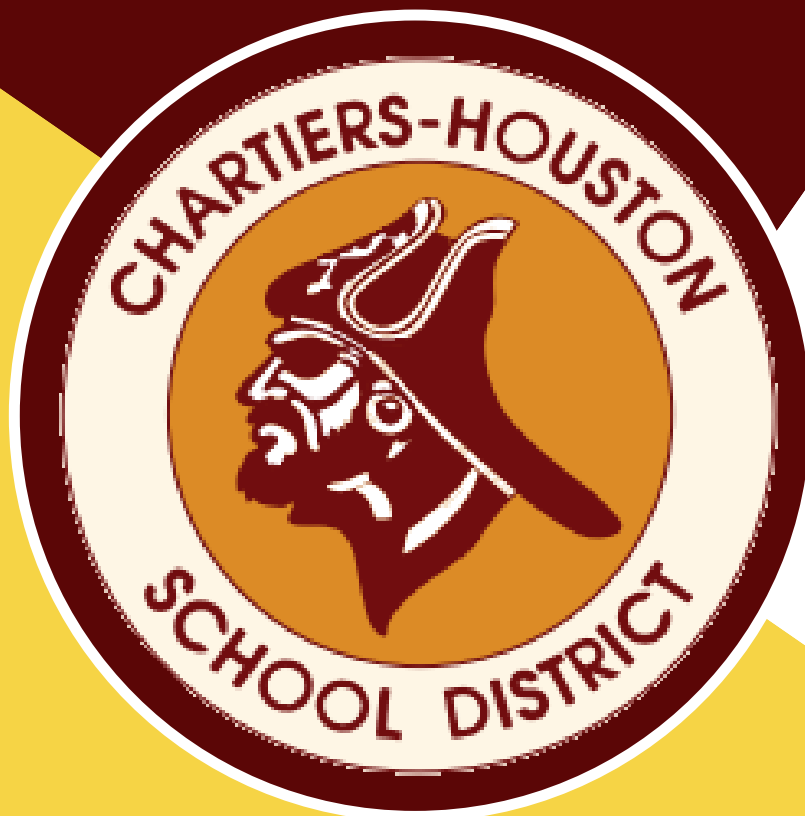


*Allison Park
Elementary*

STUDENT HANDBOOK

2026-2027



CHARTIERS HOUSTON SCHOOL DISTRICT

This handbook is intended to be a general summary of the Charters-Houston School district policies, guidelines, rules, regulations and practices. It is not intended to be all-inclusive and is subject to change.

The policies guidelines, rules, regulations and practices are more fully set forth in the Charters-Houston school District Policies adopted by the Board of school directors. A manual of the Charters-Houston School district policies is available for review on the district website.

CHARTIERS HOUSTON SCHOOL DISTRICT

MISSION

We will strive to achieve excellence in every aspect of our school district with an emphasis on proficiency in reading, writing and mathematics to become the regional leader in K-12 public education.

VISION

It is our vision that the Charters-Houston School District will evolve as the nucleus of the community to benefit and serve all citizens while developing individuals who are positively aware of self, become productive citizens, and are lifelong learners.

CHARTIERS HOUSTON SCHOOL DISTRICT

SHARED VALUES

1. Students will be afforded the opportunity to enhance their self worth by valuing their individuality and that of others
2. A dedicated professional staff will provide basic skills and critical thinking across all disciplines.
3. Ongoing appropriate staff development opportunities in instructional techniques are essential to meet the needs of learners.
4. We as a district will reach out to the community and draw on the experiences of family and members of the community who have a positive influence on our students.
5. We will provide a safe, comfortable, and friendly environment for our students and staff.
6. We will graduate well-educated, respectful, thoughtful, disciplined, and productive life-long learners.
7. Beyond the concept of self, students will be part of a greater whole, humankind.
8. We will remain constantly aware of the changing world and will be prepared to adapt in a positive manner.
9. Every child will be given the opportunity to learn through effective instructional strategies.

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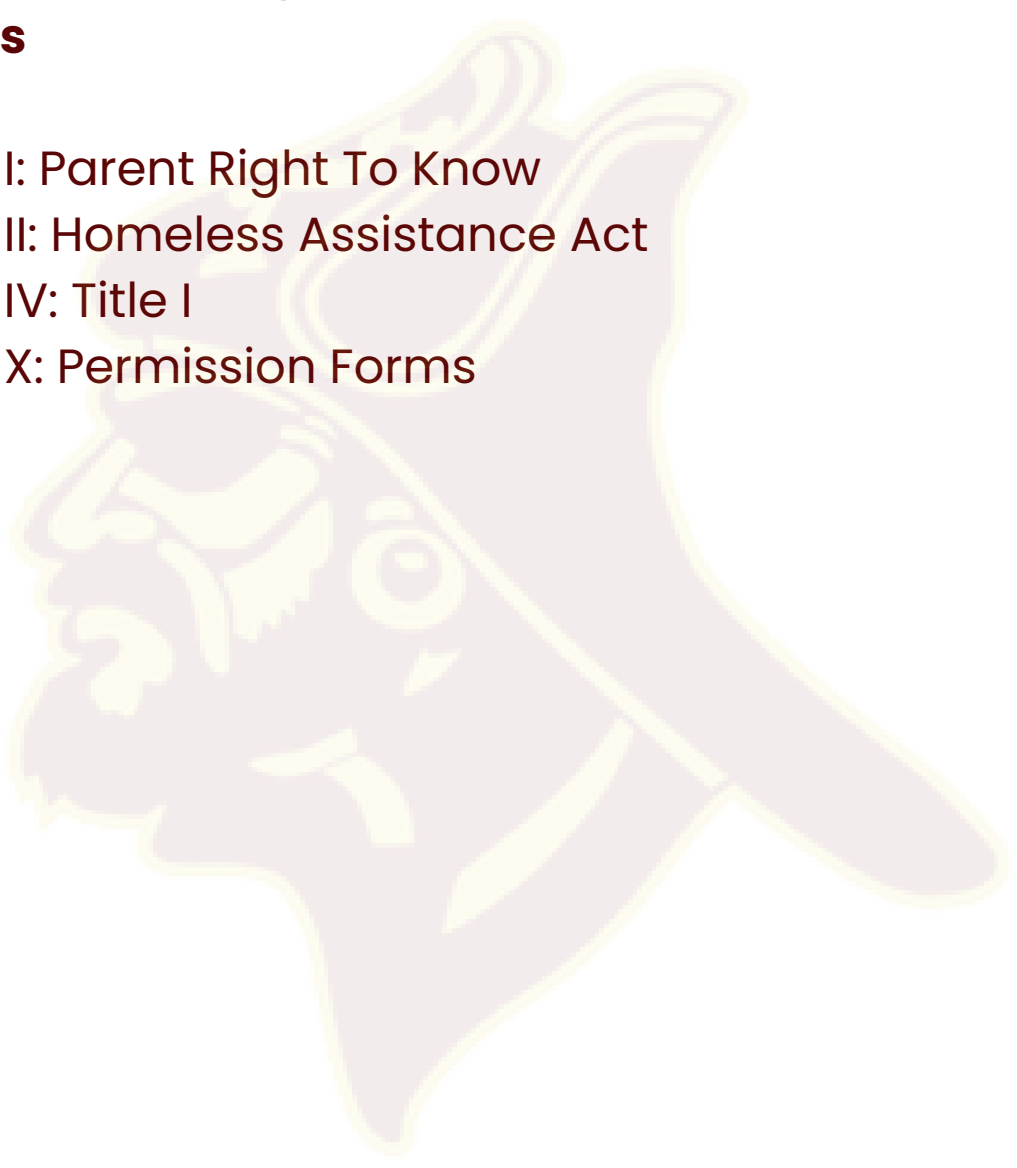
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DISTRICT CONTACTS

Superintendent

Dr. Gary Peiffer

Business Manager

Laura Shola

Director of Special Education and Coordinator of Student Support Services

Dr. Sarah Shue

School Psychologist

Jordyn Muma

School Psychologist

Carly Wise

Supervisor of Building & Grounds

Chris Wyatt

Food Service Manager

Randy St. Cyr

Secretary to the Superintendent

Savannah Ammons

DISTRICT CONTACTS

**Admin. Assistant/Student
Services/Payroll/Human Resources**

Amy Roberts

PIMS/ACCESS Coordinator – Registrars

Kellie Setaro-Gales

**Sec. to the Business Manager/Accounts
Payable/Transportation**

Julie Goldsboro

Board of School Directors

Laurie Popeck

Mike Kolovich

Ashley Moss

Jenna Baer

Jay Johnson

Rich Caumo

Lisa Robinson

Robert Mele

Brittany Naraskivitch

FACULTY AND STAFF

Ms. Anastasia Andronas

Elementary Principal

Mrs. Nicole Redlinger

Elementary Assistant Principal

Mrs. Lori Herriott

Elementary Secretary

Mrs. Amber Randolph

Secretary

Mrs. Ashley Barghausen

Elementary School Nurse

Mrs. Dawn Jefferies

Nurse's Aide

FACULTY AND STAFF

Mrs. Crossland

Mrs. Crowe

Mrs. Sopiak

Mr. Willner

Mrs. Boskovich

Mrs. Brezinski

Mrs. Whitehouse

Mrs. Marsula

Mrs. Imbrogno

Mrs. Boyd

Mrs. Rozsas

Mrs. Stockdale

Mrs. Bess

Mrs. Vezzi

Miss Slade

Mrs. Tedrow

Mrs. Kolovich

Mrs. Ledford

Mrs. Mermon

Mrs. McGovern

Miss Scaers

Mrs. Sewchok

Miss Hope

Miss Taylor

Mr. Lippa

Mrs. Lynch

Mrs. Stanley

Mrs. Feriozzi

Mr. Parzick

Mrs. Whitfield

Kindergarten

Kindergarten

Kindergarten

Kindergarten

First Grade

First Grade

First Grade

First Grade

Second Grade

Second Grade

Second Grade

Second Grade

Third Grade

Third Grade

Third Grade

Third Grade

Fourth Grade

Fourth Grade

Fourth Grade

Fourth Grade

Fifth Grade

Fifth Grade

Fifth Grade

Fifth Grade

Fifth Grade

Fifth Grade

Sixth Grade

Sixth Grade

Sixth Grade

Sixth Grade

FACULTY AND STAFF

Miss Crabtree

Miss Geho

Mrs. Dames

Mrs. Nikolopolous

Miss Robinson

Mr. Kline

Mrs. Yevins

Mrs. Ways

Mrs. St. Cyr

Mrs. Berardi

Miss Saieva

Miss Homer

Mrs. Drilak

Mrs. Huff

Mrs. Bell

Mr. Kloes

Mr. Smokovich

Mrs. Walther

Mrs. Michael

Mrs. McCormley

Mrs. Magyar

Title I Reading

Title I Reading

MTSS (RtII)

School Counselor

School Counselor

Learning Support

Learning Support

Learning Support

Learning Support

Learning Support

Life Skills/Autistic Support

Emotional Support

Gifted Education

ESL

Speech

Physical Education

Instrumental Music

Elementary Art

Elementary Music

Digital Media Specialist

STEAM

FACULTY AND STAFF

Mrs. Breese

Mrs. McAvoy

Mrs. Lombardi

Mrs. Lucciola

Mrs. Mullins

Ms. Stoneking

Ms. Flaherty

Ms. Mruck

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Mrs. Bard

Mrs. Hunnell

Mrs. Korowicki

Mrs. Weyant

Mrs. Knight

Mrs. Wilson

Cafeteria Staff

Cafeteria Staff

Cafeteria Staff

Cafeteria Staff

Cafeteria Staff

Head Cook

Mr. Balach

Mrs. Lowe

Mr. Saieva

Mr. Gales

Mr. Heasley

Custodian

Custodian

Custodian

Custodian

Custodian

2026-2027 CALENDAR

2026-2027 Chartiers-Houston School District Calendar Board Approved: 01.12.2026 Revised: 06.15.2026

04 Independence Day

JULY 26'						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 27'						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

01 Christmas Break

18 M.L. King Day/

Clerical Day

28 2 Hour Delay

T-20 S-19

19 In-service Day

20 In-service Day

21 Clerical Day

24 First Day of School

AUGUST 26'						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T-9 S-6

FEBRUARY 27'						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12 In-Service Day

15 Presidents' Day

T-19 S-18

07 Labor Day

17 2 Hour Delay

SEPTEMBER 26'						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T-21 S-21

MARCH 27'						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

05 In-Service Day

24 1 Hour Early Dismissal

25-30 Easter Break

T-19 S-18

09 In-Service Day

12 Columbus Day

31 Halloween

OCTOBER 26'						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T-22 S-21

APRIL 27'						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8 2 Hour Delay

T-22 S-22

5 2 Hour Delay

**11 Veterans Day/Act 80
Day - Parent Teacher
Conferences**

24 1 Hour Early Dismissal

25-30 Thanksgiving Break

NOVEMBER 26'						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

T-17 S-17

MAY 27'						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Memorial Day

T-20 S-20

22 1 Hour Early Dismissal

23-31 Christmas Break

DECEMBER 26'						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T-16 S-16

JUNE 27'						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 Clerical Day

3 Last Student Day

4 Graduation

20 Father's Day

T-3 S-2

2026–2027 CALENDAR

2026

August

- 19, 20 In-Service Day
- 21 Clerical Day
- 24 First Day for Students

September

- 7 Labor Day – Holiday
- 16 High School Open House
- 23 Elementary Open House
- 24 Mid Marking Notices # 1 Available online

October

- 5 End of 1st – 6 Weeks *(2nd 6 wks starts 10/6)
- 9 In-Service Day
- 27 End 1st – 9 Weeks *(2nd 9 wks starts 10/28)

November

- 3 Report Cards Available online
- 11 Parent/Teacher Conference-- Act 80
- 17 End 2nd – 6 Weeks *(3rd 6 wks starts 11/18)
- 24 One Hour Early Dismissal
- 25–30 Thanksgiving Break

December

- 3 Mid-Marking Notices # 2 Available online
- 22 One Hour Early Dismissal
- 23–31 Holiday Break

2027

January

- 1 Holiday Break
- 14 End 2nd – 9 Weeks/ First Semester Ends *(3rd 9 wks starts 1/15)
- 14 End 3rd – 6 Weeks *(4th 6 wks starts 1/15)
- 18 Clerical Day
- 21 Report Cards Available online

February

- 12 In-Service Day
- 19 Mid-Marking Notices # 3 Available online

March

- 2 End of 4th – 6 Weeks *(5th 6 wks starts 3/3)
- 5 In-Service Day
- 24 End of 3rd 9 Weeks *(4th 9 wks starts 3/31)
- 24 One Hour Early Dismissal
- 25–30 Spring Break

April

- 6 Report Cards Available online
- 20 End of 5th – 6 Weeks *(6th 6 wks starts 4/21)
- 30 Mid-Marking Notices # 4 Available online

May

- 8 *CHHS Jr/Sr Prom
- 9 Kennywood Day
- 31 Memorial Day – Holiday

June

- 2 Clerical Day
- 3 Last Day for Students
- 4 Graduation

APE SCHEDULES

LUNCH SCHEDULES

GRADE	Time
Kindergarten	10:45-11:15
1st Grade	10:50-11:20
2nd Grade	11:25-11:55
3rd Grade	11:30-12:00
4th Grade	12:05-12:35
6th Grade	12:10-12:40
5th Grade	12:45-1:15

ATTENDANCE

ATTENDANCE PROCEDURES

Compulsory Attendance: All students who are residents of the Chartiers-Houston School District are required by law to enroll in the District by no later than age 6, and to attend school in the District until age 18 or graduation, whichever occurs first.

A. The sole responsibility for the taking of attendance rests with the homeroom/classroom teacher as per school code. All attendance records are completed from the source data collected, prepared and filed by the teacher.

B. Every homeroom teacher will take roll at the beginning of each school session. Every pupil who is not present shall be marked absent.

- All students who are not in their assigned homeroom when the bell rings at 8:50 am shall be marked absent. An automated call/email will notify parents/guardians.

NOTE: If for any reason a school bus arrives late, the students shall not be considered tardy.

C. All students late to school shall report to the Main Office. The parent/guardian must escort their child into the office to officially sign the student in for the day. The student record will then be changed from absent to tardy.

D. Early Dismissals shall be arranged before the beginning of the regular school day. The students must present a signed written request from a parent/guardian. A school designee will verify all early dismissals.

- **All students with an early dismissal will be dismissed from the Main Office prior to 3:00 p.m.** The parent/guardian must also report to the Main Office to officially sign the student out for the day. Upon return to school from an early dismissal, the student must present a professional verification form and the parent/guardian must sign the child in at the office.
- Students will not be released between 3:00 p.m. and 3:30 p.m.

ATTENDANCE

E. Full and Half Day Attendance:

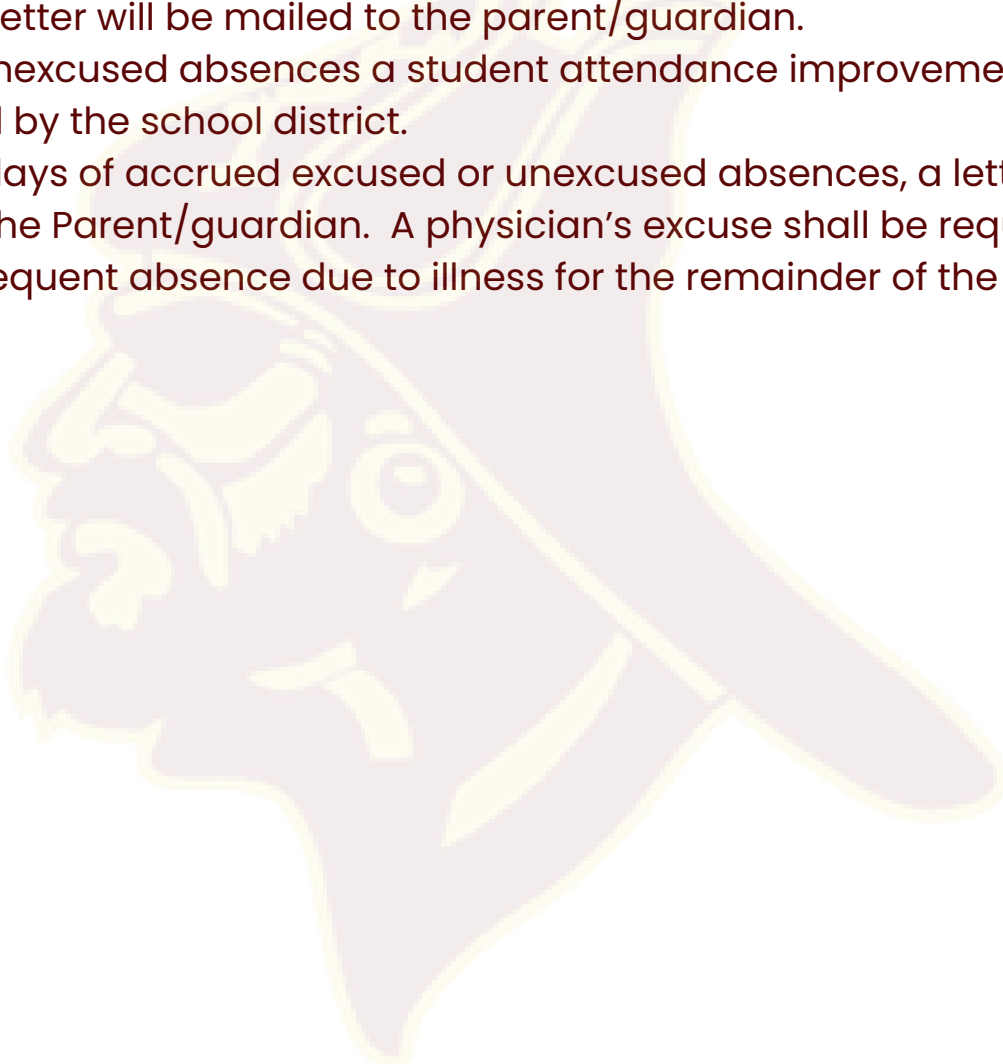
Time Frames Recorded as:

Students arriving after 8:50 A.M. tardy to school

Students arriving before 12:00 P.M. tardy to school

F. PDE Attendance Policies and Guidelines

1. Absences will be investigated.
2. The attendance aide will conduct daily spot checks.
3. On the third consecutive day of absence the school nurse will notify parents. A letter will be mailed to the parent/guardian.
4. After 5 unexcused absences a student attendance improvement plan will be initiated by the school district.
5. After 10 days of accrued excused or unexcused absences, a letter will be mailed to the Parent/guardian. A physician's excuse shall be required for each subsequent absence due to illness for the remainder of the year.



ATTENDANCE

ATTENDANCE:

The Administration of Allison Park Elementary School believes that daily attendance is an integral part of an effective, educational environment. Since learning occurs in a sequential order, regular attendance is necessary for students to build upon previous information, to provide understanding, and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline and good work habits. It is essential if students are to derive maximum benefit from their education and reach their fullest potential.

Student Responsibilities:

1. Attend all classes daily and arrive on time.
2. Provide the school with an acceptable written explanation and documentation concerning each absence on the day of return.
3. Obtain and make-up, within the specified time, assignments and tests which have been missed. (Refer to MAKE-UP WORK)
4. Participate in class activities.

Parent Responsibilities:

1. Make certain that students attend school regularly and arrive on time.
2. Notify the school in advance of any anticipated absences and request homework by 10:00am for a 3:30pm pick-up. Homework will only be provided for absences of 3 or more days.
3. Provide the school with an acceptable written explanation and documentation concerning each absence on the day of the students return.
4. **Only 10 Parent Notes/Excuses will be accepted per school year. Additional parent notes for any type of absence past 10 will be **UNEXCUSED**.
5. Make certain that all requests for early dismissals are for reasons listed in the Excused Absences.

ATTENDANCE

Established reasons for EXCUSED or UNEXCUSED absences from school:

<u>Excused</u>	<u>Unexcused</u>
1. Illness of student of up to 10 days or 5 tardies per semester with parental note.	1. Hunting and fishing.
2. Death in the family. Proof is required.	2. Attending sporting events, practices and lessons.
3. Subpoena by law enforcement agency to attend court.	3. Missed school transportation.
4. Impassable roads when certified by the school district.	4. Shopping trips.
5. Pre-approved absences (listed below).	5. Oversleeping
6. Out of school suspensions.	6. Any other reason not listed under the "excused" category.
7. Extenuating circumstances with administrative approval.	

Unexcused

Note: The school does not sanction "skip days." If a student does skip, he/she is considered truant and a Criminal Complaint may be issued.

*School approved/sponsored activities (e.g., field trips) are not recorded as an absence.

Absences Which Need Advanced Approval

1. Educational Trip. (See requirements)
2. Religious Observations and Religious Instructions (See policy and Regulations)
3. Court Appearances with written request and official statement from agency indicating all pertinent details.
4. Service projects, such as those required by the Boy Scouts and Girl Scouts.

*Appointments should be scheduled outside of school hours.

ATTENDANCE

Educational Trips

The Chartiers-Houston School District does not encourage students taking vacations/educational trips during the school year. However, in the event that there is no other time that an educational trip is possible, the following procedures must be followed:

- Parents/Guardians must inform the office in writing of their child's intended absence from school at least **TWO WEEKS before** the educational trip is to take place. It is the responsibility of the student to make up the **work missed within 3 school days of his/her return to school**.
- Principal approval will be determined based on the student's current attendance records.
- **ONLY five days of school will be excused for an educational trip each school year.** Additional vacation/educational trips will result in Unexcused Absences.
- **Educational trips will not be approved during the last 2 weeks of school or during PSSA testing.**

EXCUSES

If an absence from school occurs, a parent/guardian must furnish a written and signed explanation indicating the date(s) and reason for the absence at the time of the student's return to school. All notes are to be written and signed by the parent regardless of the student's age unless the student has been classified as emancipated. The excuse must be submitted to the office or homeroom teacher upon the student's return to school.

***If a student fails to bring a written explanation (excuse) upon returning to school, a grace period of three days will be extended to parents/guardians and students. Failure to submit written excuses within the above time frame (three school days from the day of the return to school) will cause the absence to be marked as unexcused.**

***All work missed during unexcused absences after the third unexcused absence will be marked as a ZERO.**

ATTENDANCE

UNEXCUSED ABSENCES

Absence for any reason not listed as excused above will be considered unexcused and constitutes truancy. Absence without a written excuse will be considered unexcused. Unexcused absences for students between the ages of 6 and 17 are also considered illegal. After the third illegal absence, the parent/guardian will be notified by letter. On the fifth day of an illegal absence, the district may schedule an attendance improvement conference where a student attendance improvement plan will be put in place. Any illegal absence, after 10, the student and parent will be referred to Washington County CYS Truancy Prevention and Intervention.

1) After the third unexcused absence in a school year, a student will be considered truant. Within ten (10) school days of the child's third unexcused absence, the school will send home a written notice. In this notice, the school:

- may offer to the family a school attendance improvement conference
- will describe the consequences that will follow if the child becomes habitually truant.
- a student will be considered habitually truant after he or she has accumulated six unexcused absences in one school year.

2) If the child incurs any additional unexcused absences after the above written notice is sent home, the school is required to invite the parents/guardians to a school attendance improvement conference, unless one was previously held. Even if parents/guardians fail to attend, the school is required by law to hold the conference in their absence.

3) The school will document the outcome of the conference in a written school attendance improvement plan.

4) If a child becomes habitually truant (reaches six unexcused absences in the same school year), as long as the school attendance improvement conference has been held, the District will then move forward with appropriate referrals as follows:

****If the child is under 15:**

***The school is required to refer the child to either:**

- A school or community based attendance improvement program OR CYS for services or possible determination as a dependent child.
- The school may also file a Criminal Complaint against the parents with the magistrate.

Parents are welcome to contact the school office at any time to check on their child's attendance.

ATTENDANCE

Early Dismissals

Students must present an excuse from a parent/guardian for an early dismissal during homeroom period. Dismissal will be excused or unexcused depending on the reason. Parents/guardians may pick their child up in the office by 3:00 p.m. after signing their child out. Early dismissals for doctor's/dentist's appointments require a signed excuse from the medical professional within three days of the dismissal.

Early Dismissal Requests Shall Include:

1. Reason for early dismissal-Doctors appointments, Dentist appointments, Religious Ceremonies or those deemed necessary by an administrator.
2. Time of the dismissal
3. Date of Dismissal
4. Phone numbers where parents/guardians can be reached

Students who leave without parental permission and school permission are subject to school discipline.

Procedure to dismiss a student who has become ill in school:

1. The parent/guardian is called by a school official, NOT THE STUDENT. If parent/guardian cannot be reached, the next call will be the emergency number listed on the student's emergency card.
2. Parent/guardian or emergency contact MUST sign the student out in the school office before the student may exit the building.
3. Students that sign out without prior approval shall be considered leaving school without permission.

ATTENDANCE

TARDINESS TO SCHOOL

Students arriving after the school day has started MUST first report to the office to sign in. The parent/guardian must accompany and sign-in the student. Students may have up to three days to provide a note if they think that the tardiness can be excused.

*Students who are late to school due to illness may be excused with a parent note. However, coming tardy to school due to illness will only be excused 5 times per semester with a parent's excuse; tardiness after the fifth time will require an excuse from a licensed practitioner to be excused. Doctor's excuses for chronic illnesses must be updated every thirty (30) days.

*A note for a tardy or early dismissal shall be submitted to the office or homeroom teacher within 3 school days otherwise it shall become unexcused.

Prolonged Absences (for Homebound Instruction)

Students unable to attend school due to serious illness and /or other physical or emotional incapacitation (more than two weeks) may qualify for homebound instruction. The parents or guardians may request such instruction by contacting the principal. The request form must be properly completed by the parents/ guardians and a physician or psychiatrist. This request must be approved by the Board of Education. Call the office for information.

Students who are absent from school due to illness may be excused with a parent note. However, missing school due to illness will only be excused ten (10) full days with a parent's excuse; absences after the tenth time will require an excuse from a licensed practitioner to be excused. Doctor's excuses for chronic illnesses or prolonged absences must be updated every thirty (30) days.

ATTENDANCE

Make-up Work (For Excused Absences)

Students:

- Are responsible for all work missed.
- Have the same number of days as those missed to make-up assignments and/or tests.
- Must contact their teachers on the day of return to facilitate completion of missed work.
- Will receive a failing grade for each assignment and/or test not completed within the allotted time period.
- Students suspended 1-3 days will have the period equivalent to the days OSS to make up work. Students suspended more than 3 days will have a maximum of 3 days to make up work missed because of suspension.

Due dates for assignments/tests announced prior to the student's absence will remain unchanged. Students do not have extended time to complete pre-announced assignments, such as papers or projects that are due or tests. If no new material is covered for the test during the student's absence, he/she must take scheduled tests/quizzes on the day of his/her return from absence.

Requesting Homework

Homework requests will only be honored if the student is absent for three or more consecutive days. The call to request homework must be made to the school office by 10:00 am and may be picked up after 3:30 pm.

Withdrawal/Transfer from School

Pennsylvania statute requires regular attendance of each student between the ages of 8 and 17. It is in the best interest of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life. New students requesting enrollment in Chartiers-Houston because they have failed to meet the course attendance requirement of their current school will not be admitted. Students transferring to another school shall notify the office a minimum of five days in advance and complete the appropriate form. The office will mail/fax the student's records to the school of transfer upon request from that school.

ATTENDANCE

In order to withdrawal from school, a student must:

- Schedule an appointment with the guidance counselor and principal to discuss future educational options
- Bring a parent/guardian if 17 years of age or younger.
- Return all school books and property to appropriate teacher and receive final grade.
- Pay all fees and empty locker.

Unaccounted Absences

Children whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive days, shall thereafter be removed from the active membership roll unless one of the following occurs.

- 1.The district has been provided with evidence that the absence may be legally excused.
- 2.Compulsory attendance prosecution has been or is being pursued.

Attendance & Eligibility for Activities

To promote academic success and personal responsibility, student attendance will be a key factor in determining eligibility for school activities, events, and field trips. Regular attendance demonstrates commitment to learning and school community expectations. Students with excessive unexcused absences may be restricted from participating in extracurricular events. This policy is intended to encourage consistent school attendance and ensure that participation in special events is earned through responsible behavior.

DROP OFF PROCEDURES

Students are required to report to the school no earlier than 8:20 AM. Students are not marked tardy to class until after 8:45 AM (drop-off doors will be secured promptly at 8:45 AM). Parents may drop students in grades 3-6 off at the 6th grade entrance door #6. Kindergarten-2nd grade parents will drop off students at Kindergarten Entrance door #9. All students dropped off intending to eat breakfast will go straight to the cafeteria. Students arriving after 8:25 AM may go directly to their homerooms if not attending breakfast.

*****PLEASE KNOW THAT THERE IS A ONE-WAY TRAFFIC PATTERN IN THIS AREA FROM 8:00 AM – 3:50 PM*****

PARENT PICK-UP PROCEDURES –at dismissal

- For the safety of all, parents will remain in their cars during the entire pick-up procedure.
- **Student Pick Up Area will not be open to parents until 3:15**
- Regularly scheduled Parent Pick-Up Students will register with the office and receive placards to be placed on the dash of their cars with identifying names.
- If you are an occasional parent pick up you will need to register online (school website) to receive your student's temporary placard. (ex. Every Monday & Wednesday pick-up or Tuesday, Thursday, Friday each week)
- If you choose to carpool, please notify the school office and your child's teacher in writing of the arrangements and the names of the adults with whom your child may be transported. Please notify the office of any changes with your carpool. A temporary placard will be issued.
- All cars without placards will be directed to the Cummins Ave. exit to pick up their student at the main office (door #1). after 3:30 p.m.
- At dismissal students will be called to a specific designated area.
- There will be four lanes of cars lining up at the student drop off – door # 6 entrance on McGovern Rd. and exiting on Cummins Ave. Follow traffic line markings.
- Cars will pull up to the designated loading zone where students will exit.
- We will load multiple cars at a time; once the students are safely loaded cars may proceed to Cummins Ave as directed by staff on duty.
- To maintain steady flow, it is important that every car moves up and there are no gaps.
- Please follow the directions of staff members at this duty.

AT NO TIME ARE YOU TO PULL OUT OF LINE UNLESS DIRECTED BY A STAFF MEMBER ON DUTY

SCHOOL DISCIPLINE

AUTHORITY

Each student enrolled in the Chartiers-Houston School District shall be required to adhere to the reasonable disciplinary rules and regulations set forth herein, and promulgated by the Superintendent and Administration pursuant to this policy, and to submit to such disciplinary measures as are assigned for infraction of the aforesaid rules and regulations. Each student shall be subject to said rules and regulations while attending and/or participating in school-sponsored or extracurricular activities, and /or events, while attending field trips or other curricula-related activities, and while traveling to and from school in a school district provided vehicle.

The Board of School Directors reserves unto the school district administration the right, and hereby notifies students and parents of the school district's reservation of the right, to confiscate any item, the possession, transfer or sale of which is in violation of this Policy. This right shall include, but is not limited to, beepers, cellular telephones, crowd control devices, weapons and look-alike weapons, drugs and look-alike drugs, and drug paraphernalia. Students and parents are further notified that, as such, any student found to be in possession of any such item without authorization and in violation of the Policy, shall permanently forfeit said item (s) to the Chartiers-Houston School District and /or appropriate police officials.

SCHOOL DISCIPLINE

DELEGATION OF RESPONSIBILITY

1. The Superintendent shall give such additional rules and regulations for student conduct as are deemed necessary to fulfill the purposes of this policy. Such rules and regulations shall bear a rational relationship to the maintenance of an environment conducive to learning, and shall not demean nor discriminate among students or violate any individual rights constitutionally guaranteed to students.
2. The Superintendent shall designate such additional sanctions as deemed appropriate to specific offenses or categories of offenses, which sanctions shall relate in kind and degree to the offense, assist a student in learning to accept responsibility for his/her actions, and hold parents or guardians financially accountable for the misconduct of their children.
3. The Superintendent shall publish and distribute to all students and their parents or legal guardians the rules of the Chartiers-Houston School district regarding student misconduct, and the potential sanctions for such misconduct, as set forth herein and as hereafter promulgated. Copies of the policy shall also be made available in the school libraries. (Discipline Policy No.223)
4. Students shall have the responsibility and right to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments.
5. Students have the responsibility to communicate with their teachers while on suspension so as to ascertain books, papers, and other materials needed to complete work and prepare for exams missed due to suspension.
6. Students may be required, and should be prepared, to take make up exams on the day they are readmitted to school after a suspension of one to five days. In extremely extenuating circumstances, the teacher may extend the deadline a maximum of two school days.
7. Students may be required, and should be prepared, to take make up exams within five school days from the day they are readmitted to school after a suspension of six to ten days.
8. Students may be required, and should be prepared, to turn in make-up work within two school days from the day they are readmitted to school after a suspension of one to five days. In extremely extenuating circumstances, the teacher may extend the deadline a maximum of two additional school days.
9. Students may be required, and should be prepared, to turn in make-up work within three school days from the day they are readmitted to school after a suspension of six to 10 days. In extremely extenuating circumstances, the teacher may extend the deadline a maximum of two additional school days.
10. Students who fail to complete the necessary make-up work or exams within the designated timelines will forfeit their right to do so and will receive a grade of zero for such non made-up work or exams.
11. Students returning from a suspension shall not be required to take unannounced quizzes on the day of their return but will be required to take a make-up quiz the next school day. In extremely extenuating circumstances the teacher may extend the deadline a maximum of two days.

SCHOOL DISCIPLINE

BEHAVIOR MANAGEMENT PROGRAM

Responsible behavior and adherence to school rules is vital to the educational program offered at Allison Park Elementary School. Students are expected to follow the school rules themselves, and to encourage their peers to make good decisions while at school and when participating in school-related activities. By not following the behavior guidelines outlined in the Student Handbook, students are accepting the consequences for their actions that are outlined below. While our staff and administration will monitor students' behavior at school, we recognize that it is truly a team effort to help students make good decisions.

Student discipline can only be achieved through the cooperative effort of parents, guardians, students, teachers, and administrators under a clearly defined and consistently applied code. Teachers and administrators will review the rules presented within the handbook with students during the first days of the school year. Parents are asked to review the entire handbook with their children and sign the "Distribution of Rights and Responsibilities" provided at the end of the handbook. All activities are the beginning steps toward working together to ensure that the same rules are enforced throughout the entire school year.

Allison Park Elementary School promotes a positive and supportive environment through the implementation of Positive Behavioral Interventions and Supports (PBIS).

B – Be respectful
U – Understand responsibility
C – Communicate
S – Safe

The Chartiers-Houston School District is implementing the Positive Behavior Interventions and Support program for the 2026-2027 school year. Allison Park Elementary School is implementing this program to promote positive behaviors. We are hopeful that through staff meetings, positive student reinforcement and an outline of expectations that our entire school community will achieve great success. We hope to continue to create a climate of safety and respect where all students can feel comfortable and safe.

SCHOOL DISCIPLINE

SCHOOL RULES

By posting these rules in every classroom and throughout the school, we are telling students what behavior is expected of them while in Allison Park Elementary. Please review these rules with your children, so they know that you support appropriate behavior at school:

CLASSROOM EXPECTATIONS	
<u>B</u>e Respectful	Follow instructions the first time Use classroom materials appropriately Walk at all times Keep hands, feet and objects to self
<u>U</u>nderstand Responsibility	Pay attention to your teacher Follow instructions Use kind words and actions Raise your hand to speak
<u>C</u>ommunicate	Voice level as directed by teacher Raise hand to speak Use kind words
<u>S</u>afe	Keep hands, feet, and objects to self Stay in seat & sit properly Walk at all times

HALLWAY EXPECTATIONS	
<u>B</u>e Respectful	Walk at all times Keep halls clean Keep hands, feet, and objects to self Stay quiet - classes are in progress
<u>U</u>nderstand Responsibility	Face forward at all times Keep to the right Keep hallways clear and clean
<u>C</u>ommunicate	Voice level 0 Report issues to an adult
<u>S</u>afe	Face forward Walk at all times Walk on the right Keep halls clear and clean

SCHOOL DISCIPLINE

SCHOOL RULES

By posting these rules in every classroom and throughout the school, we are telling students what behavior is expected of them while in Allison Park Elementary. Please review these rules with your children, so they know that you support appropriate behavior at school:

RESTROOM EXPECTATIONS

<u>B</u>e Respectful	Respect privacy, keep eyes and body parts in own space/stall Use kind words and actions Use equipment and supplies properly
<u>U</u>nderstand Responsibility	Wash hands Report problems to an adult Keep water in the sink Throw away paper to
<u>C</u>ommunicate	Voice level 0 or 1 Use appropriate language Report problems to an adult
<u>S</u>afe	Keep water in the sink Walk at all times Use stalls and equipment appropriately Report safety concerns

CAFETERIA EXPECTATIONS

<u>B</u>e Respectful	Respect personal space Keep hands, feet and objects to self Keep the cafeteria floor and your space clean
<u>U</u>nderstand Responsibility	Keep it clean Use walking feet Follow directions from adults Eat only your food
<u>C</u>ommunicate	Voice level 1 Raise hand for help Say “please” and “thank you”
<u>S</u>afe	Stay in seat Enter and exit through appropriate doors Carry tray with both hands Walk at all times

SCHOOL DISCIPLINE

SCHOOL RULES

By posting these rules in every classroom and throughout the school, we are telling students what behavior is expected of them while in Allison Park Elementary. Please review these rules with your children, so they know that you support appropriate behavior at school:

RECESS EXPECTATIONS

<u>B</u>e Respectful	Use positive words and actions Take turns and share Respect equipment and materials
<u>U</u>nderstand Responsibility	Report problems, injuries, and safety issues immediately Include others Stay in designated area
<u>C</u>ommunicate	Voice level 2 Solve problems peacefully Ask for help when needed
<u>S</u>afe	Follow adult directives Use equipment as intended Follow game rules Stay in designated area

ONLINE EXPECTATIONS

<u>B</u>e Respectful	Use good manners and appropriate language Follow teacher instructions the first time Keep microphone muted, unless appropriate
<u>U</u>nderstand Responsibility	Log on at appropriate class time Laptop charged and maintained Organize and prioritize assignments
<u>C</u>ommunicate	Ask for help when needed Use respectful chat language Ask questions clearly
<u>S</u>afe	Only visit appropriate websites Notify adult if something is unsafe Protect personal info

SCHOOL DISCIPLINE

SCHOOL RULES

By posting these rules in every classroom and throughout the school, we are telling students what behavior is expected of them while in Allison Park Elementary. Please review these rules with your children, so they know that you support appropriate behavior at school:

Voice Level 0	Voice Level 1	Voice Level 2
No Voice Lips are Sealed	Table Talk Normal Voice or Whisper	Everyone Can Hear You

SCHOOL DISCIPLINE

The Allison Park Elementary School Discipline Matrix was developed collaboratively by a team of highly qualified Pennsylvania-certified teachers and administrators and approved by the Chartiers-Houston School District Board of Education.

While the matrix provides clear guidelines for addressing student behavior, all disciplinary decisions remain subject to administrative discretion based on the specific circumstances of each situation.

If at any time during the school day a student is determined to be a danger to themselves or others, the student may be dismissed from school for the remainder of the day. This will not negatively impact their attendance.

The Discipline Matrix is comprised of Level 0 – Level 5 offenses, increasing in severity of infraction through the designated Levels for students in Grades 2-6.

Students in Grades K-1 will follow an alternative progressive discipline matrix.

Level Zero: Includes those minor disturbances created by a student that disrupts class work, disturbs the educational process, or invades the rights of others.

Level One: Includes those minor disturbances created by a student that disrupts class work, disturbs the educational process, or invades the rights of others.

Level Two: Includes misbehaviors, the frequency and /or seriousness of which tends to significantly disrupt or is reasonably expected to greatly disrupt class work or the educational process, invades the right of others, or is lewd, vulgar, or profane.

Level Three: Level III offenses may result from the continuation of unmodified Level I or Level II misconduct.

Level Four: Offenses may result from the continuation of unmodified lower level misconduct. Level IV Offenses shall also include acts resulting in violence to persons or property, or which pose a direct threat to the safety of others within the school.

Level Five: The severity of Level V Offenses may require removal of the student from school, the intervention of law enforcement authorities, and/or action by the CHSD Board of School Directors.

SCHOOL DISCIPLINE

IN-SCHOOL SUSPENSION

Prior to the issuance of an in-school suspension, the building administrator will have a conference with students to inform them of the reasons for the suspension and to give him an opportunity to respond. If, following the student's response, an in-school suspension remains advisable, the student shall be so informed. The student's parent or legal guardian shall also be notified of the in-school suspension. All consequences for disciplinary infractions must be served prior to any field trips, activities, and/or functions.

OUT OF SCHOOL SUSPENSION

Prior to the issuance of suspension from school, the building administrator will have a conference with the student to inform him/her of the reasons for the suspension, and to give him/her an opportunity to respond. Prior notice of the intended suspension shall not be required, however, in those cases where it is clear that the health, safety or welfare of the school community is threatened.

In those cases where a suspension from school has been issued for a period in excess of three (3) school days, the student and his/her parent or legal guardian shall be provided with an opportunity for an informal hearing before the administrator involved within the first five (5) days of the suspension. Any such informal hearing shall be assigned to permit the student to explain the circumstances surrounding the event which prompted the issuance of the suspension, and to encourage the student's parent or legal guardian to discuss with the administrator involved, ways by which future offenses can be avoided.

In the event that the student and his/her parent or legal guardian chooses to participate in an informal hearing with the administrator, the administrator shall provide them with sufficient notice of the time and place of the hearing, and with written notification of the reasons for the suspension. At the informal hearing, the student shall have the right to question any witnesses present, to present his own witnesses, and to speak on his/her own behalf. All consequences for disciplinary infractions must be served prior to any field trips, activities, and/or functions.

SCHOOL DISCIPLINE

EXPULSION

Where, following the suspension of a student, a recommendation is made for further action by the Board of School Directors, the student shall be entitled to a formal hearing before the Board of School Directors. This hearing may be held before the entire Board of School Directors, or before a duly authorized committee of the board or before a duly qualified hearing examiner who need not be a member of the Board but whose adjudication must be approved by the Board. In all cases, however, the affirmative vote of a majority of the entire Board of School Directors shall be required to expel a student.

The following due process requirements shall be observed with respect to a formal hearing:

1. The student's parent or legal guardian shall be notified, by regular and certified mail, of the charges pending against the student.
2. The student and his/her parent or legal guardian shall be provided with sufficient notice of the time and place of the hearing.
3. The hearing shall be held in private unless the student or his/her parent or legal guardian specifically requests a public hearing.
4. The student shall have the right to be represented by counsel.
5. The student shall have the right to be presented with the names of witnesses
6. The student shall have the right to request that any such witnesses appear in person at the hearing and be subject to direct and cross-examination
7. The student shall have the right to testify and present witnesses on his/her own behalf.
8. A recorded or stenographic record shall be kept of the hearing, and the student shall have a right to a copy of the transcript of the hearing, at his/her own expense.
9. The hearing shall be held with all reasonable speed.

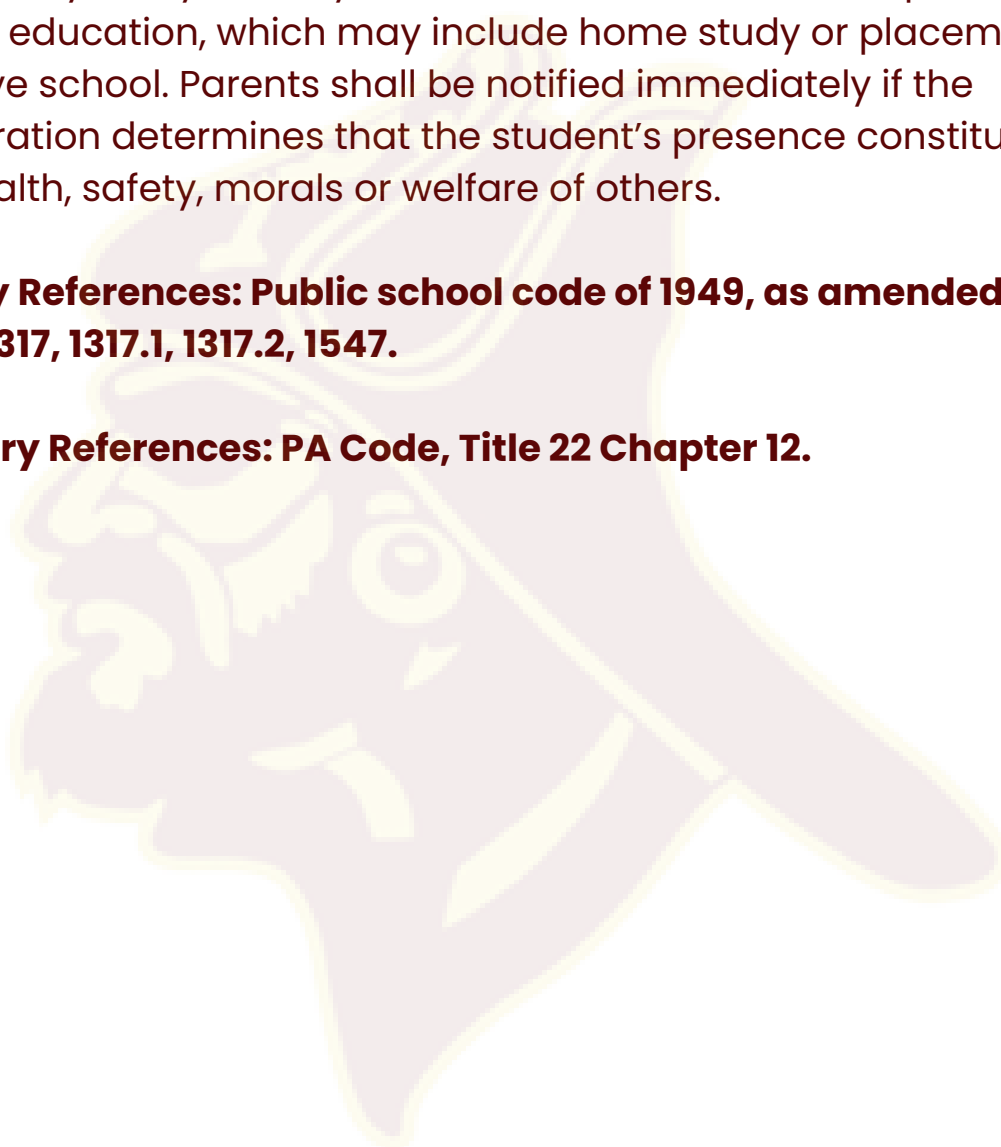
SCHOOL DISCIPLINE

EXPULSION

During the period, if any, between the student's suspension from school and any formal hearing as described above, the student shall be permitted to participate in normal classroom work and activities. However, if following an informal hearing the Administrator determines that the student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others, the student may be excluded from school for more than ten (10) school days (if the formal hearing is not unreasonably delayed). Any student so excluded shall be provided with alternate education, which may include home study or placement at an alternative school. Parents shall be notified immediately if the administration determines that the student's presence constitutes a threat to the health, safety, morals or welfare of others.

Statutory References: Public school code of 1949, as amended, Sections 510, 511, 1317, 1317.1, 1317.2, 1547.

Regulatory References: PA Code, Title 22 Chapter 12.



SCHOOL DISCIPLINE

CELLULAR PHONES / ELECTRONIC DEVICES

No student shall be permitted to use or possess cell phones or electronic devices in school or during school related activities (smart watches, ear buds, similar electronic device, etc.) This includes transportation to and from school.

DRUG AND ALCOHOL POLICY

The Chartiers-Houston School District prohibits the use, possession, or distribution of any drug/alcohol, or “look-alikes,” on school property and at any school-sponsored event.

POLICY NO.218 – TERRORISTIC THREATS/ACT PURPOSE

The Board recognizes the danger that terroristic threats and acts by students presents 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 committed with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

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

Communication – shall mean conveyed in person or by written or electronic means, including telephone, electronic mail, internet, facsimile, telex and similar transmissions.

AUTHORITY

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.

SCHOOL DISCIPLINE

DELEGATION OF RESPONSIBILITY

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.

GUIDELINES

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 shall immediately suspend the student.
2. The Building Principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent shall report the student to law enforcement officials.
4. The Superintendent shall recommend expulsion of the student to the board. The Superintendent, however, may recommend a modification of such expulsion requirement for a student on a case-by-case basis.
5. In situations where the safety of all the students is in danger, the superintendent will send writing notification to the parents of the students.

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.

SCHOOL DISCIPLINE

BULLYING POLICY–Policy No. 249

Title: Bullying/Cyberbullying

Code: 249

Status:Active

Adopted: March 20, 2023

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.

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]

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

Bullying, as defined in this policy, includes cyberbullying.

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

SCHOOL DISCIPLINE

Authority

The Board prohibits all forms of bullying by district students.[1]

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

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

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

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[2][3]

SCHOOL DISCIPLINE

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

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

Retaliation

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

Delegation of Responsibility

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

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.[1]

SCHOOL DISCIPLINE

District administration shall annually provide the following information with the Safe School Report:[1]

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][6][7]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.[1]

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][8][9]. [10]

The policy and the procedures for reporting bullying incidents must be reviewed with students within ninety (90) days after their adoption and at least once at school year.

SCHOOL DISCIPLINE

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][6][11]

- Counseling within the school.
- Parental conference.
- Loss of school privileges.
- Transfer to another school building, classroom or school bus.
- Exclusion from school-sponsored activities.
- Detention.
- Suspension.
- Expulsion.
- Counseling/Therapy outside of school.
- Referral to law enforcement officials.

1. 24 P.S. 1303.1-A

2. 24 P.S. 1302-E

3. Pol. 236.1

4. Pol. 103

5. Pol. 103.1

6. Pol. 218

7. 22 PA Code 12.3

8. 20 U.S.C. 7118

9. 24 P.S. 1302-A

10. Pol. 236

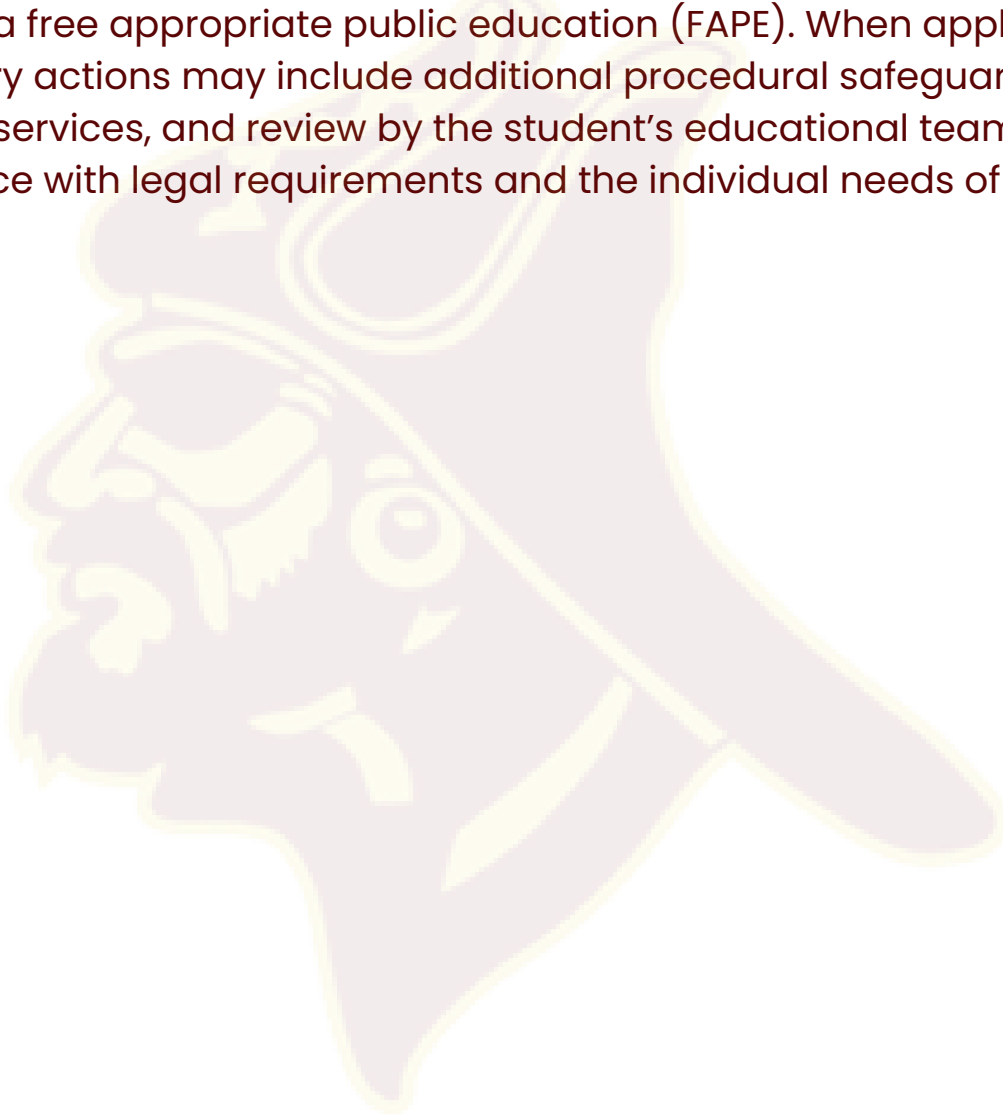
11. Pol. 233

Pol. 113.1

SCHOOL DISCIPLINE

SPECIAL EDUCATION

Students who receive special education services may be subject to disciplinary procedures that differ from those applied to general education students when required by federal and state law. In accordance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and applicable state regulations, disciplinary decisions involving students with disabilities will take into consideration the nature of the student's disability, whether the behavior in question is a manifestation of that disability, and the student's right to continue receiving a free appropriate public education (FAPE). When applicable, disciplinary actions may include additional procedural safeguards, supports, services, and review by the student's educational team to ensure compliance with legal requirements and the individual needs of the student.



SCHOOL DISCIPLINE

Kindergarten and 1st Grade students will follow a progressive discipline matrix. A progressive discipline matrix provides a clear, consistent, and developmentally appropriate framework for guiding behavior and teaching self-regulation:

1. Teaches Responsibility and Consequences

Young students are just beginning to understand how their actions affect others. A progressive discipline matrix helps them:

- Learn that choices have consequences.
- Understand the importance of making positive decisions.
- Build accountability in a structured and fair way.

2. Promotes Consistency

Kindergarten and 1st grade students thrive on routine and predictability. A discipline matrix:

- Sets clear expectations across classrooms and teachers.
- Reduces confusion about rules and consequences.
- Ensures that all students are treated fairly.

3. Supports Social-Emotional Learning

This age is crucial for developing social skills. The matrix helps by:

- Encouraging reflection on behavior.
- Providing opportunities to learn conflict resolution.
- Reinforcing positive behavior through praise and corrective steps.

4. Creates a Safe and Positive Learning Environment

When expectations and consequences are clear:

- Students feel safer and more secure.
- Learning time is maximized because disruptions are minimized.
- Positive behavior is reinforced school-wide.

5. Allows for Growth and Second Chances

A progressive approach gives students:

- Multiple opportunities to correct behavior.
- A chance to learn from mistakes in a supportive environment.
- An age-appropriate path from reminders to more serious interventions if needed.

6. Engages Families in Behavior Support

The matrix makes it easier to:

- Communicate behavior expectations to families.
- Partner with parents in addressing repeated behaviors.
- Document interventions clearly if more support is needed.

K-2ND GRADE

PROGRESSIVE DISCIPLINE MATRIX

Students in Kindergarten and 2nd grade will follow the following discipline matrix. Once a student has accumulated 3 infractions of an offense, they will be subject to consequences from the Allison Park 3rd through 6th grade discipline matrix. Additionally, any Level 3 or higher offenses will be handled by administration and will follow the 3rd through 6th grade discipline matrix.

**Verbal warning given before each documented warning **

Level 0 Offenses

Infraction	Frequency of Offenses	Consequences
• Disruption • Failure to follow classroom rules • Chewing gum		<u>1st warning:</u> 5 minutes off recess <u>2nd warning:</u> 10 minutes off recess <u>3rd warning:</u> 15 minutes off recess <u>4th warning:</u> Workroom Detention (following regular behavior matrix chart)

**Consequences are given for each infraction- for example: if a student is causing disruption they will first receive 5 minutes off of recess, the second time they cause disruption it will be 10 minutes off of recess, the third time will be 15 minutes. Once the student has caused disruption 4 times- they will go to the behavior matrix and receive a workroom detention.*

*This will apply for each area of offenses.**

Level 1 Offenses

Infraction	Frequency of Offenses	Consequences
• Disrespect/Misconduct • Lying • Minor defacement of school property • Improper hallway behavior • Inappropriate behavior during recess or lunch • In appropriate restroom behavior		<u>1st warning:</u> 5 minutes off recess <u>2nd warning:</u> 10 minutes off recess <u>3rd warning:</u> 15 minutes off recess <u>4th warning:</u> Workroom Detention (following regular behavior matrix chart)

K-2ND GRADE PROGRESSIVE DISCIPLINE MATRIX

Level 2 Offenses

Infraction	Frequency of Offenses	Consequences
• Insubordination • Public display of affection • Written derogatory comments or illustrations • Spitting • Unauthorized possession of any electronic device (cell phone, smart watch, etc.) • Use of unauthorized websites on school issued devices • Misuse of school websites (TEAMS, IXL, etc.)		<u>1st warning:</u> 5 minutes off recess <u>2nd warning:</u> 10 minutes off recess <u>3rd warning:</u> 15 minutes off recess <u>4th warning:</u> After School Detention (following the regular behavior matrix)

Level 3 & above offenses will be handled by administration



BUILDING LEVEL DISCIPLINE

Level 0 Offenses (3 rd -6 th Grade) 4 th Offense occurrence (K-2 nd Grade)		
	Frequency of Offense	Consequence
• Disruption-Behavior that interrupts teaching, learning, or the orderly operation of the classroom or school environment. Examples include excessive talking, making noises, interrupting instruction, or distracting others. • Failure to Follow Classroom Rules-Refusal or repeated failure to comply with established classroom expectations, routines, or teacher directions. • Chewing Gum-Possessing or chewing gum on school grounds or during school activities when prohibited by school rules.	Level 0 offenses will not accumulate	Workroom Detention
Notification to parent/guardian through district approved communication platform Apptegy "Rooms" by staff member *If parent/guardian does not have an account, staff member will call home*		
K-6 Substitute Slip		
• Misbehaving for a Substitute (K-6)	Automatic Substitute Slip	Report to Office Immediately Automatic After School Detention
Notification to parent/guardian will be made via Allison Park Administration If parent/guardian cannot accommodate After School Detention, the student will fulfill the consequence during the school day		

BUILDING LEVEL DISCIPLINE

Level I Offenses (3 rd – 6 th Grade) 4 th Offense occurrence (K-2 nd Grade)		
Infraction	Frequency of Offense	Consequence
• Disrespect/Misconduct-Behavior that is rude, discourteous, inappropriate, or disruptive toward students, staff, visitors, or school expectations. • Lying-Providing false, misleading, or dishonest information to staff, including denial of involvement or intentionally misleading others during an investigation. • Minor Defacement of School Property-Writing on, marking, or causing minor damage to school property that does not permanently destroy or significantly alter the item. • Improper Hallway Behavior-Unsafe, disruptive, or inappropriate conduct in the hallway, including running, yelling, horseplay, loitering, or failing to follow hallway expectations. • Violation of Dress Code-Wearing clothing, accessories, or attire that does not meet school dress expectations as outlined in the student handbook. • Inappropriate Behavior During Recess or Lunch-Unsafe, disrespectful, or disruptive behavior during recess or lunch, including horseplay, refusal to follow expectations, inappropriate language, or unsafe peer interactions. • Inappropriate Restroom Behavior-Misuse of restroom facilities, including loitering, horseplay, vandalism, inappropriate language, invasion of privacy, or failure to maintain cleanliness and safety expectations.	1 st –2 nd Time	Workroom Detention
	3 rd – 4 th Time	After School Detention
	5 th Time	1 Day ISS
	6 th – 8 th Time	1-3 Days ISS/OSS (Principal discretion)
	9 th – 10 th Time	Parent-teacher-principal meeting (Participation in assemblies, field trips, programs, PFO-sponsored events, or class parties will be evaluated in chronological order). **There may be an opportunity for students to earn back some of the privileges by demonstrating appropriate behaviors for a 9-week period.
Notification to parent/guardian through district approved communication platform Apptegy "Rooms" by staff member *If parent/guardian does not have an account, staff member will call home* If parent/guardian cannot accommodate After School Detention, the student will fulfill the consequence during the school day		

BUILDING LEVEL

DISCIPLINE

Level II Offenses (3 rd – 6 th Grade) 4 th Offense Occurrence K–2 nd Grade)		
Infraction	Frequency of Offense	Consequence
• Insubordination—Refusal to comply with a reasonable request or directive from school staff; openly defiant behavior toward authority. • Public Display of Affection—Inappropriate physical contact between students in school or at school events, including kissing, prolonged embracing, or other intimate behavior. • Derogatory Comments or Illustrations—Spoken, written, or drawn words, symbols, or images intended to insult, demean, threaten, or target another person or group. • Spitting—Intentionally expelling saliva at or toward another person, object, or area in an inappropriate or unsanitary manner. • Unauthorized Possession of Any Electronic Device (Cell Phone, Smart Watch, etc.)—Having or using a personal electronic device during the school day without permission or outside approved school guidelines. • Use of Unauthorized Websites on School-Issued Devices—Accessing websites, applications, games, or online content not approved for instructional use on a school-issued device. • Misuse of School Websites (TEAMS, IXL, etc.)—Using school-approved digital platforms inappropriately, including off-task use, misuse of communication features, inappropriate content sharing, or disruption of instructional activities. • Verbal Bullying—Repeated spoken comments intended to hurt, intimidate, embarrass, or emotionally harm another person.	1 st Time	After School Detention
	2 nd Time	2 Days After School Detention
	3 rd Time	1 Day of ISS and parental notification.
	4 th Time	3 Days of ISS or 1 Day of OSS (Participation in assemblies, field trips, programs, PFO-sponsored events, or class parties will be evaluated in chronological order). **There may be an opportunity for students to earn back some of the privileges by demonstrating appropriate behaviors for a 9-week period.
Notification to parent/guardian through district approved communication platform Apptegy "Rooms" by staff member *If parent/guardian does not have an account, staff member will call home* If parent/guardian cannot accommodate After School Detention, the student will fulfill the consequence during the school day		

BUILDING LEVEL

DISCIPLINE

Level III Offenses (K – 6 th Grade)		
Infraction	Frequency of Offense	Consequence
Use of Profane, Vulgar, Obscene Language and/or Gestures to Peer-Directing inappropriate, offensive, or obscene language, gestures, or actions toward another student. Forgery/Plagiarism (Zero on the Assignment Plus the Listed Consequence)-Signing another person's name without permission, altering documents, or presenting another person's work, ideas, or writing as one's own. <i>Consequence includes a zero on the assignment in addition to disciplinary action.</i> Cheating (Zero on the Assignment Plus the Listed Consequence)-Using unauthorized assistance, copying another person's work, sharing answers, or engaging in dishonest academic practices. <i>Consequence includes a zero on the assignment in addition to disciplinary action.</i> Written or Verbal Threat of Physical Harm-Any spoken, written, or implied statement expressing intent to cause physical injury to another person. Destruction of Property-Damaging, destroying, or misusing school property or the property of others. Throwing Objects-Throwing items in a manner that is unsafe, disruptive, or likely to cause injury or damage. Theft or Attempted Theft-Taking, attempting to take, or possessing property belonging to another person or the school without permission.	1 st Time	2 Days of After School Detention or 1 Day of ISS/OSS (principal discretion)
	2 nd Time	1-3 Days of ISS, restitution and parent notification from district.
	3 rd Time	1-3 Days of OSS, restitution, and parent notification from district. (Participation in assemblies, field trips, programs, PFO-sponsored events, or class parties will be evaluated in chronological order). **There may be an opportunity for students to earn back some of the privileges by demonstrating appropriate behaviors for a 9-week period.
	4 th Time	3+ Days of OSS, restitution, and parent notification from district. Parent-teacher-principal meeting
Notification to parent/guardian will be made via Allison Park Administration If parent/guardian cannot accommodate After School Detention, the student will fulfill the consequence during the school day		

BUILDING LEVEL DISCIPLINE

Level IV Offenses (K – 6 th Grade)		
Infraction	Frequency of Offense	Consequence
Unauthorized Entry of Information into or Tampering with District Computer System- Accessing, altering, deleting, sharing, or attempting to manipulate files, passwords, accounts, settings, or data within the district's technology systems without authorization. Use of Profane, Vulgar, Obscene Language and/or Gestures to Staff- Directing inappropriate, offensive, obscene, or disrespectful language, gestures, or actions toward school staff. Public Humiliation- Intentional actions meant to embarrass, shame, degrade, or socially harm another person in front of others. Look-Alike Weapon- An item that resembles a weapon or could reasonably be mistaken for a weapon, including toy or imitation weapons. Physical Aggression/Bullying/Fighting- Intentional physical contact means to intimidate, harm, or provoke another person, including hitting, pushing, kicking, shoving, or mutual physical confrontation. Use of Sexual/Pornographic Material (Written, Online, Verbal Comments, etc.)- Possessing, viewing, sharing, creating, or discussing sexually explicit, inappropriate, or pornographic material in any format. Leaving the Classroom Without Permission (Eloping)- Exiting the classroom or assigned learning area without staff permission or supervision. Racial Slur- Any spoken, written, gestured, or symbolic language intended to demean, insult, or target a person based on race, ethnicity, or national origin. <i>Automatic 3 days OSS for first offense; repeated offense may result in additional days and a parent-teacher conference.</i> Threat of Physical Harm with Weapon- Any spoken, written, implied, or demonstrated threat to harm another person using a weapon or object perceived as a weapon. <i>Automatic 3 days OSS and completion of a Threat Assessment.</i>	1 st Time	1-3 Days of ISS
	2 nd Time	1-3 Days of OSS (Participation in assemblies, field trips, programs, PFO-sponsored events, or class parties will be evaluated in chronological order). **There may be an opportunity for students to earn back some of the privileges by demonstrating appropriate behaviors for a 9-week period.
	3 rd Time	3-6 Days of OSS
	4 th Time	10 Days of OSS
	5 th Time	Parent-teacher-principal meeting Possible expulsion per school board
Notification to parent/guardian will be made via Allison Park Administration		

BUILDING LEVEL DISCIPLINE

Level V Offenses (K- 6 th Grade)		
Infraction	Frequency of Offense	Consequence
• Striking a Staff Member-Intentional physical contact with a staff member meant to harm, intimidate, or provoke. • Unauthorized Departure from School Grounds-Leaving the school building, classroom, or school property without permission from authorized school personnel. • Assault-An intentional act that causes or attempts to cause physical injury to another person. • Bomb Threat-Any spoken, written, digital, or implied threat involving an explosive device or claim of potential bombing. • False Fire Alarm-Intentionally activating a fire alarm or reporting a false emergency without cause. • Vandalism-Intentional destruction, damage, or defacement of school or personal property. • Weapon-Any object, instrument, or device capable of causing bodily injury or used in a manner that threatens safety, including but not limited to firearms, knives, or other dangerous instruments. • Harassment (Sexual, Verbal, Physical)-Unwelcome and repeated verbal, physical, written, or sexual behavior that creates fear, intimidation, humiliation, or a hostile environment for another person. • Possession, Use, or Under the Influence of a Controlled Substance, Look-Alike Drug, Anabolic Steroid, Prescription Drug, or Alcoholic Beverage-Possessing, using, distributing, being under the influence of, or attempting to distribute any illegal substance, unauthorized medication, alcohol, or imitation substance. • Terroristic Threat/Homicidal Ideation (Threat Assessment Completed and Mental Health Resources Utilized)-Any spoken, written, digital, or implied threat to seriously harm others, commit violence, or cause death, including statements of homicidal intent. <i>A Threat Assessment will be completed, and appropriate mental health resources will be utilized.</i>	1 st Time	10 Days OSS Police notification Possible expulsion per school board Completion of Threat Assessment, when necessary (Participation in assemblies, field trips, programs, PFO-sponsored events, or class parties will be evaluated in chronological order). **There may be an opportunity for students to earn back some of the privileges by demonstrating appropriate behaviors for a 9-week period.
Notification to parent/guardian will be made via Allison Park Administration		

BUILDING LEVEL DISCIPLINE

SUBSTITUTE SLIP PROCEDURES

In the instance where a Substitute Teacher is present, and a student displays inappropriate behavior that does not follow school expectations and guidelines, the student will be given a "Sub Slip" by the Substitute and will report directly to the office. Allison Park Administration will contact the parent/guardian, with the student present, and an After School Detention will be assigned as a consequence. Substitute teachers are indispensable for maintaining educational standards and ensuring that schools operate smoothly. Their role, often underappreciated, is vital to both short-term classroom function and long-term student success

SUB SLIP 	SUB SLIP 	SUB SLIP 
Student: _____	Student: _____	Student: _____
Teacher: _____	Teacher: _____	Teacher: _____
Date: _____	Date: _____	Date: _____
Reported Behavior: _____ _____ _____	Reported Behavior: _____ _____ _____	Reported Behavior: _____ _____ _____
Principal Signature: _____	Principal Signature: _____	Principal Signature: _____
Parent Contacted: _____	Parent Contacted: _____	Parent Contacted: _____

BUS CONDUCT

SCHOOL BUS CONDUCT REGULATIONS

Bus transportation to and from school is a privilege established by the citizens of the Chartiers-Houston School District for every student. Students may avail themselves of the opportunity to use the transportation program. However, the responsibilities which this privilege carries must be understood by both the students and their parents/guardians. Maintaining discipline on school buses is a community affair and needs the cooperation of all involved. Misconduct on school buses is dangerous. The Chartiers-Houston School District has set down regulations, and the students who violate them may be denied bus service. The rules have one aim: safe transportation between school and home. Video Cameras may be placed in any district-contacted or owned bus or vehicle as authorized by the district superintendent and administration.

BUS CONDUCT REPORTS

Bus Conduct Reports will be issued by the Bus Driver to students for violating rules; consequences will be handled by school administrators in accordance to the offense level and occurrence:

BUS CONDUCT REPORT		STUDENT'S NAME		SCHOOL		CLASS-GRADE	
CHARTIERS-HOUSTON SCHOOL DISTRICT		DATE OF INCIDENT		DRIVER'S NAME			
BUS NO.		NOTICE: ☐ #1 ☐ #2 ☐ #3 ☐ #4 ☐ #5 ☐ #6					
DRIVER'S REPORT - RULE VIOLATION(S): LEVEL I OFFENSES ☐ 1. PBIS-Level 1 Voices (no screaming/yelling/shouting) ☐ 2. PBIS-Be Respectful: Listen to and respect the bus driver ☐ 3. PBIS-Safe: No eating or drinking on the bus ☐ 4. PBIS-Understand Responsibility: Keep the bus and aisle clean ☐ 5. PBIS-Safe: Stay in your assigned seat, facing forward (no standing or switching seats) ☐ 6. PBIS-Safe: Do not extend any part of your body or any object out of the bus windows at any time ☐ 7. PBIS-Understand Responsibility: No electronic device should be out on the bus (follow handbook policy) ☐ 8. Administrative decision for offenses not mentioned above (see comments)				ADMINISTRATIVE ACTION: Progressive Discipline Penalties ☐ 1. Warning ☐ 2. Warning/Parent Conference ☐ 3. 1 Day Bus Suspension ☐ 4. 3 Day Bus Suspension ☐ 5. 5 Day Bus Suspension ☐ 6. 10 Day Bus Suspension			
LEVEL II OFFENSES ☐ 1. PBIS-Be Respectful: Do not damage or deface any part of the bus ☐ 2. PBIS-Be Respectful: Use of profane or vulgar language ☐ 3. Administrative decision for offenses not mentioned above (see comments)				NOTE: Level I offenses start at Step 1 Level II offenses start at Step 5 School principals may use any of the more severe disciplinary actions without regard to the student's number of previous violations.			
COMMENTS: 				COMMENTS: 			
Driver's Signature		Date		Administrator's Signature		Date	

NOTICE TO PARENTS: Please call the school to discuss this disciplinary action.

WHITE - PARENT'S COPY

YELLOW - OFFICE COPY

PINK - ADMIN. COPY

GOLD - DRIVER'S COPY

BUS CONDUCT

1.A driver shall not pick up or discharge a pupil at any place other than the authorized stop for that student, regardless if a note has been written by a parent/guardian.

2.Students will conduct themselves in a manner that will not distract the driver while on the bus. A bus driver has many responsibilities, and all are important for the safety of the student.

3.The driver is in charge of the bus and the students. The driver will report all incidents, in writing, to the principal no later than the next school day. The driver will have a roster and seating chart.

4.These rules must be followed by all students riding on the buses:

- 1.Level 1 voices (no screaming/yelling/shouting)
 - 2.Be Respectful: listen to and respect the bus driver
 - 3.Safe: no eating or drinking on the bus
 - 4.Understand Responsibility: keep the bus and aisle clean
 - 5.Safe: stay in your assigned seat, facing forward (no standing or switching seats)
 - 6.Safe: do not extend any part of your body or any object out of the bus windows at any time
 - 7.Understand Responsibility: no electronic device should be out on the bus (follow handbook policy)
 - 8.Administrative decision for offenses not mentioned above (see comments)
-
- 1.Be Respectful: do not damage or deface any part of the bus
 - 2.Be Respectful: use of profane or vulgar language
 - 3.Administrative decision for offenses not mentioned above (see comments)

5.Suspension of bus riding privileges shall be the responsibility of the building principal. Prior to any cessation of bus privileges, the principal may grant a two-day postponement for parents to arrange alternative transportation.

- a.Period of suspension is at the discretion of the building principal.
- b.Immediate notice of suspension, reason for suspension, and the duration of suspension must be given to the parents and the coordinator of transportation.

6.Any person willfully damaging a bus may be held financially responsible for such actions.

7.Punishment for bus misconduct shall follow the discipline procedures as contained in the Chartiers-Houston School District Discipline Policy.

SCHOOL INFORMATION

CHANGE OF ADDRESS

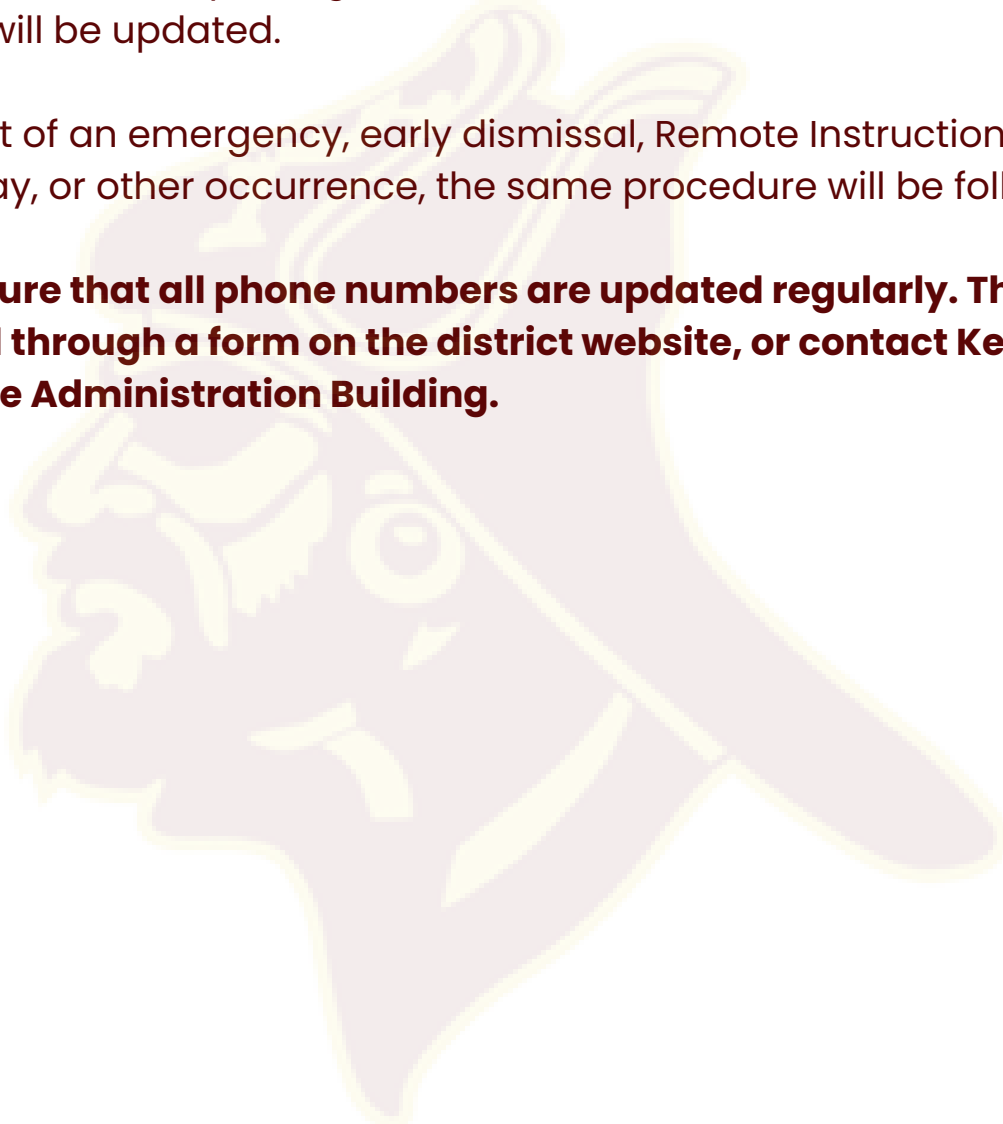
Report any change of address immediately by downloading and completing the form from the district website. Please return this form to the Registrar's Office at the Central Administration Office. Verification of the new address will be required by the district.

EMERGENCY SCHOOL CLOSINGS

In the event of emergency school closings, a school district phone call will be made, as well as a posting to the district website, and social media platforms will be updated.

In the event of an emergency, early dismissal, Remote Instruction day, school delay, or other occurrence, the same procedure will be followed.

Please ensure that all phone numbers are updated regularly. This can be completed through a form on the district website, or contact Kellie Setaro-Gales at the Administration Building.



SCHOOL INFORMATION

FIELD TRIPS

The number of parents asked to chaperone will depend on the destination of the field trip and the needed adult to pupil ratio. The classroom teachers will determine an appropriate adult to pupil ratio so that appropriate supervision is always provided.

Siblings are not permitted to attend field trips. Only legal guardians may chaperone. Chaperones must pay ahead of time to confirm their attendance on the trip. Clearances are needed to be on file 4 weeks prior to field trip date.

FOOD SERVICE DEPARTMENT

The Allison Park Elementary Cafeteria serves well-balanced and nutritional breakfasts/lunches every day. Students may purchase breakfast/lunch for the regular price of \$2.50 per lunch and \$1.70 for breakfast.

Many families have difficulty paying the full price for their children's meals. The school provides free and reduced meals for qualifying students. (Reduced meal prices: \$0.40 for lunch and \$0.30 for breakfast. Application forms for free and reduced meals are mailed home and also are available at any time during the school year. The application may be obtained in the cafeteria or at the office. Parents are encouraged to fill out these applications and return them to the elementary office as soon as possible. Students may also prepay for breakfast and lunch on a weekly, monthly, or yearly basis. Parents who would like to prepay for their children's meals can make the necessary arrangements by contacting the elementary School Food Service Department.

SCHOOL INFORMATION

CAFETERIA GUIDELINES

Breakfast and lunch are offered daily in the cafeteria. All students are encouraged to eat BOTH a well-balanced BREAKFAST and LUNCH for good nutrition. Students are required to eat in the cafeteria dining area. PER FEDERAL AND STATE REGULATIONS, students and parents are not permitted to order, purchase or receive commercially prepared food and/or refreshments on school property during breakfast/lunch period.

The following specific guidelines will ensure a pleasant atmosphere in the cafeteria:

1. Students will enter and exit the cafeteria in a quiet and orderly manner so that other classrooms are not disturbed.
2. Students will remain seated at their assigned tables until excused.
3. Students will talk quietly with their classmates. Excessive noise and yelling in the cafeteria is unacceptable.
4. Running is never permitted in the cafeteria.
5. Students are expected to pick up and discard their trash from the cafeteria tables when finished eating.
6. Students will return all lunch trays to the designated area when finished. (Cafeteria trays which are broken by students will also be paid for by students; cost per tray is \$5.00.)
7. Students caught stealing food or snacks from the lunch line will be dealt with as outlined in the Discipline Policy.
8. Students are permitted to charge breakfast/lunch for ONLY one day. The names of students who fail to pay cafeteria charges will be given to the Principal. Further action will be taken if lunch debts are not paid.
9. Students are to speak and behave in a respectful manner at all times while in the cafeteria serving line so as not to cause material disruption, or invade the rights of others.
10. For safety and health reasons, students are to respect cafeteria food items, equipment and tables at all times.
11. Students buying lunch come FIRST through the serving line.
12. Students owing lunch money from charging lunches may not purchase extras until charges are paid.
13. Students who are not buying lunch, milk, or extras should not be in the serving line.

SCHOOL INFORMATION

DRESS AND GROOMING POLICY (NO.224)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions affecting their appearance except when their choices affect the educational program of the schools or the health and safety of others. The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which...

- Present a hazard to the health or safety of the student him/herself or to others in the school
- Materially interfere with school work, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement

DRESS AND GROOMING REGULATIONS

Clothing must meet the school's standards of safety, decency and health and must not be overly distracting or immodest.

SHOES: Must be worn at all times. Appropriate footwear for activities is expected.

SHIRTS AND TOPS: Upper body must be covered at all times. Tank tops, sleeveless basketball shirts, undershirts, suggestive T-shirts with suggestive or vulgar language, bare midriff, etc. will not be permitted.

SHORTS/SKIRTS/DRESSES: Must be no shorter than mid-thigh length.

We recognize that clothes for students frequently depend on style, weather, and taste. We hope that our students will avoid immoderate fashion and fads, and will dress neatly, comfortably and appropriately for school. Dress regulation violations are considered LEVEL I offenses.

SCHOOL INFORMATION

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all school issued books, supplies, laptops, and furniture supplied by the school.

Students who disfigure property or books, break windows, or do other damage to school property or equipment, will be required to pay for the damage.

USE OF DESKS

The school district assigns desks to each student and permits each student to use a desk. However, the school district reserves unto itself the right to obtain access to a desk at any time. All desks shall be kept in a clean and sanitary condition and subject to periodic inspection to assure that they are so maintained.

STUDENT VALUABLES

Students should not bring money, credit cards, and other valuables to school. If they wear glasses or watches, they are to keep track of them at all times. Students, not the school, are responsible for their personal property.

Students are not to leave valuables in their desks. Any clothes, personal items, books, etc., found in the school should be turned in to LOST and FOUND. Students may check with the school office/cafeteria to claim their missing items. Students should report any personal losses to the office immediately.

SCHOOL INFORMATION

MEDICAL CONCERNS/HEALTH SERVICES/MEDICATION

The nurse may be found in her office. In case of accident or illness when the nurse is not in, the student should report to the office.

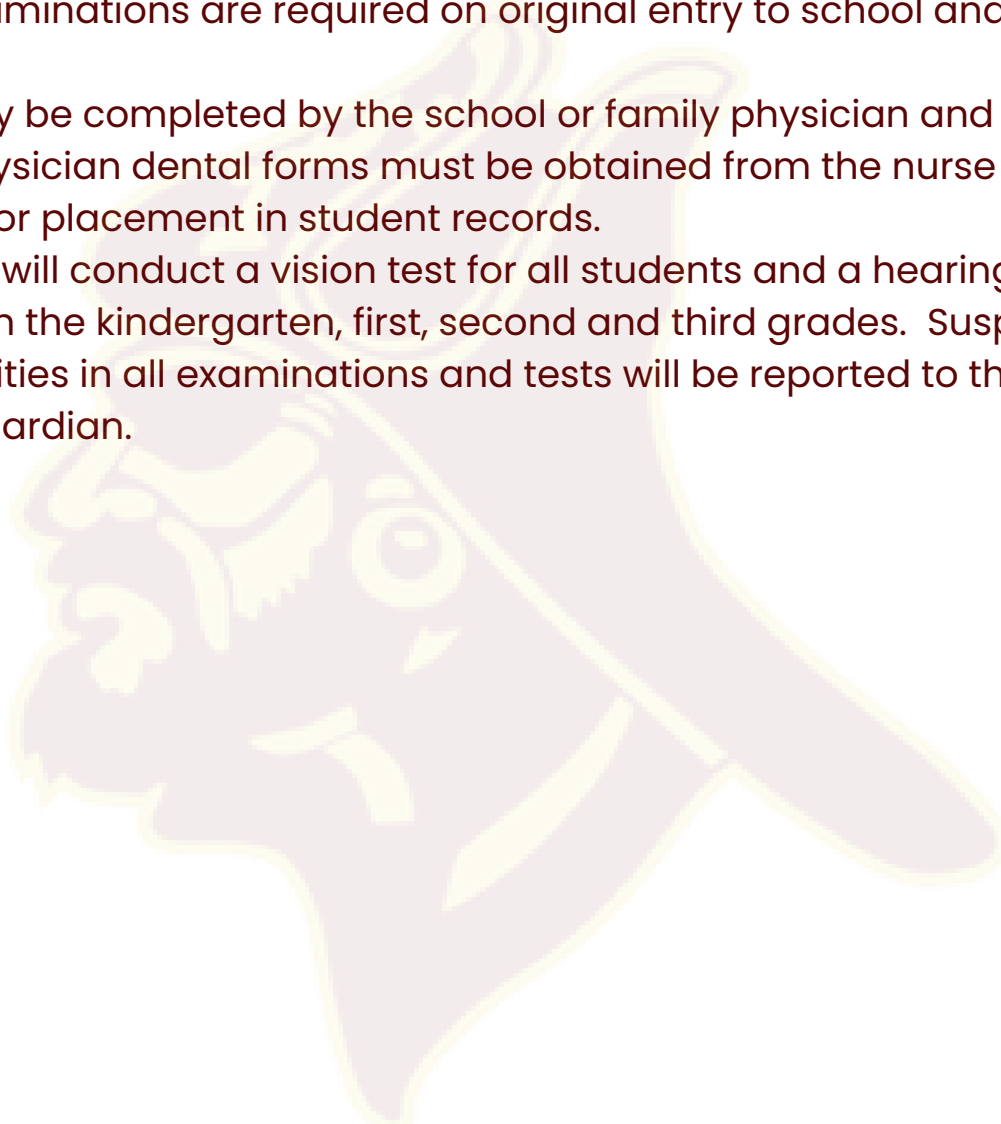
The following examinations and testing are mandated by the State of Pennsylvania:

Medical Examinations are required on original entry to school and the sixth grade.

Dental Examinations are required on original entry to school and the third grade.

These may be completed by the school or family physician and dentist. Family physician dental forms must be obtained from the nurse and returned for placement in student records.

The nurse will conduct a vision test for all students and a hearing test for students in the kindergarten, first, second and third grades. Suspected abnormalities in all examinations and tests will be reported to the parent/guardian.



SCHOOL INFORMATION

IMMUNIZATION REQUIREMENTS

The following immunizations are required as a condition of attendance at school for the entrance of all beginners or initial enrollments in school:

- Diphtheria – four or more properly spaced doses of diphtheria toxoid, separately or in combination with tetanus toxoid or in combination with tetanus toxoid and pertussis vaccine. One dose should be given on or after the fourth birthday.
- Tetanus – four or more properly spaced doses of tetanus toxoid, which may be administered separately or in combination with diphtheria toxoid or in combination with diphtheria toxoid and pertussis vaccine. One dose should be given on or after the fourth birthday.
- Poliomyelitis – three doses of polio vaccine (oral or inactivated injectable).
- Measles (Rubeola) – two properly spaced doses of live attenuated measles vaccine (combined measles/mumps/rubella (MMR) vaccine recommended) with the first dose to be administered at 12 months of age or older, or serological proof of immunity.
- German Measles (rubella) – one dose of live attenuated rubella vaccine, administered at 12 months of age or older or a history of rubella immunity proved by laboratory testing by a laboratory with the appropriate certification. Rubella vaccine may be administered as a single antigen vaccine or in a combination form.
- Mumps – two doses of live attenuated mumps vaccine administered with the first dose administered at 12 months of age or older, or a physician's diagnosis of mumps disease indicated by a written record signed by a physician or his/her designee.
- Hepatitis B – three properly spaced doses of Hepatitis B vaccine.
- Varicella – two doses of Varicella (chicken pox) vaccine or written statement from a physician indicating month and year of disease or serologic proof of immunity.
- Meningitis Vaccine and Tdap – are required for students in grades 7 – 12.

SCHOOL INFORMATION

The school attempts to provide a safe environment for each child. First aid for accidents will be administered by the nurse. In the event of a serious injury, every attempt will be made to contact the parent/guardian.

Transportation in cases of illness or accident is a family responsibility. The school will not assume responsibility for treatment of accidents that occur outside of school.

The medication policy defines guidelines for the district's responsibility to administer medication or medical care. The use of medication, to the extent medically possible, should take place outside of the school day. Medication given 3 times a day may be given before school, after school and at bedtime.

To ensure proper medication administration and adhere to Pennsylvania State Law, any student needing medication must follow these procedures:

1. Obtain and process medication use forms which include a request form from the prescribing physician and a request form from the parent/guardian.
2. All medications must be registered and stored, in a locked area, in the building health office.
3. The medication must be in a proper pharmaceutical container bearing the date, the student's name, the physician's name and the pharmacy label. If the medicine would be lost or taken by another student it could be a health risk. It is the parent/guardian's responsibility to transport medicines.

SCHOOL INFORMATION

PEDICULOSIS CAPITUS PROTOCOL (LICE)

The recommendation of the Pennsylvania Department of Health (PA DOH) and the American Academy of Pediatrics (AAP) regarding the management of head lice.

- Students with nits (eggs) only will not be excluded from school.
- Students found to have live lice may remain in school until the end of the school day to minimize unnecessary absenteeism.
- The parent/guardian will be notified and provided with information regarding treatment and environmental cleaning.
- Students with live lice may return to school after the first appropriate treatment. A no-nit policy is not enforced.
- The school does not conduct routine or school-wide head lice screenings. Classroom-wide screenings may be conducted only when deemed appropriate by the Certified School Nurse.

The school nurse is available to provide education and guidance to families regarding treatment, prevention, and follow-up care

ILLNESS OR INJURY IN SCHOOL

Students becoming ill or injured during school hours are to report to their classroom teachers, who will send them to the school nurse. If the nurse is not available, students will report to the office. Students are not to call home to report an illness or injury unless they have talked to office staff.

When students exhibit one or more of the following symptoms (observed by the school nurse) they will be sent home: fever greater than 100 degrees, chills, vomiting, nausea, diarrhea, inflamed or watery eyes, continuous coughing or runny nose, lethargy, unusual pallor or any condition that prevents the student from concentrating or participating in regular classroom activities.

Students with evidence of a communicable disease such as chickenpox, measles, mumps, strep throat, influenza, impetigo, etc. will be sent home and should remain at home until they are no longer contagious (refer to your personal physician).

STUDENT ACCIDENT INSURANCE

An insurance accident policy is made available to cover all students who wish to purchase it. If ample insurance coverage is carried by parents, this insurance may not be necessary. However, if no insurance is carried, we recommend that you consider this coverage.

SCHOOL INFORMATION

Readmission:

Students may return to school if they have been fever free (without use of medication), nausea free, and/or diarrhea free for 24 hours from cessation of symptoms, that is, eating, drinking, sleeping and playing normally. For contagious illnesses such as pink eye, ringworm, or pinworm (enterobiasis) students may return to school once prescribed drops or ointments are given.

STUDENT WELLNESS

Wellness and Snacks:

– USDA is committed to working closely with students, parents, school stakeholders and the food and beverage industries to implement the new guidelines, and make the healthy choice the easy choice for America’s young people. The Smart Snacks in School Nutrition Standards support better health for our kids and echo the good work already taking place in schools.

1. Classroom Snacks:

–At the classroom teacher’s discretion, classroom snacks are permitted. Parents are encouraged to send one (1) nutritional snack for classroom snack time, remembering that this is merely a “snack” with limited time to enjoy it.

1. Drinks:

–Students are permitted to bring a water bottle to school. Only water is permitted and will be available at water stations throughout the school.

3. Lunch:

–A nutritious lunch that meets the guidelines of the student wellness policy is available for purchase each day. If you choose to have your child bring a lunch from home, you are encouraged that the lunch be nutritious and not include any soda/pop.

GRADING INFORMATION

REPORTING PROGRESS

The following symbols are used to report progress:

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Failing
- I = Incomplete
- O = Outstanding
- S = Satisfactory
- N = Needs To Improve

Progress Reports and warning notices will be issued at Mid Marking Periods to all students.

The following scale is used to convert achievement to alphabetic symbols for the purpose of reporting student progress:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 59% & Below

ELEMENTARY HONOR ROLL – GRADES 4, 5 & 6

A 3.0 grade point average is required in order to qualify for the elementary Honor Roll. The following grades will be averaged in order to determine the Honor Roll:

English Language Arts (Reading Workshop and Writing Workshop),
Math, Science, Social Studies

Example:	Reading Workshop	A = 4.0
	Writing Workshop	B = 3.0
	Math	C = 2.0
	Science	B = 3.0
	Social Studies	+B = 3.0
		15.0
	15 total grade points , 5 = 3.0 grade point average	

GRADING INFORMATION

ELEMENTARY PROMOTION AND RETENTION REGULATION

PROMOTION

1. A student shall be promoted if the following requirements have been met:

- Demonstrated a level of academic proficiency which would indicate a reasonable level of achievement at the next grade level.
- Instructional objectives have been achieved for the present grade level.

2. Social promotion may be recommended if it is felt to be in the best interest of the student as determined by a team of professionals to include: school principal, school psychologist, guidance counselor and other staff members as deemed necessary (Instructional Support Team).

In a situation when a 6th grader is being socially promoted to the 7th grade, the elementary principal shall notify the principal in writing that said promotion is a social promotion.

RETENTION

1. The principal shall notify the parent or guardian, in writing, of any student who faces the possibility of being retained in the same grade level, one week following the issuance of the 3rd nine week report card.

2. Elementary students will be retained if two of the following classes are failed for the year: Language Arts, Math, Science or Social Studies (if it is mutually agreed to by parent/guardian and school that it would be in the best interest of the student).

***THE INSTRUCTIONAL SUPPORT TEAM SHALL REVIEW ALL
RECOMMENDATIONS FOR RETENTION PRIOR TO THE END OF THE SCHOOL
YEAR.***

PARENT INFORMATION

PARENT-TEACHER CONFERENCES

Parents and teachers are “partners” in the educational process, and there must be good communication. Parents are encouraged to schedule a conference on the regularly scheduled conference dates and at other times throughout the year as needs or questions arise. Conferences, for other than the regularly scheduled dates, should be scheduled directly through the teacher(s).

1. Contact the teacher directly by phone or arrange an appointment.

2. If a conference has been requested and response has not been received within three (3) school days, contact the principal for assistance in scheduling the conference.

Conferences will be conducted in a professional and courteous manner, beginning and ending in a reasonable length of time. They will focus on the topic (s) for which they were scheduled.

In the event that an unforeseen problem regarding the conference should arise, as is the case with any school situation, the “chain of command” should be followed. The steps in the “chain of command” are as follows:

1. Teacher
2. Principal
3. District Administrative Assistant
4. Superintendent
5. Board of Education

REPORTS TO NON-CUSTODIAL PARENTS

If the parents of a child are separated or divorced, both parents will have the right to be informed of their child’s progress in school unless there is an order from the court to the contrary. To receive written reports and notification of conferences, a non-custodial parent must make a written request through the office of the principal.

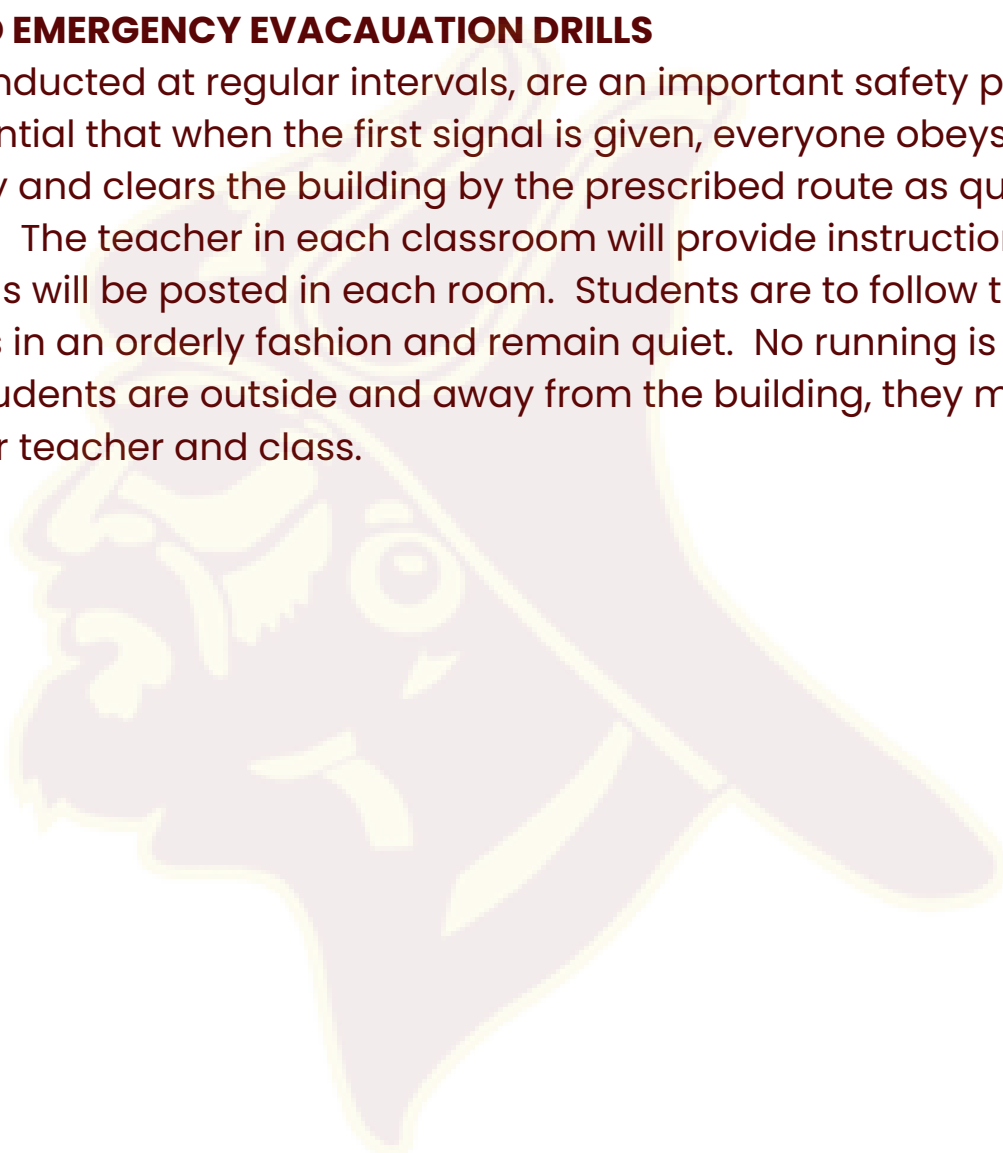
SAFETY

VISITORS

The visitor's entrance is located at the office entrance (door #1) between the primary and 4th grade wing and 1st/2nd grade wings of the building. Visitors may enter the first set of doors and report directly to the receptionist's area of the office where all visitors are expected to sign in and secure a Visitor's Pass that they will wear while in the building. Visitors may be required to provide photo identification upon entering.

FIRE AND EMERGENCY EVACUATION DRILLS

Drills, conducted at regular intervals, are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will provide instructions, and directions will be posted in each room. Students are to follow their teachers in an orderly fashion and remain quiet. No running is permitted. When students are outside and away from the building, they must remain with their teacher and class.



SPECIAL EDUCATION

Special Education Services for School-Age Students with Disabilities

Chartiers-Houston School District provides a free appropriate public education (FAPE) to eligible students with disabilities. To qualify for special education services, a student must be of school age, have a disability that impacts educational performance, and require specially designed instruction. Students may qualify under one or more disability categories recognized by Pennsylvania regulations, including autism, deaf-blindness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and/or gifted education.

The district follows established identification procedures to ensure that eligible students receive appropriate special education programs and related services designed to meet their individual needs. These services are provided at no cost to parents and in accordance with federal and state laws and regulations.

Identification and Screening Procedures

To identify students who may be eligible for special education services, the district conducts ongoing screening activities. Screening may include a review of educational records, enrollment information, health records, report cards, assessment data, hearing and vision screenings, physical screenings, speech and language screenings, and information gathered through building-level intervention and support teams.

When screening information indicates that a student may need special education services, the district will seek parental consent to conduct a multidisciplinary evaluation. Parents may also request an evaluation at any time by submitting a written request to the student's building principal or the Director of Special Education.

SPECIAL EDUCATION

The Chartiers-Houston School District provides programs to meet the needs of eligible Special Education students. The district-operated Special Education classes are:

Special Education Programs

Learning Support – Provides specially designed instruction and services for students whose disabilities significantly impact academic achievement and educational performance.

Gifted Support – Provides specially designed instruction for students identified as gifted whose outstanding intellectual or creative abilities require educational opportunities beyond those offered in the general education curriculum.

Life Skills Support – Provides specialized instruction for students with significant cognitive or developmental disabilities who require intensive support in functional academics, daily living, communication, social, vocational, and adaptive skills to promote independence.

Emotional Support – Provides specialized instruction and behavioral, social, and emotional supports for students whose emotional or behavioral disabilities significantly impact their educational performance and ability to access the general education curriculum.

SPECIAL EDUCATION

Intermediate Unit #1 Provided Programs

Some specialized programs are provided to district students through Intermediate Unit #1. These programs may include:

- Visual Impairment Support – Specialized services and instruction for students with visual impairments who require additional supports to access their educational program.
- Hearing Impairment Support – Specialized services and instruction for students with hearing impairments who require additional supports to access their educational program.

External Programs

When the needs of a student cannot be met within the district's available programs and services, students may receive specialized instruction through approved external programs.

Related Services

Speech/Language Support

Students who demonstrate a need in the areas of articulation, fluency, language development, and/or auditory processing may receive speech and language support. Services are provided through individual, small group, and/or consultative sessions based on the student's age, identified needs, and severity of the communication disorder.

Occupational Therapy

Occupational therapy supports students in developing functional skills needed to participate successfully in their educational program and access the general education curriculum. Areas addressed may include fine motor skills, sensory processing, self-help skills, visual-motor skills, and postural development. Services may be provided through individual sessions, small group sessions, and/or consultation based on student needs.

Physical Therapy

Physical therapy supports students in developing and maintaining motor skills needed to participate in school activities. Services may address mobility, balance, coordination, strength, and motor development through activities integrated into the student's educational environment. Services are provided through individual sessions, small group sessions, and/or consultation based on student needs.

SPECIAL EDUCATION

Special Education Screening and Evaluation

Parents who have concerns regarding their child's educational needs may contact their child's building principal or the Director of Special Education at any time to request a screening or evaluation. Contact information for appropriate District representatives is provided at the end of this notice.

The district will provide communication and information related to special education services to parents and eligible students in a language and mode of communication they understand, including English or the parent's native language when appropriate.

All information related to special education services, evaluations, and eligibility is maintained in the student's confidential educational record and is protected in accordance with federal and state privacy laws.

Multidisciplinary Team/Student Assistance Process

The District uses a Student Assistance process to identify students who may be experiencing academic, behavioral, or other educational concerns and to provide interventions designed to support student success. Screening information and progress monitoring data are reviewed by the Student Assistance Team to determine appropriate interventions and to identify whether further evaluation may be needed.

Student Assistance services are available to students in grades kindergarten through 12. The pre-referral process includes collaboration among school staff and parents to identify student needs, develop appropriate interventions, and monitor progress. Individualized intervention plans may be developed, and student progress is monitored through data collection to determine the effectiveness of interventions.

If a student does not make sufficient progress through interventions, the district may recommend a referral for a multidisciplinary evaluation. Parents may also request a multidisciplinary evaluation at any time.

Multidisciplinary Evaluation Process

A Multidisciplinary Team (MDT) consists of the student's parents, teachers, certified school psychologists, related service providers, and other individuals with knowledge of the student, including individuals familiar with the student's educational history and cultural background. The evaluation process is designed to gather information about the student's academic performance, functional skills, strengths, areas of need, and any factors impacting educational progress. Information from parents, teachers, the Student Assistance Team, and other relevant sources is considered as part of the evaluation.

Following completion of the evaluation, an Evaluation Report (ER) will be developed summarizing the evaluation results and recommendations. The District will provide parents with a copy of the Evaluation Report within the required timeline, and parents will be invited to participate in a meeting to review and discuss the results.

SPECIAL EDUCATION

Individualized Education Program (IEP) Development

If the evaluation team determines that the student meets eligibility criteria for special education services and requires specially designed instruction, an Individualized Education Program (IEP) will be developed. The IEP outlines the specially designed instruction, related services, supports, and accommodations necessary to meet the student's individual needs.

The IEP Team includes the student's parent(s), special education teacher, regular education teacher(s) when appropriate, and a representative of the Local Education Agency (LEA). When appropriate, the student will be invited to participate, particularly when transition planning is being considered. Other individuals with knowledge or expertise regarding the student may also participate as needed.

Parental Consent and Procedural Safeguards

Prior to the initial provision of special education and related services, parents will receive a Notice of Recommended Educational Placement (NOREP) describing the proposed services and educational placement. Parental consent must be obtained before initial special education and related services may begin. Parents are provided with a Procedural Safeguards Notice that explains their rights and options under special education law, including the steps available if they disagree with the district's recommendations or decisions.

SPECIAL EDUCATION

Services for Protected Handicapped Students (Chapter 15/Section 504)

In accordance with state and federal laws, Chartiers-Houston School District provides services and accommodations to protected handicapped students who qualify under Section 504 of the Rehabilitation Act of 1973. These services and accommodations are designed to provide eligible students with equal access and opportunity to participate in and benefit from the district's educational programs, services, and extracurricular activities to the maximum extent appropriate based on the student's individual needs.

Eligible students receive necessary related aids, services, and accommodations at no cost to the student or family. To qualify as a protected handicapped student, a student must be of school age and have a physical or mental impairment that substantially limits one or more major life activities, including access to or participation in the school program.

The services and protections provided to protected handicapped students under Chapter 15/Section 504 are separate from and distinct from the special education services provided to students who qualify under the Individuals with Disabilities Education Act (IDEA).

For additional information regarding Chapter 15/Section 504 evaluation procedures, eligibility, and services, please contact the Student Support Services Department.

Confidentiality of Student Records

Chartiers-Houston School District maintains the confidentiality of personally identifiable information contained in student records for students receiving special education services or Chapter 15/Section 504 services in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA), and District policies regarding student records.

HEALTH/NURSING

Dear Chartiers-Houston School District Community,

Welcome to a new school year! We hope you and your family had a wonderful summer. Your health services team looks forward to working with you to keep our students healthy, safe, and ready to learn.

Pennsylvania Health Law mandates that all students have complete immunization records upon entering school (at any grade). State-mandated screenings are completed in all grades.

A certified school nurse performs these screenings and should not be substituted for regular check-ups with your healthcare provider. If your student has not met the screening guidelines set by the Pennsylvania Department of Health, you will be notified with a referral form. The referral form should be completed by your child's private healthcare provider and returned to the health office at your child's school.

If you choose to opt out of the Pennsylvania-required school health screenings (height, weight, vision, hearing, and scoliosis), you must provide documentation from your student's healthcare provider showing that these screenings have been completed or submit a written exemption, as required by the Pennsylvania Department of Health.

If you would prefer your student, be examined by the school physician or school dentist, please notify your school nurse by September 15.

HEALTH/NURSING

Growth Screening:

Height, Weight, and BMI (Body Mass Index) are performed annually in Grades K-12. You will receive the results, including the Body Mass Index used as a guideline to help assess whether a person may be overweight or underweight. (Visit the AAP (American Academy of Pediatrics for more information on BMI.)

Vision Screening:

Held annually in Grades K-12. This screening is not a substitute for a comprehensive eye examination by an eye care specialist. If your student fails this screening, a referral will be sent home.

Hearing Screening:

Performed annually in Grades K, 1, 2, 3, 7, and 11. This screening is not a substitute for an audiology examination by your healthcare provider. If your student fails this screening, a referral will be sent home.

Scoliosis Screening:

Conducted in Grades 6 and 7. The screening aims to detect any abnormal curvature of the spine. If your student fails this screening, a referral will be sent home.

Immunizations

Pennsylvania law requires all students to meet the state's school immunization requirements. Please ensure your child is up to date on all required vaccinations before the start of the school year.

Students who do not have the required immunizations or approved documentation on file may be excluded from school until the necessary documentation is received, in accordance with Pennsylvania Department of Health regulations.

HEALTH/NURSING

Physicals

If your child has had a physical completed within the past year, please submit a copy completed by your healthcare provider. If you prefer, the school physician will be available in October to perform the required physical examination at school with signed parent/ guardian permission

Dental Examinations

Please submit documentation from your child's dentist. If you prefer, the school dentist will be available in October to perform the required physical examination at school with signed parent/guardian permission.

Daily Medications at School

If your student requires medication during the school day, please submit:

- A completed physician's medication order.
- A signed parent/guardian permission form.
- Medication in its original labeled prescription container (or original manufacturer's container for over-the-counter medications).

Students may not carry medication unless authorized by their healthcare provider and the school nurse (such as certain inhalers, EpiPens, or diabetic supplies).

All medications must be delivered to the main lobby by a parent, guardian, or other authorized representative. Medications including over the counter medications should not be sent to school on bus or with students.

Allergies and Medical Conditions

If your student has:

- Food allergies
- Medication allergies
- Asthma
- Diabetes
- Seizure disorder
- Other significant medical conditions

Please notify the health office before the first day of school so we can ensure appropriate health plans and emergency procedures are in place.

HEALTH/NURSING

Keeping Health Records Current

Please notify the health office if your child has any changes in:

- Medical conditions
- Medications

Grade Level Requirements

Please see below a chart for families regarding the state's annual grade level requirements

Requirements	
Kindergarten	Physical Examination by private physician Dental Exam by private dentist 4 doses of DTaP (Diphtheria, Tetanus, Pertussis) 4 doses of Polio 2 doses of MMR (Measles, Mumps, Rubella) 2 doses of Varicella (Chickenpox) or evidence of immunity 3 doses of Hepatitis B
Grade 1	Physical Exam (if not submitted in kindergarten) Dental Exam by private dentist (if not submitted in kindergarten)
Grade 2	
Grade 3	Dental Exam by private dentist
Grade 4	
Grade 5	
Grade 6	Physical Exam by private physician Scoliosis screening conducted by the school nurse
Grade 7	Dental Exam by private dentist Scoliosis screening conducted by the school nurse 1 dose of Tdap (Tetanus, Diphtheria, Pertussis) 1 dose of MCV (meningococcal conjugate vaccine)
Grades 8, 9, 10	
Grade 11	Physical Exam by private dentist in grade 11
Grade 12	Second dose of MCV (meningococcal conjugate vaccine)

POLICIES

RECORDS POLICY

Chartiers-Houston School District maintains a cumulative student record for each student. Such information assists staff in the day-to-day operation of the school district's educational program, some of which is required by law.

The student's record includes identification and attendance records, information on school work completed, and the results of achievement and standardized group tests. Records of standardized tests taken voluntarily by secondary students, usually for college entrance purposes, are also part of the student's record. If a child transfers to another school system, Chartiers-Houston will forward the record, if a written request is sent from the new school.

The school district's policy on student records guarantees that parents and eligible students shall have the right to review, inspect, and obtain a copy of the record; challenge its contents; refuse individual consent where permission is needed for releasing certain information; and file complaints with the Family Educational Rights and Privacy Act office (FERPA), U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20211. This policy is in compliance with the Pennsylvania State Board of Education's regulations and with the Family Educational Rights and Privacy Act of 1974. Parents or students may request a copy of the school district's records policy by contacting the district central office.

RELEASE OF INFORMATION

According to the Family Educational Rights and Privacy Act of 1974, non-confidential information about a student may be included in publications such as sports programs, newspapers, radio and television news reports, newsletters, award and graduation programs, yearbooks, musical and play programs, district web page and school publications. This information may include the student's name, address, study interests, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees, awards received and similar information. Parents who wish to have their children exempted from such information may do so by a letter to the principal.

RIGHT TO KNOW

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA)

[Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]
[7/19/2017]

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

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

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

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

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

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

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

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

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Anastasia Andronas at Allison Park elementary at 724-745-4700 ext. 304 or email me at Anastasia.andronas@chartiers-houstonisd.com.

Sincerely,
Anastasia Andronas

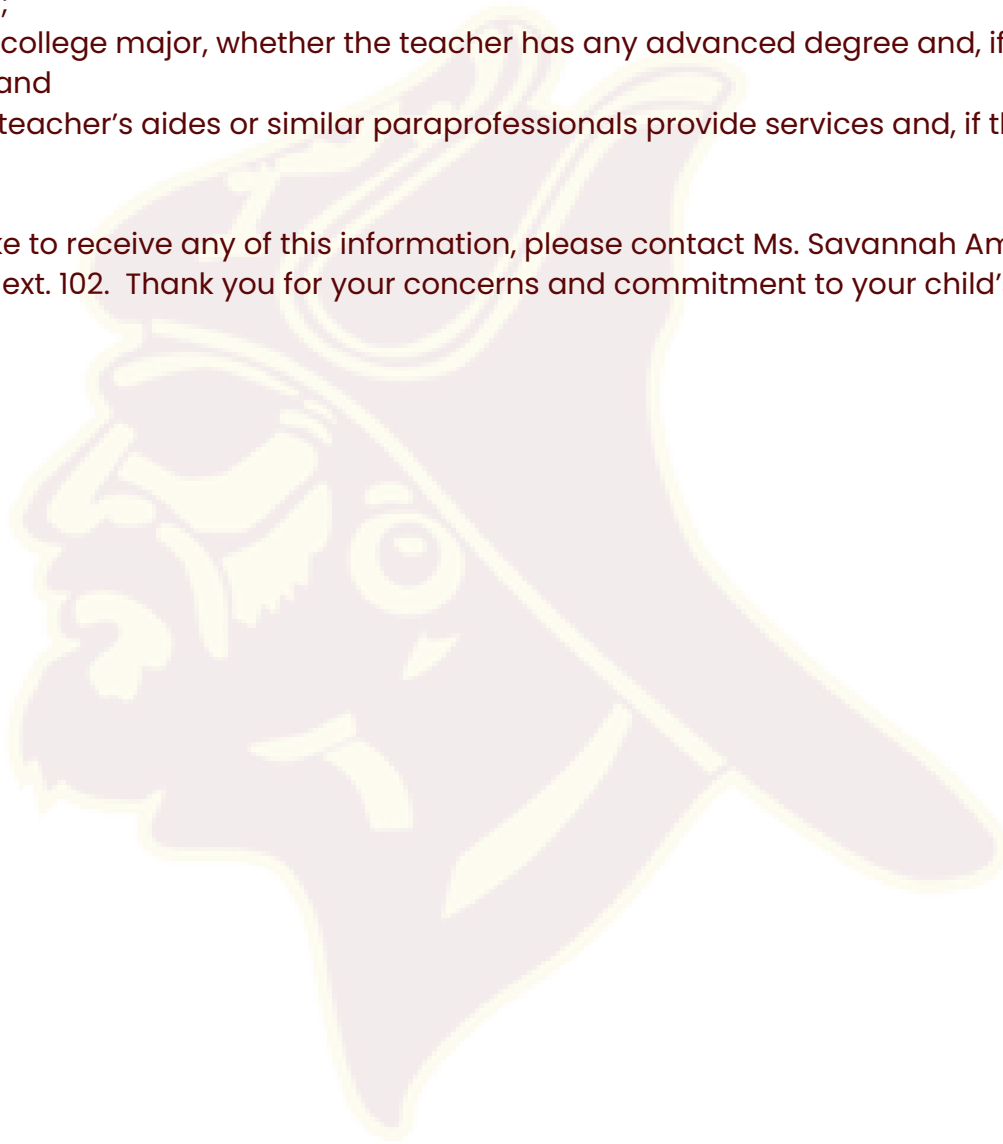
RIGHT TO KNOW

PARENTS RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a Chartiers-Houston School District student, you have a right to know the professional qualifications of the classroom teacher that instructs your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teachers college major, whether the teacher has any advanced degree and, if so, the subject of the degree: and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact Ms. Savannah Ammons at (724)746-1400 ext. 102. Thank you for your concerns and commitment to your child's education.



HOMELESS ASSISTANCE ACT

Dear Parents and Guardians:

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA). Chartiers-Houston IS is attempting to identify all children within the district that maybe experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings,
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact building administration.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

Sincerely,

Dr. Gary Peiffer
Superintendent

TITLE I

Title I Parent-School Compact

2026-2027

The Allison Park Elementary School and the parents/guardians of the students participating in the activities, services and programs funded by Title I, of the Elementary and Secondary Education Act agree that this policy outlines how parents, the entire school staff and the students will share the responsibility for improved academic achievement and the means by which the school, parents, and families will build and develop a partnership that will help children achieve the state's high standards.

Allison Park Elementary School Responsibilities

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enable the participating children to meet the state's student academic achievement standards
2. Accommodate students' learning styles by using a variety of instructional methods
3. Flexible grouping (RTII) movement and instruction driven by test data, as well as provide small group instruction for students if needed
4. Provide parents/guardians with frequent reports of their child's progress: progress reports every 4.5 weeks, report cards every 9 weeks, and Parent Teacher conferences after the 1st nine weeks in grades 1-6.
5. Staff may be contacted by phone, email, or notes in the agenda or take home folders.
6. Provide Parent and Family Engagement Nights to encourage partnering for student success.

Parent/Guardian Responsibilities

Parents/Guardians who participate in their child's education will help his/her attitude and achievement.

1. Provide a quiet home environment and schedule time for my child to read and complete school work.
2. Ensure my child has good attendance and arrives at school on time and ready to learn.
3. Ensure my child reads for at least _____ minutes a day and works toward a goal for Accelerated Reader points.
4. Communicate with my child's teachers any concerns I may have.
5. Attend Open House, Parent Conferences, and Special Events.

PARENT/GUARDIAN'S SIGNATURE

Student Responsibilities

Students will share the responsibility to improve their academic achievement and achieve the state's high standards.

1. Be safe, responsible, and respectful.
2. Have good attendance and come to school every day ready to learn.
3. Complete all homework and classroom assignments on time and to the best of my ability.
4. Read every night for a minimum of _____ minutes.
5. Ask my teacher questions when I don't understand something.

STUDENT SIGNATURE

TITLE I

TITLE I COMPLAINT RESOLUTION POLICY

Introduction

The No Child Left Behind Act of 2001 (NCLB) legislation requires State Educational Agencies (SEAs) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” In accordance with this legislative requirement, the Pennsylvania Department of Education (PDE) has also required Local Educational Agencies (LEAs) to adopt written procedures for resolving complaints filed.

Definition

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

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

Complaint Resolution Procedures

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

Chartiers Houston School District
Administrative Office
2020 West Pike Street
Houston, PA 15342

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

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

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

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

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

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

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

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

PERMISSION FORMS

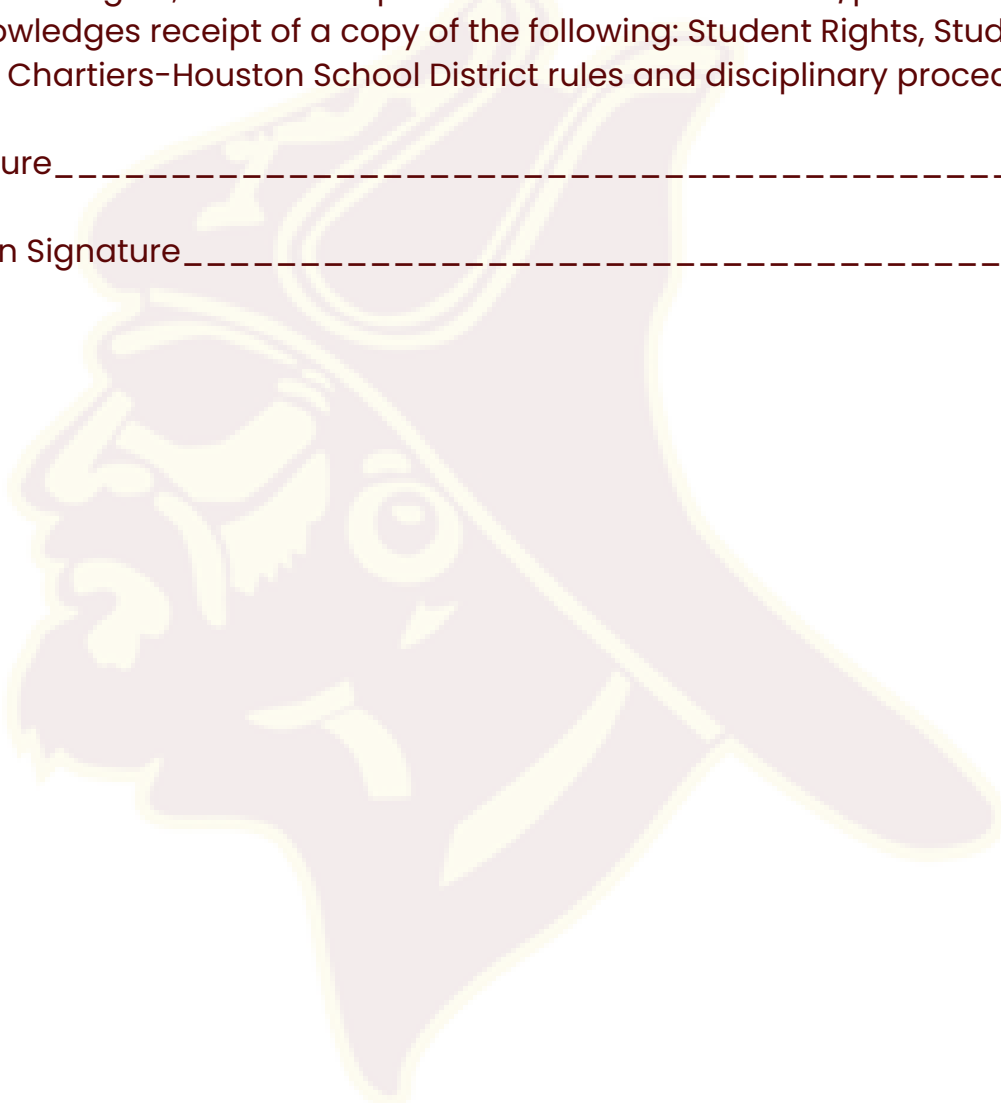
Welcome to the 2026-2027 school year. We have worked hard and planned all summer in anticipation of beginning an exciting and rewarding year with your child. In order to ensure a successful year, we need your continual help and support in establishing guidelines that will direct our action throughout the course of your child's educational experience.

DISTRIBUTION OF RIGHTS AND RESPONSIBILITIES

The Pennsylvania School Code – Chapter 12 requires that each school district secure and maintain documentation that all students and their parents/ guardians have been informed of Student Rights, Student Responsibilities and school rules/procedures. Your signature acknowledges receipt of a copy of the following: Student Rights, Student Responsibilities, Chartiers-Houston School District rules and disciplinary procedures.

Students Signature_____

Parent/Guardian Signature_____



PERMISSION FORMS

CHARTIERS-HOUSTON SCHOOL DISTRICT
STUDENT PHOTO RELEASE FORM (K-6)
School Year: 2026-2027

Dear Parent/Guardian,

The Chartiers-Houston School District may photograph your child during school activities, events, or classroom learning for purposes that may include:

- District social media accounts
- School newsletters and district website
- Yearbook

In accordance with Pennsylvania law and district policy, we require your consent before using your child's image. Please review the release options below, check one of the boxes and return this signed form to your child's teacher.

☐

YES, I give permission

I authorize Chartiers-Houston School District to photograph my child and to use these materials for educational purposes for the district social media accounts, school newsletters, district website and yearbook.

☐

YES, I give permission

I authorize Chartiers-Houston School District to photograph my child and to use these materials for educational purposes for the district yearbook only.

☐

NO, I do not give permission

I do not authorize Chartiers-Houston School District to photograph my child and to use these materials for educational purposes for the district social media accounts, school newsletters, district website and yearbook.

Student Name: _____

Grade: _____ Teacher: _____

Parent/Guardian Name (Print): _____

Signature: _____

Date: _____

If your preference changes at any time during the year, please notify the school in writing. This form will be kept on file in the main office.

PERMISSION FORMS

PERMISSION TO USE THE INTERNET/DISTRICT NETWORK

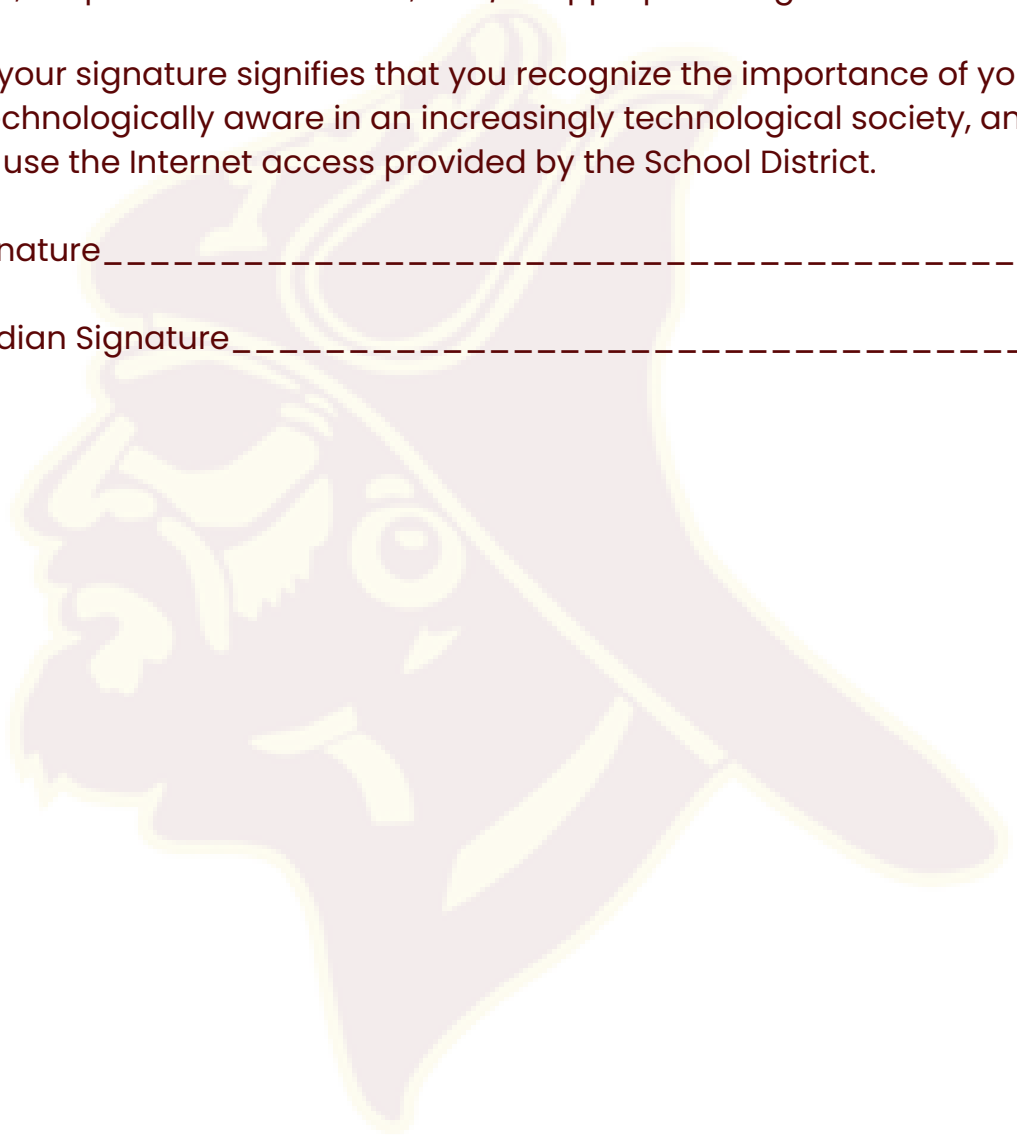
The use of the Internet plays a vital role in today’s educational setting. However, with these advances in technology, some risks are incurred. The Chartiers-Houston School District will use its best efforts to block inappropriate access and limit use only to those areas that are age appropriate and of educational value. The handbook you received contains the Chartiers-Houston Responsible Use Guidelines for Users.

As a student, your signature signifies that you have read, understand, and will accept and abide by the guidelines. Any violation of these provisions will result in your loss of use privileges, suspension from school, and/or appropriate legal action.

As a parent, your signature signifies that you recognize the importance of your child becoming technologically aware in an increasingly technological society, and permit your child to use the Internet access provided by the School District.

Students Signature_____

Parent/Guardian Signature_____



PERMISSION FORMS

Public Notice

DIRECTORY INFORMATION: Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information may include, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports, height and weight of members of an athletic team, degrees, honors and awards received, and the most recent educational agency or institution attended.

Directory information does not include a student's social security number or student ID number.

The District shall give public notice of such designation and of the right of parents or guardians to opt out of disclosure of such information.

Student's Signature _____

Parent Signature _____

Students Name _____
(please print)

Mailing Address _____

Date _____

Grade _____

Homeroom _____

PERMISSION FORMS

**CHARTIERS-HOUSTON SCHOOL DISTRICT
STUDENT PHOTO RELEASE FORM (K-6)
School Year: 2026-2027**

Dear Parent/Guardian, The Charters-Houston School District may photograph your child during school activities, events, or classroom learning for purposes that may include: - District social media accounts - School newsletters and district website - Yearbook In accordance with Pennsylvania law and district policy, we require your consent before using your child's image.

Please review the release options below, check one of the boxes and return this signed form to your child's teacher.

YES, I give permission

☐

I authorize Charters-Houston School District to photograph my child and to use these materials for educational purposes for the district social media accounts, school newsletters, district website and yearbook.

NO, I do not give permission

☐

I do not authorize Charters-Houston School District to photograph my child and to use these materials for educational purposes for the district social media accounts, school newsletters, district website and yearbook.

Student Name: _____

Grade: _____ **Teacher:** _____

Parent/Guardian Name (Print): _____

Signature: _____

Date: _____

If your preference changes at any time during the year, please notify the school in writing. This form will be kept on file in the main office.

ALLISON PARK ELEMENTARY



OUR CONTACT



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