited personal use of electronic devices may be permitted during transitional times at the discretion of the building administration.

Personal electronic devices used during the instructional day must access the Internet via the District's content-filtered, wireless network, and not through personal cellular devices.

Students may not utilize any technological device to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others.

The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal or inappropriate images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing, is prohibited.

In addition to the list of prohibited uses above, the use of any communication device is prohibited in locker rooms, health suite, lavatories, and/or any other area where an individual would have reasonable expectation of privacy.

Furthermore, students shall not use the audio recording function of any electronic device at school or at any given school function unless given express permission in advance from both a teacher or administrator and the individuals who are being recorded. Also, students shall not use the camera function of any electronic device at school or at any given school function unless given express permission in advance from both a teacher or administrator and the individuals who are being recorded. The conduct listed above may

constitute a crime under the state and/or federal law. The District may report such conduct to state and/or federal law enforcement agencies.

Parent(s)/guardian(s) should refrain from contacting their child during the school day and disrupting the education process. Parent(s)/guardian(s) should call the school for an emergency situation, rather than attempting to contact their child directly. The school will, in turn, contact the student when appropriate.

Except for the specific actions prohibited and listed above, students who are participating in after school activities may be given permission to use cell phones and/or other communication or electronic devices for appropriate communication with parent(s)/guardian(s) by the coach or activity advisor on a case-by-case basis.

A student may not create and/or use an internet "hotspot" to bypass the District's security systems; moreover, the Board prohibits student use of a device for the function that provides for a wireless, unfiltered connection to the Internet.

Legal 18 Pa. C.S.A. Sec. 237 -5703
 24 P.S. Sec. 510, 1317.1

Cross Reference School Board Policies 113, 218, 224.1, 233, 248, 249, 815, 815.2

Last Modified by Ambridge Policy Staff on July 11, 2018

BULLYING, CYBERBULLYING, DISCRIMINATION, INTIMIDATION AND HARASSMENT

The Ambridge Area School District is committed to creating a positive learning environment where everyone feels safe, accepted and valued.

There will be no physical/verbal intimidation or racial/ethnic discrimination or harassment against any Ambridge Area student/teacher. Sexual harassment, bullying and hazing are not permitted. Students who violate this policy will be disciplined by the administration and may face legal charges.

There are consequences for the bully. First offense: the bully will be warned, guided toward appropriate behavior, and reminded of future consequences if it is done again. Second offense: the bully will be given a stronger warning, the parents will be called, more guidance toward appropriate behavior, and another reminder of what future consequences will be. If a student commits a third offense, that student will be sent to the office for possible suspension. Harassment charges may be filed if the bullying continues.

BULLYING/CYBERBULLYING

1. Purpose The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes 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, the Board prohibits bullying by district students.

2. Definitions **Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive, and has the effect of doing any of the following:
 1. Substantial interference with a student's education
 2. Creation of a threatening environment
 3. Substantial disruption of the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying.

- SC1303.1-A **School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.

3. Authority The Board prohibits all forms of bullying by district students.
SC 1303.1-A The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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

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

SC 1303.1-A The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

SC 1303.1-A The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

SC 1303.1-A District administration shall annually provide the following information with the Safe School Report:

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

5. Guidelines SC 1303.1-A Title 22 Sec. 12.3 Pol. 218 The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

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

Education

SC1302-A 1303.1-A The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

Consequences For Violations

SC1303.1-A Pol. 218, 233 A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

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

10. Referral to law enforcement officials.

References:

School Code-24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 000, 218, 233, 236, 248

Visitor Management Board Policy

Upon arrival at the school, visitors must register at the designated sign-in location. All visitors must provide valid government issued photo identification. Visitor IDs will be scanned against multiple databases to ensure the safety of our students. Once approved, all visitors will be issued a badge that must be worn at all times on school property. All visitors must sign out before exiting. Further details are outlined in our building level visitor policy.

Visitor Management Student Handbook Policy

RAPTOR is a web-based software application developed with the purpose of aiding educational facilities in tracking their visitors, students and faculty. RAPTOR not only provides an effective, efficient method for tracking, but also goes beyond conventional applications by utilizing available public databases to help control campus security. RAPTOR allows schools and facilities to produce visitor badges and electronically check all visitors against registered sexual offender databases. The overall goal is to better control access to all Ambridge Area schools, thus providing enhanced protection for our students and staff.

McKinney-Vento Homeless Assistance Act

Life is uncertain, but your child's education doesn't have to be. Even if you lost a permanent residence, your child can receive help to stay in their home school district. Pennsylvania's Education for Children and Youth Experiencing Homelessness Program ensures every child deserves school stability.

The McKinney-Vento Homeless Assistance Act can help provide school stability for your child if you do not have a permanent home and are:

- Staying with friends or family because you lost housing.
- Living in a shelter, including transitional programs
- Staying in motels because you cannot get your own home.
- Living on the streets, in a car, van, tent or other nonpermanent structure.

Information for School-Age Youth

You may qualify for certain rights and protections under the federal McKinney-Vento Act. If you live in any of the following situations:

- A shelter.
- A motel or campground due to the lack of an alternative adequate accommodation.
- A car, park, abandoned building, bus or train station.
- Doubled up with other people due to loss of housing or economic hardship.

As an eligible student you have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible.

If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your needs as a student.

If you believe you may be eligible, contact one of the individuals below to find out what services and supports may be available:

Ambridge Area School District:

Local Contact:

Storm Camara

Jo Ann Hoover, Principal 724-266-2833 ext. 4213

Visit: <http://homeless.center-school.org/homelessdirectory>

State Coordinator (717)772-2066



Ambridge Area School District

Central Administration Office • 901 Duss Ave. • Ambridge, PA 15003 • T: 724-266-2833 • F: 724-266-3981

Barry King
Federal Programs Coordinator
724-266-2833, Ext. 2269

Cathy Hopkins
Federal Programs Secretary
724-266-2833, Ext. 1273

August 27, 2019

Dear Parent or Guardian:

Your child attends Highland Elementary School which receives Federal Title 1 funds to assist students in meeting academic standards set forth by the Pennsylvania Department of Education. The following information is mandated under *The Elementary and Secondary Assistance* and *The Every Student Succeeds Act*. *The Elementary and Secondary Assistance Act* regulations allow parents/guardians to ask for the following information about employee qualifications dealing with your child's teachers. This information includes:

- ✓ Whether the Pennsylvania Department of Education has licensed the teacher for the subject(s) or grade level(s) he/she teaches.
- ✓ Whether the teacher received an emergency or conditional certificate in which state certification requirements were waived.
- ✓ What the teacher's undergraduate degree major was, whether the teacher has any advanced degrees and also the concentration of those degrees.
- ✓ Whether the child is serviced by a paraprofessional and the paraprofessional's qualifications.

The Every Student Succeeds Act which reauthorized *The Elementary and Secondary Assistance Act* includes the authorization of additional Right-to-Know requests including:

- ✓ Information on policies regarding student participation in State Standardized Assessments and procedures for opting out.
- ✓ Information on required State Standardized Assessments that include:
 - Subject matter tested
 - The purpose of the test
 - The source of the requirement
 - Amount of time it takes for a student to complete a test
 - Time and format of disseminating results

If you have any questions about your child's assigned teacher and/or paraprofessional, please contact me at 724-266-2833 ext. 2269 or email at bking@ambridge.k12.pa.us.

Sincerely,

A handwritten signature in black ink that reads "Barry J. King".

Mr. Barry J. King
Federal Programs Coordinator

BK/ch

Serving the communities of Ambridge, Baden, Economy, Harmony Township and South Heights



Ambridge Area School District

Central Administration Office • 901 Duss Ave. • Ambridge, PA 15003 • T: 724-266-2833 • F: 724-266-3981

Barry King
Federal Programs Coordinator
724-266-2833, Ext. 2269

Cathy Hopkins
Federal Programs Secretary
724-266-2833, Ext. 1273

August 27, 2019

Dear Parent or Guardian:

Your child attends State Street Elementary School which receives Federal Title 1 funds to assist students in meeting academic standards set forth by the Pennsylvania Department of Education. The following information is mandated under *The Elementary and Secondary Assistance* and *The Every Student Succeeds Act*. *The Elementary and Secondary Assistance Act* regulations allow parents/guardians to ask for the following information about employee qualifications dealing with your child's teachers. This information includes:

- ✓ Whether the Pennsylvania Department of Education has licensed the teacher for the subject(s) or grade level(s) he/she teaches.
- ✓ Whether the teacher received an emergency or conditional certificate in which state certification requirements were waived.
- ✓ What the teacher's undergraduate degree major was, whether the teacher has any advanced degrees and also the concentration of those degrees.
- ✓ Whether the child is serviced by a paraprofessional and the paraprofessional's qualifications.

The Every Student Succeeds Act which reauthorized *The Elementary and Secondary Assistance Act* includes the authorization of additional Right-to-Know requests including:

- ✓ Information on policies regarding student participation in State Standardized Assessments and procedures for opting out.
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If you have any questions about your child's assigned teacher and/or paraprofessional, please contact me at 724-266-2833 ext. 2269 or email at bking@ambridge.k12.pa.us.

Sincerely,

A handwritten signature in black ink that reads "Barry J. King".

Mr. Barry J. King
Federal Programs Coordinator
BK/ch