

Edgeworth and Osborne Elementary Schools

# Parent Handbook

2016-2017



Quaker Valley School District



**Edgeworth**  
**Elementary School**

200 Meadow Lane  
Sewickley, Pennsylvania 15143  
412.749.3000  
412.749.9867 Fax

**Osborne**  
**Elementary School**

1414 Beaver Street  
Sewickley, Pennsylvania, 15143  
412.749.4000  
412.741.7369 Fax



Edgeworth Elementary School  
200 Meadow Lane  
Sewickley, PA 15143

Osborne Elementary School  
1414 Beaver Street  
Sewickley, PA 15143

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Dear Parents,

The staff and administration of Osborne and Edgeworth Elementary Schools have worked together to produce this handbook, which is intended to assist with the ongoing partnership between home and school that is so essential to student success.

Please become familiar with the items contained in this handbook. You will find the answers to questions related to the school calendar, procedures for picking up your child before the end of the school day, and information about lunches and parent meetings. You will also find information supported by Board policy such as disciplinary procedures to ensure every child's safety and protect the rights of all students.

This handbook is revised every year in response to parent questions and suggestions, Board policies, and new programs and procedures. For this reason, your comments about the handbook are welcomed. Please share any suggestions you may have with us so together we can continue to strengthen our communication between home and school. We are looking forward to this new school year as we continually strive to improve our programs and maintain high standards for our students. We look forward to a positive and productive school year.

Sincerely,

Aaron C. Rea  
Osborne Principal

Carol Sprinker  
Edgeworth Principal

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**QUAKER VALLEY SCHOOL DISTRICT**  
**100 Leetsdale Industrial Drive**  
**Leetsdale, PA 15056**

**ADMINISTRATION**

Dr. Heidi Ondek .....	Superintendent of Schools
Mr. Andrew Surloff .....	Assistant Superintendent
Dr. Joseph Marrone.....	Director of Technology
Dr. Susan Gentile.....	Director of Instruction and Learning
Ms. Diane Hess .....	Student Information Specialist
Dr. Sally Hoover .....	Director of Pupil Services
Dr. Barbara Mellett.....	Principal of Ancillary Services
Mr. Michael Mastroianni .....	Director of Athletics & Student Activities
Mrs. Stefanie McKissic.....	Human Resources Specialist
Mrs. Jennifer Reiser .....	Director of Food Services
Mr. Scott Antoline .....	Director of Finance and Operations
Ms. Jennifer Tressler.....	Assistant Director of Financial Services
Mrs. Leah Wells.....	Assistant to Director of Pupil Services/School Psychologist
Ms. Angela Yingling.....	Director of Communications

**BOARD OF SCHOOL DIRECTORS**

Mrs. Sarah Heres.....	President
Mr. Robert Riker.....	Vice President
Ms. Marianne Wagner .....	Treasurer
Mr. Gianni Floro .....	Board Member
Mrs. Daniela Helkowski .....	Board Member
Mr. Jonathan Kuzma.....	Board Member
Mr. David Pusateri .....	Board Member
Mrs. Marna Blackmer .....	Board Member
Mr. Jeffrey Watters .....	Board Member
Mr. Scott Antoline .....	Board Secretary
Mr. Patrick Clair .....	Solicitor

### ***Shared Vision***

*It is our shared vision to become a thriving community of learners in an environment that embraces a culture of thinking.*

### ***Shared Mission***

*The mission of the Quaker Valley School District is to engage and inspire the hearts and minds of every learner every day.*

## **PARENT RESPONSIBILITIES**

Educating children is a partnership of cooperation and understanding between home, school, and children. As parents, you can help the school by:

- Providing a quiet place and time for homework to be completed by your child and notifying the teacher of any difficulty.
- Helping your child not to get "over-scheduled."
- Making certain your child has sufficient sleep.
- Encouraging independence, self-reliance, and responsibility in your child.
- Planning vacation times and appointments, which do not conflict with the school calendar or valuable instructional time.
- Modeling reading time by providing daily family reading time.
- Limiting and monitoring television during school days.
- Discussing concerns with your child's teacher to prevent problems.
- Knowing and following all Quaker Valley Elementary School Policies and Procedures. This includes the Code of Conduct.
- Participating in parent/teacher communication in a respectful manner. Communication, which becomes confrontational or includes the use of inappropriate language or threatening behavior, will be suspended until such time when everyone can speak respectfully.
- Audience etiquette is a critical component we teach students. Modeling appropriate audience behavior for students and guests helps everyone enjoy a concert or program. Please turn off your cell phones and remain seated until the selection is completed.

## GENERAL INFORMATION

### Elementary School Hours

The elementary school day is from 8:40 a.m. to 3:30 p.m. Monday through Friday. **Students should not arrive before 8:25 a.m.** Teachers are engaged in various meetings and professional development activities until 8:30 a.m. Students arriving between 8:25 a.m. and 8:30 a.m. will remain in the outer lobby. There will be supervision for students during this time. All students must be in their rooms by 8:40 a.m. Students arriving after 8:40 a.m. must stop in the office for a pink tardy slip before entering the classroom.

7:30 a.m.	Office Opens
8:30 a.m.	Students Admitted to classrooms
8:40 a.m.	Morning Welcome Bell
2:00 p.m.	Kindergarten Dismissal
3:25 p.m.	Afternoon Bell
3:30 p.m.	Student Dismissal (Grades 1-5)
4:00 p.m.	Office Closed

### Summer Office Hours

The school office hours are posted on the doors of each building generally the hours are 8:00 a.m. to 3:00 p.m. during summer. All school district offices are closed during two weeks in July. Please refer to the school calendar for specific weeks.

## STUDENT ENROLLMENT AND RECORDS

### Kindergarten

All children who have reached the age of five on or before September 1 will be admitted to kindergarten.

Preliminary registration of kindergarten children is conducted during the month of February or March preceding their entrance to school. A kindergarten orientation is held in August for incoming kindergarten students and parents. *Information regarding orientation will be mailed to parents.*

The child's birth certificate and immunization record must be presented at the time of registration. Please refer to the Quaker Valley School Health Community pamphlet for all health record information. Without proper immunization documentation, students will not be admitted to kindergarten.

### Pupils Entering from Other School Districts

A pupil who transfers from another school district should register at the Quaker Valley School District administration office as soon as possible. Proof of residence, birth certificate, immunization record, transcripts, and report card (if available) are required at the time of the child's

registration. It is also important to know if the child has been receiving special education or Title I services.

A new student orientation will be held in August for any new student entering the elementary program for students grades 1 to 5. A separate mailing will be sent to parents regarding this orientation.

### **Transfers to Other School Districts**

To transfer from the Quaker Valley School District, parents/guardians should notify the elementary school office one week prior to leaving. Departing students must return all school property and have all obligations satisfied before being cleared for withdrawal. A copy of the immunization record and report card will be prepared for the child. The school will furnish further records upon request by the new school.

### **Student Records**

A permanent record file of each student's biographical data, health records, standardized test scores, and grades is maintained by the school district. These records are considered confidential information and will not be released to any agency outside the school without written permission from a parent or guardian.

If the student moves or transfers to another school system, permanent records are forwarded to the new school system if a forwarding address is available or has been provided, or upon request from the new school.

If a parent wishes to examine his/her child's record at any time, a written request should be submitted to the principal. Convenient arrangements will be made for a meeting to review the contents of the individual file. A copy of the file may be requested in writing to the principal as well.

Federal regulations give both biological parents the right to access their child's educational records unless there is a court order, state statute, or legally binding document specifically prohibiting access. It is the duty of the parent seeking to deny access to the records to provide the school district with a copy of the court order or other document which limits or controls access to student records. Each parent will have access to the child's records unless the school district has received a copy of a court order or similar legal document, which limits the access. This is true even if only one parent has custody of the child.

### **Change of Address and Phone Number**

A parent/guardian should immediately notify the school in writing of any change in address, telephone number, email address, or emergency telephone.

## **ELEMENTARY SENDING AREAS**

The boundaries of the two school areas have been firmly established to achieve enrollment balance, maintain school capacity, and insure the efficient transportation of pupils. Students may be enrolled in either elementary when class size becomes too large at Osborne or Edgeworth.

Students, who live in Edgeworth, Leetsdale, Sewickley Heights, Sewickley Hills, or Bell Acres Boroughs or north of Broad Street in Sewickley Borough, normally attend Edgeworth Elementary School.

Students, who live in Osborne, Haysville, or Glenfield Boroughs, Aleppo or Leet Townships, or in Sewickley Borough south of Broad Street, normally attend Osborne Elementary School.

Parents may petition the Assistant Superintendent for consideration in transferring their child from one school to another.

## STUDENT ATTENDANCE

### **Absences**

Quaker Valley Elementary students are required to regularly attend school. Regular school attendance is required by law and is essential to student academic performance. The school day begins at 8:40 a.m. with Homeroom. Attendance is taken every day.

### ***Excused Absences***

The Pennsylvania School Code of 1949 provides that students may be excused from school for the following reasons only:

1. Illness
2. Quarantine
3. Death in the family
4. Court appearances
5. Family emergencies
6. Essential health care
7. Observance of religious holidays
8. Approved educational trips
9. Impassable roads
10. Public disasters

According to The Pennsylvania School Code of 1949 Section D, “a maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year”. For all absences beyond ten (10) cumulative days, a physician excuse is required. After eight (8) excused absences (not including physician excused), a notification letter will be sent to the parents/guardians informing them of the absence total. After ten (10) excused absences, a second letter will be sent requesting that all future absences be accompanied with a physician excuse.

### ***Unexcused Absences***

Absences for reasons other than those listed above are considered unexcused. After three (3) days of unexcused absence or a combination of absence and tardiness equal to three (3) school days, Notice of violation will be sent to the parent or guardian.

After four (4) days of unexcused absence or a combination of absence and tardiness equal to four (4) school days, Notice of violation will be sent to the parent or guardian and a Truancy Elimination Plan will be created with the student. The Truancy Elimination Plan involves administration, school counselors, the student, and requires a parent or guardian signature. After seven (7) days of

unexcused absence or a combination of absence and tardiness equal to seven (7) school days, a truancy citation will be filed with the local magistrate. Truancy violations are punishable by fines of approximately \$300.00 plus court costs. Often times, absenteeism is due to extenuating physical or mental health issues. The Quaker Valley School District is empathetic to these circumstances and will work with students and families as much as possible.

### **Return to School After an Absence**

Any student who has been absent is required by law upon returning to school to bring a written note from a parent or guardian stating the date and reason for the absence. In addition to written notes, parents or guardians may also email stating the date and reason for the absence.

If a student returns from an absence **without** an excuse, the student has three (3) days to present a valid excuse. If a student does not present a valid excuse, the absence will be marked unexcused.

### **Early Dismissal**

Students may be dismissed early for valid reasons such as medical/dental appointments that cannot be made at other times or for personal emergencies. To be considered for an early dismissal, students must present a note to the attendance office. The note must contain the following:

- Name of student
- Date and time of early dismissal
- Reason for dismissal
- Signature of parent/guardian
- Phone number where parent/guardian can be reached

**Note:** Students may not leave school without the permission of the main office personnel or nurse.

### ***Excused Absence Request for Educational Reasons***

Pennsylvania law requires every child of compulsory school age to attend school. Furthermore, The Quaker Valley School District believes that regular attendance in the classroom be conducive to learning and that frequent absences of students from regular classes disrupt the continuity of the instructional process. Quaker Valley School District Policy 201.0 in conjunction with the rules and regulations of the Pennsylvania School Code makes parents and legal guardians responsible and accountable to ensure that their children's absences from school are valid.

The Quaker Valley School District Board Policy 201.0 states that *educational trips shall be approved only when there is a clear relationship to the curriculum of the school and when the school principal, in conjunction with the student's teacher(s), certifies the assignments provided and means for the evaluation of the student's work. Schoolwork for an approved educational trip shall be included in grades issued for the time missed at school. **Students who do not complete the assigned work shall receive no credit for the time missed.***

### ***Additionally:***

1. No student will be approved for more than two educational trips to be taken within one school year.
2. No student will be approved for an educational trip during the time of standardized or state assessments.
3. No more than 5 (five) days per school year.

All requests for an educational trip will begin with the submission of an educational trip form. No trips will be approved unless the form has been submitted at least **two weeks prior** to the absence. Please note that educational trips will not be approved during mandated testing windows including PSSA testing, Final Exams, etc. The school principal or his/her designee may make an exception only in emergency situations.

### **Tardiness to School/Class**

The School Code recognizes only a few reasons for tardiness: illness, severe weather conditions, bus delays, and personal accident or injury. A student is tardy if they arrive after 8:40 a.m. To request that a tardy be considered excused as defined by the PA School Code, the student must provide a written excuse signed by the parent/guardian **main office upon arrival at school**. Excuses submitted any later will not be considered. The school administration makes the final determination of excused tardies based on state law.

### **Consequences for repeated tardiness to school/class**

Student attendance will be checked on a monthly basis and consequences will be issued accordingly.

**Excused Tardiness** to School. The school district may require formal documentation (e.g. a physician's excuse) for students who **exceed fifteen (15) excused tardies** to school.

### ***Truancy***

A student is said to be truant if:

- They leave school without permission. Once students board the school bus from home, they are considered to be on school property. They are truant if they do not report in at school.
- They fail to provide a legal excuse for an absence.

Students who are truant will not be permitted to make up any work missed. Disciplinary action appropriate to the student's current status in the disciplinary progression, will be assigned.

## **SCHOOL SAFETY AND SECURITY**

### **Automobiles**

**PLEASE DO NOT ENTER THE BUS LOADING ZONE.** This creates a hazardous situation. If your child has a health problem that warrants special consideration, contact the building principal. Each principal has an established dismissal policy based upon building needs.

### **Registration for Parents/Visitors**

To ensure the safety of the children, ALL VISITORS, including **parents/guardians**, must report to the school office upon entering the school building. *A one-time only visitor nametag will be issued upon registration in the office; you will be escorted to the classroom. Parents who wish to volunteer in the school must complete the clearance process through district office. Parents must wear the district issued badge to go beyond the office area.* The school staff will direct all persons to the office when the aforementioned procedures have not been followed. All parent/guardian volunteers are required to wear volunteer badges. Parents/guardians and visitors are to use the main entrance during school hours. All other entrances will be locked to maintain building security. Students

from other schools are not permitted to attend school or visit classrooms *without written permission from the building principal.*

### **Maintaining Safe and Secure Schools**

Procedures are in place if a student behaves in a threatening manner. In such cases, we work with local law enforcement, medical officials, and a broad range of community agencies to resolve these problems.

We also require parental help and the help of students to become fully informed of threatening behaviors. Please take the time to remind students that verbal or physical threats must be taken very seriously. School officials and teachers will act accordingly. The involvement of all our students and parents is very important in maintaining the safety of schools. Children may convey their concerns to a teacher, counselor, or principal. No safety concern is too small to rise. You and your child can help by reporting any threatening behavior you may hear or observe. All such communication will remain confidential. If you have a concern, please contact your school principal or the district's anonymous tip line at 412-749-3633.

### **Fire/Safety Drills**

Schools are required by Pennsylvania State Law to conduct randomly scheduled fire drills on a monthly basis. Every effort will be made to conduct these drills when the weather is suitable for leaving the building. Our district also conducts safety drills in order to assure that students are prepared to respond appropriately to a variety of emergency situations.

### **Photographs/Recordings**

During the school year, your child may be photographed or recorded for various reasons. These reasons may include newspaper articles highlighting school activities or television coverage of school events. If you do not wish your child to be photographed or video-taped during the current school year for these reasons, please be sure to inform the school principal in writing of this request.

## **TRANSPORTATION**

### **Private Transportation**

*We strongly encourage students to take the bus to school. A child is never tardy when they ride the school bus. If you drive your child to school and are late your child will be marked tardy.*

Guidelines relating to circumstances as well as emergencies that will require you to transport your child to and from school are as follows:

**Students being transported to school by private vehicle should not arrive prior to 8:25 a.m.**

Parking is prohibited in the fire and bus zone lanes at all times. **Parents/guardians who choose to drive students to and from school during regular school hours should drop off and pick up their students in the designated area.**

**Early Dismissal/Transportation Changes**

If you anticipate an early dismissal or transportation change for your child, please send a note to your child's homeroom teacher in the morning. Last minute changes require calls to classrooms that interrupt instructional time for all students. *Please refrain from making dismissal changes after 11:00 a.m. Any requests after this time require principal approval.*

Parents/guardians should not arrive prior to 3:25 p.m. for picking up students. If parents/guardians are picking up students, the student needs to bring written parental consent to the office in the morning.

Parents/guardians need to report to the office when signing a student out of school. Dismissal time is a very busy time in school offices. Please do not wait in the office for your child. He/she will be called to the front lobby area.

For emergency reasons, children may be excused from school for a portion of the day. If a request is anticipated, please send the teacher a written statement indicating time, day, and reason for the child's excuse. For unanticipated excuses, please telephone the school.

For the safety of your child, no student will be permitted to wait outside. Please report to the office and sign him/her out.

**For the safety of your child, your signed permission slip granting another individual permission to drive your child home should be presented to the classroom teacher.**

Students who are going home by private transportation for the purpose of visiting, birthday parties, etc. must bring a note from both families involved.

Sometimes students who regularly ride the bus will need to be picked up by a parent/guardian. For the safety of your child, your signed permission note to the classroom teacher or phone call to the office is necessary. We will send students home on the bus unless we have written directions from the parent/guardian.

**Bus Transportation**

The school district provides regular daily transportation to and from school for all students who need to be transported during the school year. However, parents/guardians are required to provide transportation for their children when they participate in activities after regular school hours.

Bus assignments and bus stops based on the student's home address are sent home in August. In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to ride **ONLY THEIR ASSIGNED BUS**. Bus changes are only allowed in emergency situations. Play dates, homework groups, boy and girl scouts, etc. are not considered emergencies. Bus changes may cause overcrowding on buses, which become a safety factor. A request by parents/guardians for special permission for a student to ride an alternative bus **must** be submitted in writing to the principal's office. **If** approved, the secretary will then issue a bus pass that the student must present to the bus driver. Notes written by parents presented to the bus driver do not qualify as a bus pass.

**BUS RULES****Students are expected to observe the following:**

- When walking along the road to a bus stop, walk on the side facing traffic.
- Wait for the bus to come to a complete stop before entering or leaving the bus.
- Except when assigned by a principal or driver, there are no reserved seats.
- Students will take the seats that are available as they board the bus.
- State law forbids students to stand in the aisle of the bus while it is in motion.
- State law forbids students to put hands, arms, or head out of the bus window.
- Students are not permitted to eat or drink on the bus. Abusive language, pushing, shoving, fighting will not be tolerated.
- Students are not to tamper with, deface, or vandalize any bus or student property.
- Students should talk in a quiet and polite manner, refraining from loud talking or shouting that might distract the driver's attention
- When departing from the bus to cross a road, students are required to cross in front of the bus and be careful of traffic coming from either direction.
- No student is permitted to get off the bus at any stop other than his/her own.
- The bus driver's directions SHALL BE FOLLOWED at all times. Any situation that needs attention should be reported to the bus driver at once, and he/she will bring this infraction to the attention of the principal.

**BUS DISCIPLINE PROCEDURES****Riding the School Bus is a Privilege, Not a Right**

In instances of student misbehavior, the bus driver will file a bus conduct report with the building principal. The principal will contact the student and discuss the violation. Each building principal considers the nature of the violation and may discipline students according to established procedures. Interfering with the safe operation of a bus may be cause for disciplinary action or suspension of bus privileges. Under normal circumstances the following chain of discipline will be followed:

First Offense	Warning issued by teacher or principal
Second Offense	Meeting with principal or designee - potential additional consequences
Third Offense	Meeting with Parent/Guardian, possible suspension of bus riding privileges, and/or other consequences

Principals/designee will inform parents/guardians of disciplinary actions.

Repeated violations could result in suspension of bus riding privileges. Students removed from the bus are not excused from attending school. Absenteeism as a result of a bus suspension would constitute an illegal absence.

**Students' Personal Items**

Students are not permitted any live animals, firearms, explosives, or anything of a dangerous or objectionable nature on the bus. Gym bags, band instruments, or any school project shall not be placed in aisles or areas near entrance or emergency door. Items of this nature will not be allowed on the bus unless they can be held on the pupil's lap without endangering the safety of other pupils.

Students who must take LARGE HEAVY OBJECTS to school should arrange for private transportation.

Electronic devices such as phones, iPods, CD players, gaming devices etc. of any type will not be used on the bus or on school grounds. The school is not responsible of recovering lost or stolen items.

Parents must notify the teacher if there is a warranted reason for a child to carry a cell phone. **All phones must be turned off during the school day and kept in a child's backpack.** Failure to comply with these guidelines will result in the confiscation of the cell phone. Parents will be called to pick up the cell phone at the end of the school day.

Violations of any of the above rules and regulations will be reported to the building principals for disciplinary action.

## FOOD SERVICES

Students eat their meals in the school cafeteria. Well-balanced, hot and cold lunches are available to students. Students are also permitted to carry their lunches.

Breakfast is available for purchase every morning during the school year. Lunch is available for students at the cost of \$2.75 daily in the cafeteria. Milk is available for \$0.85. Students are encouraged to place money in their lunch accounts, but lunch may also be bought with cash on a daily basis. Cash or checks for lunch should be brought in and given to the classroom teacher to be turned into the cafeteria. **Checks may be made payable to "QV Cafeteria."** Students also may bring their lunch from home and milk is available to be purchased.

### **Free and Reduced Price Lunches**

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

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

### **Lunchroom Expectations**

Lunchroom aides supervise students during lunchtime. No child is forced to eat his/her lunch; however, good eating habits are encouraged.

Good manners should be practiced at all times. We compost all food waste and recycle some plastic products. We will teach students the procedures for this process at the beginning of and periodically throughout the school year. Trays are to be emptied and returned to the dish window. All students will move into the cafeteria quietly and orderly and dismiss from the area in the same manner.

The following cafeteria rules apply to all students:

- Sit in assigned grade level area.
- Remain seated until lunchroom aide dismisses students.
- Participate in appropriate conversation and behavior.
- Put all trash in cans and leave the area clean.
- Use quiet voices.

In case of a food allergy, a signed written request from the parent/guardian or doctor is required to substitute a drink or meal items. This request must be renewed each school year. Menus can be found on the district website, and are sent home with each elementary child.

*We encourage families to participate in the family lunch week during the fall semester. Please refrain from coming into the schools to eat with your child at other times during the year. This can be very disruptive to other children and to the cafeteria routines.*

### **DRESS GUIDELINES**

The Quaker Valley School Board recognizes that each student's mode of dress and grooming reflects personal style and individual preference. The Board of Directors will not interfere with the right of students and their parents/guardians to make decisions regarding their appearances except when their choices affect the educational program of the school or the health and safety of themselves and others.

Quaker Valley students are expected to come to school clean, neat, and dressed in a manner that is accepted as being in good taste. Clothing that disrupts or inhibits education or endangers the safety of others is not permitted to be worn in school.

Clothing designed intentionally or unintentionally to call undue attention to the individual is unacceptable. Students inappropriately dressed will be asked to make the necessary changes in their attire or to return home to do so. If a student is uncertain as to the appropriateness of clothing for school wear, he/she should check with the building principal before wearing the clothing to school.

The following are some examples of inappropriate dress for school:

- Tight clothing such as spandex shorts or pants
- Short shorts or very short dresses
- Clothing that advertises alcohol, tobacco, has suggestive graphics/writing, or suggests violence
- Tube tops, halter-tops, tank tops with spaghetti straps, etc.
- Footwear such as flip-flops, platforms, high heels, or other shoes that are not conducive to running and playing
- Articles of clothing which hinder or impede the normal function of the school's educational process

Please also note:

- Coats, jackets, or garments designed for protection from outside weather are not to be worn in the building
- Hats, sweatbands, and head coverings may not be worn in the building

Parents/guardians of students inappropriately dressed may receive a reminder and/or be asked to bring a change of clothes to school for their child. The school staff requests the cooperation of both students and parents/guardians. If there is a question as to the inappropriateness of dress, the building principal will make the final judgment. The schools do not have extra clothing to lend children.

**Please write your child's name on all jackets, coats, lunch boxes, hats, etc. Many items are lost through the year and this will help to return lost items.**

### LOST AND FOUND ARTICLES

Articles found at school are to be taken to the main office. Articles of clothing, books, school bags, and lunch boxes that are properly marked with the child's name will be returned promptly.

### EMERGENCY CLOSINGS

#### **School Closing or Delay Notification**

The decision to call a school delay or cancellation is one we take very seriously. We must take into account current road and weather conditions, temperature and wind-chill factors as well as the forecast. Typically, the decision to delay or cancel school is made prior to 5:30 a.m. However, there are occasions that changing road/weather conditions will necessitate a later decision. Information is communicated via the Blackboard Connect automated calling system, as well as through the district's website, QV eLink, Facebook and Twitter. Closing and delay information is also shared with KDKA, WTAE and WPXI television news stations; however, please understand the district does not control how quickly information is updated on-air.

#### **Snow Delay**

In the event of a two-hour delay, students should not arrive at the regular time, but instead wait the extra two hours. Please do not send children to school prior to the appropriate time, as there will not be appropriate supervision. **Student arrival time for a two-hour delay is 10:25 a.m. for students in grades K-5.**

### MISCELLANEOUS

#### **EDGEWORTH & OSBORNE ELEMENTARY SCHOOLS ARE LATEX-FREE ZONES**

Teachers, students, and their parents are advised that latex balloons and other objects such as Koosh balls are prohibited anywhere in the school or at school events in order to ensure the health and safety of students known to be allergic to such products. Please keep this in mind if you are planning any decorations for special activities or wish to have a balloon bouquet delivered. Mylar balloons are acceptable. We have one or more students in our school for whom exposure to latex constitutes a serious health emergency to which we must all be sensitive. Your assistance with this request is appreciated.

**Money**

Please put all money (for snack, lunch, book orders etc.) in an envelope and write on the envelope your child's name and the purpose for which the money is sent to school.

**Nutritional Guidelines for School Treats and Parties**

There are three classroom parties during the school year: October, Fall Festival; December, Winter Holiday; and February, Valentine's Day. PTA/Home and School homeroom parents coordinate classroom parties. In accordance with the Quaker Valley Student Wellness Policy (QVSD Board Policy 219.02) all foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Parents are discouraged from sending snacks or other edible treats into the school setting. In the event of a unique learning opportunity, all food requests need to be approved through the building principal or school nurse. Requests need to be made in advance to consider the health needs of all students in the building (i.e. allergies, food intolerance).

**Private Birthday Party Invitations**

To preserve a cohesive classroom environment, invitations to private birthday parties will not be distributed in school, unless the entire classroom is being invited or if a boy is inviting all boys or a girl is inviting all the girls in his/her classroom.

**Educational Toys/Electronic Devices**

Students need authorization from the homeroom teacher before toys, games, etc. are brought to the classroom. Teachers may suggest activities and materials relative to the curriculum.

Electronic devices such as phones, iPods, CD players, gaming devices, laser pointer etc. of any type are not permitted in the classroom and must remain in a student locker. The responsibility of bringing any of these items against school policy is that of the parent and child.

If these articles are lost, damaged, or stolen, the school will not take responsibility. Academic time will not be used to search for these articles if they are lost or stolen. Furthermore, the school will not pay for any replacements or damage in any situation.

Parents must notify the teacher if there is a warranted reason for a child to carry a cell phone. All phones must be turned off during the school day and kept in the child's backpack in the locker. Failure to comply with these guidelines will result in the confiscation of the cell phone. Parents will need to retrieve the cell phone from the office if it is confiscated before 4:00 p.m. Otherwise, the phone may be picked up the next school day.

**Delivery of Articles/Lunches to Children**

If it is necessary to bring articles of clothing, lunches, instruments, etc. to school during the day please leave them in the office. In order to minimize classroom disruptions, articles are not permitted to be delivered personally to classrooms and/or children. Please label all articles with the child's name and room number. Packed lunches are to be sent with the student. If a student forgets their lunch, it should be delivered to school one hour prior to the student's lunch period, or one will be ordered from the school cafeteria. Payment is expected the following day.

## **EDUCATIONAL PROGRAMS**

### **Student Placement Procedures**

Elementary staff and the building principal determine placements. To foster an atmosphere conducive to learning, the school's professional staff considers many factors when balancing classroom assignments including: learners' range of academic achievements, social mixture, gender balance, individual learning styles, student personalities and interactions. Students may benefit from being together or separated, overall student behavior, teacher recommendations, and class size are part of the placement process.

### **Student Testing Program**

<b>TESTS</b>	<b>DATES</b>
Reading/Math Assessments (Grades K-2)	September, January, May
STAR (Grades 3-5)	September, January, May
PSSA ELA (Grades 3-5)	April 3-7
PSSA Math (Grades 3-5)	April 24-28
PSSA Science (Grade 4)	May 1-5
ERB (Grade 3 & 5)	Fall 2016

## **CO-CURRICULAR OPPORTUNITIES**

### **Music**

Several opportunities are available to students in grades four and five. Students wishing to play in the instrumental band may do so beginning with lessons in grade four. Full instrumental band, orchestra and choral concerts are scheduled and performed during the school year. These are noted on the district's online calendar.

### **Other Co-curricular Activities**

There are various other co-curricular opportunities for students during and after school hours. Activities are offered periodically. Information will be sent home with your child to announce details about these additional learning opportunities.

### **Field Trips**

Classroom teachers throughout the school year sometimes schedule field trips to places of interest. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign one field trip permission form for all trips. Some amount of money may be requested from each student to help reduce the cost of the trip. Parent chaperones on field trips must have a volunteer clearance badge, received after July 1, 2015.

### **Homebound Instruction**

Homebound instruction is available to any student who, in the opinion of his/her physician, is unable to attend school for an extended period of time. Generally, homebound instruction is provided when an absence will extend beyond two weeks.

To secure homebound instruction, a request form from the school's guidance counselor must be signed by the physician to indicate the nature of the disability and anticipated length of absence. The form should be returned to the principal. Necessary arrangements to have a certified instructor visit the home will be made, providing a mutual time can be arranged. These services are provided at no cost to the parent.

**EDUCATIONAL PROGRAMS  
QUAKER VALLEY SCHOOL DISTRICT  
GRADING AND REPORTING PROCEDURES  
Adopted June 1997**

Evaluation of student performance and a means of reporting performance are necessary and important functions of public schools. Procedures are intended to ensure clear, consistent, and fair procedures for achieving this end. Student performance will be measured against the standards established for the course in which the student is enrolled.

At the elementary and middle school levels, teachers will alert parents or guardians regarding difficulties a student might be having. At the high school level, students will be issued mid-term and end-of-term reports. (That is, a report, every six weeks) **Teachers are expected to notify parents when a student is in serious danger of failing.**

**GRADING SCALES  
(For all schools)**

**Grading**

The evaluation of student progress and achievement is the continuing responsibility of each member of the professional staff. Grades reflect a student's progress both as to the quality of performance and the educational growth of the student.

All formal reporting of students' academic progress is distributed three times during the school year - approximately 60 school day intervals. These reports consist of developmental checklists and/or letter grades.

Progress for all students in kindergarten, first, and second grades is reported quarterly showing achievement levels attained and descriptions of the expected skills for each quarter. Letter grades are issued in grades 3-5.

Parents of students in grades 3-5 may monitor their child's academic status through PowerSchool, our online grading system. Secure passwords and training for accessing PowerSchool are available through the building technology teacher.

Numerical grades are given in grades 3 through 5. When a teacher is translating numerical or present grades to letter grades, the following scale is followed:

A+	98-100	B-	80-82
A	93-97	C+	77-79
A-	90-92	C	73-76
B+	87-89	C-	70-72
B	83-86	D	65-69

**NOTE:** Using normal rules of math, GPA's are rounded to one decimal place.

There are no semester or final exams in the elementary or middle schools.

Parent conferences are conducted on designated days during each semester. Check your Osborne/Edgeworth calendar for specific dates.

## **CARE OF SCHOOL PROPERTY BY STUDENTS**

### **Textbooks**

The Quaker Valley School Board recognizes its responsibilities to provide textbooks for the use of the students. These textbooks are the property of the school district. Therefore, payment for loss or damage beyond normal wear and tear shall be the responsibility of the student, his/her parents or legal guardians. In order to reduce the wear of the books, they should always be covered.

### **Equipment**

Students are responsible for the proper care of all supplies and equipment per the Code of Conduct. Payment for loss of such supplies and equipment, or misuse on the part of the student, will be the responsibility of his/her parents or legal guardians.

## **SUPPORT SERVICES**

A variety of support services are available to students who demonstrate a need. The principal or guidance counselor can provide specific information about these services.

### **School Counselors**

- Elementary school counselors provide social, emotional, and academic counseling in individual and small group settings.
- They are proactively involved in bully proofing our schools through collaboration with all teachers and staff. In their academic role, counselors oversee the school's Multi Tiered System of Support (MTSS) program.

### **Reading Resource**

Supplemental reading services (developmental, corrective, remedial) are provided to those students who qualify.

### **Special Education**

Students whose educational needs are not being met in regular education may be referred for assessment and/or child study. Parents may refer students by contacting the building principal, in writing, with a reason for referral.

Services are provided for students who are eligible and demonstrate a need for special education. Curricular/instructional accommodations for exceptional students shall be provided as outlined in the student's Individual Educational Program (IEP).

### **English Language Learners**

Students in grades K - 5 who speak another language at home may be eligible for English language instruction depending on their individual needs.

### **Multi Tiered System of Support**

Under the direction of the school counselor, the MTSS team meets with parents and teachers to plan appropriate interventions for students who are at risk in the areas of academics, behavior, or adjustment.

### **Mentally Gifted/High-End Learners**

The academic specialist and classroom teachers identify high-end learners whose academic needs are not being met through the regular curriculum. A team of teachers and parents/guardians meet to devise strategies and learning opportunities to accommodate the students' identified needs.

## **SCHOOL HEALTH SERVICES**

School health services are provided through the combined efforts of the school, school nurses, and assistant nurses; school physician; dental hygienist, and the Pennsylvania Department of Health.

The Health Office is an important part of the school. Students receive nursing care, first aid, treatment of illness or injury occurring in school, physical exams, and some screening exams. The nurse is available during school hours.

The Health Office is not to be used as a resting place for children who do not get enough sleep. Hopefully, all children will come to school well rested and ready to learn.

Treatment of injuries, which occur outside of the school, and diagnosis of rashes or other ailments are the responsibility of the parent, not the school nurse.

The Health Services Department has prepared an educational booklet, "The Quaker Valley School Health Community." This booklet covers all aspects of school health in detail. If you have not received a copy, please contact the nurse in your child's building.

### **Illness/Accident**

The nurse will contact the parent/guardian or designee if her assessment of an illness or accident requires parent/guardian attention during the school day. It is important that each parent /guardian provide one or more emergency telephone numbers with a designated person who can be contacted when the parent/guardian is unavailable. No student will be sent home during the school day without parent/guardian or designee notification.

**Administering Medicines to Students**

While it is preferred that medication is administered outside of school hours, we recognized the need at times for administration to occur during the school day. If your Health Care Provider deems it medically necessary for your child to take medication during the day, the following procedures must be completed:

- Written authorization from the licensed prescriber must accompany all medications. Written parent permission is also required. Please use the Quaker Valley Request for Medication Administration in School form for these signatures.
- The initial dose of medication must be provided prior to request of administration at school.
- All medication is to be in its original labeled container.
- All medication will be kept locked in the nurse's office. Any special instructions for storage or security measures must be written by the health care provider and given to the school nurse.
- Students carrying and administering their own asthma inhalers or Epi-pens must have the licensed prescriber's signature in the appropriate space on the Request for Medication Administration in School form and MUST see the school nurse. The student will comply with the order as written and maintain the safety of the medication at all times. Students who self-medicate as ordered by the health care provider must meet the following conditions: (1) the student is physically, mentally, and behaviorally capable, in the written opinion of the parent, physician and the certified school nurse, to assume that responsibility and has been adequately instructed at home; (2) the medication is necessary to the student's health and must be taken during school hours; (3) the student has successfully demonstrated self-administration of the medication to the school nurse; and (4) supervision is provided by the school nurse when possible.
- Medications are to be delivered to the school as follows:
  - The parent assumes all responsibility for medications sent to school.
  - Best practice:
    - Parents/Guardians personally deliver their child's medication to the nurse at the school.
  - When scheduling does not permit personal delivery:
    - Medication container is to be placed in a sealed envelope with the number of pills noted on a slip in the envelope. Prescriptions new to the student must have the Request for Medication Administration form included in the envelope.
    - Medication is to be delivered to the Nurse's office upon student's arrival at school
  - A new Request for Medication Administration in School form must be completed for any change in dose, time or method of administration.
- Medications must be picked up by the parent/guardian within one day of the end of the school year or they will be discarded.
- Any student found taking medication or carrying medication without a Request for Medication Administration in School form is in violation of School Board Policy 204.00 and will be considered as possessing and/or using drugs.
- Direct questions concerning medications at school to the nurse in your building.

**QUAKER VALLEY SCHOOL DISTRICT  
Request for Medication Administration in School**

<b>REQUIRED TO BE COMPLETED BY LICENSED PRESCRIBER</b>			
<b>Student Name</b>		<b>Grade</b>	
<b>Medication</b>	<b>#1</b>	<b>#2</b>	
<b>Diagnosis</b>			
<b>Dosage</b>			
<b>Time of Administration</b>			
<b>Length of Administration</b>	Start	Stop	Start                      Stop
<b>Reason for Medication</b>			
<b>Administration Instructions</b>			
<b>Side Effects</b>			
<b>Field Trip</b>	<p align="center"><b>Please choose an option below for when a nurse/parent/guardian is unable to attend field trip:</b></p> <p align="center">___ Yes, the prescribed dose can be withheld on the day of the field trip.</p> <p align="center">___ Yes, the time can be adjusted with the parent /guardian to be administered upon return to school</p> <p align="center">___ No, this medication must be given to the child at the prescribed time.</p> <p align="center">Explain: _____</p>		
<b>Competency for Self Administration</b>	<p align="center"><b>I certify that this student has a potentially life- threatening allergy and/or asthma and requires an inhaler or auto injecting epinephrine. This student is competent and has been instructed in the proper method of self -administration of the medication. This student may therefore carry and self -administer his/her inhaler and/or auto injecting epinephrine.</b></p> <p align="center">Print Prescriber's Name : _____</p>		
<b>Signature of Licensed Prescriber</b>	Name _____		Date _____
(Not Valid without licensed prescriber signature)			
Phone _____			
<b>ONLY PRESCRIBED MEDICATION CAN BE ADMINISTERED BY THE LICENSED SCHOOL NURSE</b>			
<p><b>REQUIRED TO BE COMPLETED BY PARENT/GUARDIAN:</b></p> <p><b>I give permission for my child to receive the medication as ordered by the licensed prescriber. I also authorize, as needed, the sharing of information related to my child's health condition and this medication between the school nurse and the licensed prescriber of the medication.</b></p>			
Parent/Guardian Signature _____			Date _____
(Not Valid without signature)			
<b>Contact Information:</b>			
Parent/Guardian Call 1 <sup>st</sup> _____		Call 2 <sup>nd</sup> _____	
<p><i>According to Pennsylvania state medication guidelines, medication not picked up by the parent/guardian at the end of the school year will be disposed of. Medications must be picked up within one day after the end of the school year at Quaker Valley - school nurses are not available after that day. Only Epi-pens and inhalers will be sent home with students at the end of the school year, with parent permission. 8/15</i></p>			

**The procedure covering prescription and non-prescription medication listed on this form will be executed under the following conditions:**

- Only essential medication prescribed by the student's physician or dentist as being necessary to be taken by the student in the manner listed on this form may be brought to school. **Pre-planning will permit most medications to be administered at home.** The parent/guardian will assume full responsibility for any medication sent to school.
- Medication will be taken by the student in accordance with the prescriber's order. Written parent permission is also required. Self-medication requires a student signature.
- The prescription or manufacturer's container must be clearly labeled with:
  - The name of the student;
  - The name of the prescribing provider;
  - The pharmacy who dispensed the medication or the manufacturer for over the counter medications;
  - The strength of the medication and the amount to be given (dose);
  - The method of administration;
  - The specific time and or specific situations the medication is given.

(Parents may want to ask the pharmacist for "school packaging"- a separate container labeled just for the school time dose).

- All medication will be kept locked in the nurse's office. Any special instructions for storage or security measures must be written by the health care provider and given to school personnel.
- Students carrying and administering their own asthma inhalers, insulin, Epi-pens and migraine medication for self-medication must have the provider circle consent on the front of this form. The student will comply with the order as written and maintain the safety of the medication at all times. Students who self-medicate as ordered by the health care provider on this form must meet the following conditions: (1) the student is physically, mentally, and behaviorally capable, in the written opinion of the parent, physician and the certified school nurse, to assume that responsibility and has been adequately instructed at home; (2) the medication is necessary to the student's health and must be taken during school hours; (3) the student has successfully demonstrated self-administration of the medication to the school nurse; and (4) supervision is provided by the school nurse when possible.
- Parent or responsible student (generally 6<sup>th</sup> grade or above) will deliver the medication and the completed form to the nurse. Fax copies of this form are permitted.
- Controlled medications, such as Ritalin, are to be delivered to the school as follows:
  - Best practice:
    - Parents personally deliver their child's medication to the nurse at the school.
  - When scheduling does not permit personal delivery:
    - The nurse will provide a manila envelope with return of empty prescription bottle.
    - Parent is to count the number of pills in the new prescription.
    - Parent is to write the number of pills on a piece of paper and enclose it in the manila envelope.
    - Parent is to place the filled prescription in the envelope.
    - Parent is to SEAL the envelope and have the child deliver the envelope to the nurse at school.

The nurse will count the number of tablets when the envelope is received. If the tablet count does not match the parent count the parent is to be contacted immediately and the nurse is to consult with the Health Services Coordinator and the building principal.
- A new Medication Consent form must be completed for any change in dose, time or method of administration. It will be valid for the current school year or until discontinued.
- Medications must be picked up by the parent/guardian within one day of the end of the school year or they will be discarded.
- Direct questions concerning medications at school to your school nurse:

10/04, 8/10

**Student Accident Insurance**

The Quaker Valley School District makes available Student Accident Insurance at a very low rate. At the beginning of the school term, insurance information will be sent to all parents. Parents/guardians are responsible for payment of insurance premiums.

**HOMEWORK****The Importance of Homework**

The Quaker Valley School District believes home study is an important part of the educational process. The district encourages the assignment of home study to extend knowledge, aid in mastery of skills, and develop creativity and independence in learning.

**Some types of home study are:**

Practice - Home study that is assigned to reinforce newly acquired skills or to apply recent learning.

Preparation - Home study that is assigned to provide students with background information on a subject prior to a class meeting.

Extension - Home study that takes the student beyond the work begun in the classroom and encourages the student to be both creative and imaginative.

**Student Responsibilities**

Home study eases the time constraints on the curriculum and teaches students to budget their time at home to reinforce and supplement learning experiences. If the student is to succeed and profit from home study he/she must:

- Take the necessary materials home.
- Know what is expected and complete assignments neatly and on time.
- Ask for further explanation if original directions are not completely understood.
- Budget time to complete assignments.
- Arrange to make up missed assignments as required by the teacher.
- Initiate a request for help when needed.
- Be familiar with home study guidelines.
- Balance his/her co-curricular activities with school assignments.

**Parent Tips of Homework Success**

Homework provides a bond of common work between parent/guardian, child, and teacher, which can be critical to a student's success in school. The role of home study as a link between home and school is vital. It is possible that parents can be frustrated if they are not able to provide support to their children. Home study brings the home and school closer together by allowing parents to participate in their child's lifelong learning by encouraging good study habits and providing a learning environment in the home. Recognizing that parents/guardians and teachers will have an active part in making home study policy effective, the following suggestions are included. Parents/Guardians need to:

- Consult with the classroom teacher to understand the purpose of the home study, methods used by the school, and the type of help that will meet their child's needs.
- Provide a quiet place for the student to study.
- Encourage the student to study at a regular time in the afternoon and/ or evenings.
- Assist the student in balancing his/her extracurricular and out-of-school activities with school assignments.
- Check the student's assignments each evening.
- Encourage independence in completion of assignments.
- Be available to assist in reinforcement of basic skills.
- Encourage the student to spend some time reading independently each evening.
- Report to the teacher and principal all concerns regarding amount and content of homework assignments.
- Ensure that homework assignments are obtained during extended periods of absences.
- Understand the value of various types of homework.

### **Suggested Homework Time Allotments**

Kindergarten	10 - 15 minutes short and varied with brief parent/guardian directions
Grade 1	10 - 20 minutes informal with brief parent/guardian directions
Grade 2	15 - 25 minutes
Grade 3	20 - 30 minutes
Grade 4	30 - 40 minutes
Grade 5	40 - 60 minutes

### **Agenda Books**

Students are strongly encouraged to keep a daily list of homework assignments. Time is allotted during daily organizational time for older students to write the assignments in books provided by the school.

Students in the lower grades generally bring home a folder on a daily basis. The folder contains homework assignments as well as memos, notices, etc. from the teacher or school. Parents/guardians are urged to look over the folder with their child each day.

### **Requests for Make-Up Work**

Requests for schoolwork should be made by parents/guardians of absent children. Requests may be made when calling to report a child's absence. This allows time for the teacher to organize the work and send it to the office where parents may pick it up between 3:00-4:00 p.m. Books will not be sent home with another child unless pre-arrangements have been made with that child's parent(s). Books will not be sent home with younger children who are not physically capable of carrying additional books.

## **COMMUNICATION**

### **Parent/Guardian-Teacher Conferences**

Parent /teacher conferences are scheduled twice a year; however, conferences may be scheduled at any time that parents or teachers believe it would be advantageous. Both parents and teachers are encouraged to schedule conferences as needs arise throughout the school year.

**2016-2017 Parent/Teacher Conference Dates**

November 3	No School for Students
November 4	No School for Students
March 16	No School for Students
March 17	No School for Students

**Communicating With Your Child's Teacher**

When calling to speak with a teacher, please understand a teacher will not be excused from class to speak with a parent/guardian. At Edgeworth, parents/guardians may leave a voice mail message for the teacher by dialing 412-749-3605 and dial by teacher's last name or if you know the teacher's extension, dial 412-749-5541 and enter the extension number. To reach a teacher at Osborne, dial 412-749-5541 and enter the teacher's extension number. When available, the teacher will return the call. The parent/guardian and teacher should speak when the teacher is at school where information regarding the student is available and a meaningful conversation can take place.

Email is the preferred mode of communicating with teachers. Email addresses are accessible on the QVSD website or follow the pattern: last name, and then first initial @qvsd.org. Please allow teachers ample time to respond to your email since they are teaching classes and supervising students during the majority of each day.

**Telephone Student Usage**

If parents find it necessary to telephone a message to their child, someone will be available for relaying the message. When possible, all instructions should be given to a child before he/she leaves for school.

**Monday Memo**

The district publishes a Monday Memo which includes both building and school district information. This is available online weekly at [www.qvsd.org](http://www.qvsd.org) > QuickLinks> Monday Memo

**PLAN FOR TITLE 1 PARENT INVOLVMENT**

The Quaker Valley School District Board of School Directors recognizes and is committed to the belief that all children can learn and acknowledges that parents share the school's commitment to the educational success of their children. To this end, a written plan for Title I parent involvement has been developed that establishes programs and practices to enhance parent involvement and reflects the needs of students and families. Jointly developed by parents and school staff, and reviewed annually, the elementary schools' plan for Title I Parent Involvement is intended to ensure that parents are actively engaged in the education of their children, and that we, as educators, work to involve them in ways that are practical and meaningful. Parent meetings, surveys, school-based activities, community outreach, and regular communication between home and school are just a few ways in which the elementary schools and parents work together to help children succeed. Reading resource programs are available for both Osborne Elementary and Edgeworth Elementary Schools.

**Initial and on-going activities include the following:**

- **Annual Fall Title I Parent Meeting** – Information sharing about the purpose of the Title I Reading Program, the role of the Reading Specialist, and the role of the parent. Resources and instructional materials are shared with parents.
- **Annual Spring Title I Parent Meeting** – Morning, breakfast meeting. Parent feedback is obtained relative to parental involvement and parents’ impressions of the programs and activities offered throughout the school year. Survey Monkey is also used to capture feedback from parents unable to attend the meeting. Childcare with breakfast is also provided.
- **Reading Countdown to Success** – Parent training night for parents of students in Kindergarten and First Grade. Resources, materials, and instructional strategies for parents to use at home are shared. Childcare is provided.
- **Famous Author Visits** – Each year, the Home and School Association underwrites the cost of at least one “Famous Author Visit”. The author conducts assembly programs for the students, and writing and reading enrichment activities follow in the classrooms. Title I students participate fully in their classrooms.
- **Story Walk** – At least twice each school year, the two elementary schools jointly sponsor a family literacy event, open to the entire community, for children ages 3 – 8. Children and their parents/guardians move from classroom to classroom, listening to a variety of stories around a central theme, read by various teachers, administrators, and community volunteers. Each story is followed with a related craft or activity, and every child leaves with a book.
- **Child’s Play** – Underwritten by the Home and School Association, children in grades K-5 may write and illustrate a song, essay, story, or poem. The best pieces are selected, and then performed by a professional theatre troupe for the entire school at an assembly.
- **MTSS Parent Meetings** – The Response to Instruction and Intervention meetings for all students include parent meetings, at minimum, three times per year. The meetings are held in order to keep parents apprised of their child’s performance, as well as to engage them in the instructional support of their child.
- **After School Tutoring** – Eligible Title I students receive after school reading support three days per week with certified teachers. Transportation is provided.
- **Summer School** – Eligible Title I students receive summer enrichment in reading, up to four days per week.

**CLASSROOM OBSERVATIONS**

There may be a time when a parent or other visitor may request to observe a classroom. The purpose of an observation would be to gather insights into instructional strategies and/or the curriculum, or to learn more about the school.

Classroom observations can disrupt the educational environment, as students may be easily distracted when a visitor enters the learning environment. Therefore, procedures for classroom observations have been developed to assist in managing this process. Ultimately, the building principal may grant permission for classroom observations if the request is deemed appropriate.

The following is a list of procedures that must be followed in order for a classroom observation to be approved:

**Quaker Valley School District Procedures  
Request for a Classroom Observation**

1. The request for a classroom observation must be in writing a minimum of one week in advance of the actual observation date. The purpose of the observation must be submitted to the building principal at the time of the request.
2. A classroom observation shall last no longer than 30 minutes and will be scheduled at a time that is agreed upon by both the parent/guest and the teacher.
3. The parent or guest requesting the observation will be accompanied by the building principal or his/her designee during the observation and will remain for the duration of the observation.
4. Because of student educational privacy, special education programming, and student health issues, a confidentiality agreement must be signed before the observation takes place.
5. Any classroom observation will be followed by a conference with the observer and building principal or his/her designee.
6. Any follow-up meeting with the teacher regarding the classroom observation will be scheduled by and will include the building principal.
7. The building principal may deny a request for observation due to the nature of the request, frequency, or concerns related to confidentiality.

**PARENT VOLUNTEERS**

Quaker Valley School District welcomes, encourages and values its volunteers. Volunteers enhance and enrich educational experiences, many of which would not be possible without the assistance of those special individuals and groups. QVSD credits its success in large part to the support of its community and parent volunteers who provide diverse and unique talents and skills, which augment school resources.

To ensure the safety of our students, we do require that our volunteers complete a clearance process to obtain a volunteer badge. Volunteers must wear their badge in the school building any time they are participating in volunteer activities.

For updated information visit [www.qvsd.org](http://www.qvsd.org)> QuickLinks> Volunteers.

A **visitor** is someone who comes into the school building to assist under the direction of a staff member. Examples of visitors include: a presenter, a class speaker, a college recruiter, a helper for a

class activity or celebration, a guest reader. A visitor will only have interaction with children under the supervision of a QVSD staff member. A visitor will never assume the responsibility of a professional staff member. Visitors are not required to have clearances, but will be required to show a valid U.S. Driver's License to enter the school building during the school day, and will be escorted through the school building.

A **volunteer** is someone who has an ongoing presence in the school and whose role requires them to have routine interaction with students in a supervised or occasionally not directly supervised basis. Examples of volunteers include: field trip chaperones, athletic volunteers, assistant or volunteer coaches, band chaperones, musical or performing arts assistants. Effective July 1, 2015 any school **volunteer** must have the following:

- Pennsylvania state background check
- Child abuse clearance statement
- FBI background check
- TB Test

Please note: The PA Department of Health Division of School Health requires school volunteers to have a TB test. This test only needs to happen *one time*. If you are currently a QV school volunteer, you *do not* need to resubmit TB test results. If you are a new QV Volunteer, you must submit a TB test, dated within the last year.)

Financial assistance may be provided to families who demonstrate financial hardship. Please contact the building principal of school(s) in which you wish to volunteer to request financial assistance.

#### **Guidelines for class party volunteers:**

1. Sign-up in advance with the Homeroom Parent who is in charge of each classroom.
2. Volunteers should be limited to 5-6 per classroom due to limited classroom space.
3. Homeroom parent will submit a list to the office at least 5 days in advance of the party.

## **SCHOOL PARTNERSHIP WITH PARENTS AND COMMUNITY**

### **Generations Together**

Quaker Valley's Generations Together Program brings older adults into our classrooms to work with students. All Generations Together volunteers are trained and have obtained clearances in order to work with students. Volunteers spend approximately three hours each week, under the supervision of a teacher, working with small groups or individual students. Typical activities include working with flash cards, listening to children read, playing educational games, and helping with research in the library.

The benefits to all involved are delightful. Students look forward to working with the Generations Together volunteers. The sharing of lifetime experiences blended with the warmth and compassion of these older adults truly make the program a very special experience.

**Home and School Association/Parent Teacher Association**

The Osborne Home and School Association and Edgeworth Parent Teacher Association are active parent groups, which support the school and provide enrichment activities that extend the school curriculum. All parents are encouraged to join. Please check your elementary school calendar for meeting dates and time.

**SCHOOL POLICIES****Child Abuse and Sexual Abuse**

Under the Child Protective Services, all professional school district personnel (administrators, teachers, and nurses) are mandated by law to report suspected child abuse. Reports of suspected abuse will be made immediately by telephone and a written report follows within 48 hours.

Concerned citizens may also make a report of suspected child abuse if he/she has reasonable cause to suspect that a child is an abused child by calling the Child Abuse HOT LINE at 1-800-932-0313.

**Weapons Policy**

Quaker Valley School District Board Policy Number 235.00 prohibits possession of weapons and replicas of weapons in any school district building, on school property, or at any school sponsored activity.

The term weapon shall include but not be limited to any knife; cutting instrument; cutting tool; nuchaku stick; brass or metal knuckles; fire-arm, shotgun, rifle, BB or pellet gun; look-alike gun; chemical agent; explosive device; and/or other tool, instrument or implement capable of inflicting serious bodily injury.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. 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.

In the case of an eligible student, the superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act (IDEA).

**Tobacco Policy**

Quaker Valley School District Board Policy Number 204.00 forbids smoking or the use of tobacco in any form by the employees and students of the Quaker Valley School District anywhere on school grounds, within school-owned or-leased vehicles, or any place where the student or employee is officially representing the District. Additionally, parents and other visitors are never permitted the use of tobacco in any form anywhere on school grounds.

**Drug and Alcohol Policy**

A student on school grounds, during a school session or anywhere at a school-sponsored activity who is under the influence or possesses alcohol, drugs, mood altering substance, or any substance purported to be a restricted substance shall be subject to discipline pursuant to the provisions and procedures outlined in the Quaker Valley School District's Drug and Alcohol Administration Guidelines.

**Legal Custody**

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

Both the federal Family Educational Rights and Privacy Act and Pennsylvania Law (Act 115) provide each natural parent with access to the school records. Act 115 also gives parents access to medical and dental records and the residence address of their children and of the other parent.

**Sexual and Gender Harassment**

Quaker Valley School District Board Policy Number 220.01 was developed to ensure an educational environment that is free from sexual harassment. Sexual harassment is deemed unacceptable conduct in the employment and educational environments and will not be tolerated.

It shall be a violation of this policy for any student, employee or agent of the district to harass a student through conduct or communications of a sexual nature such as:

**Staff-to-Student Sexual Harassment**

For the purpose of this policy, staff-to-student sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and/or other inappropriate verbal, visual, written or physical conduct of a sexual nature.

**Student-to-Student and Student-to-Staff Harassment**

For the purpose of this policy, student-to-student and student-to-staff sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and/or other inappropriate verbal, visual, written or physical conduct of a sexual nature, whenever such harassment occurs on school property or at school-sponsored event.

**Behaviors that Constitute Sexual Harassment**

Sexually harassing behaviors may include, but are not limited to the following inappropriate actions:

- verbal abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment, grades, honors, programs, or activities available at or through school
- display of sexually suggestive objects or pictures

This policy applies to all students, school district employees including administrators, teachers, support staff, all agents, and others in the educational environment.

**Integrated Pest Management**

Per School District Policy 801, any parent or guardian can opt to be notified when the district is planning to apply pesticides. Written notification from parents or guardians should be directed to building administration.

**Bullying**

Per School District Policy **231.01** “Bullying” is defined as an intentional electronic, written, verbal or physical act, or a series of acts: (1) directed at another student or students; (2) which occurs in or relates to a school setting; (3) that is severe, persistent or pervasive; and (4) that has the effect of doing any of the following: (a) substantially interfering with a student’s education; (b) creating a threatening environment; or (c) substantially disrupting the orderly operation of the school.

“School setting” shall mean 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.

Examples of bullying are physical intimidation or assault; extortion; oral or written threats; teasing; “put downs;” name calling; threatening looks; gestures, or actions; cruel rumors; false accusations; social isolation, and “cyber-bullying.”

“Cyber-bullying” may include but is not limited to a communication or image transmitted by means of electronic device, telephone, wireless phone, or other wireless communication devices, computer or pagers.

**Consequences & Intervention**

Students who bully others shall be subject to disciplinary action, counseling or other appropriate consequences and intervention as administered by the principal with appropriate consultation with the superintendent or his designee.

Disciplinary action may include detention, suspension, or expulsion. Chronic cases of bullying behavior shall be documented and shall require suspension from school and/or expulsion as prescribed by school disciplinary procedures.