



2011-12 Elementary Parent/Student Handbook



Educating for Success, Inspiring Excellence

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Mission Statement: Through the collaborative efforts of students, staff, parents and the community, the Parkland School District mission is to empower each learner to be a meaningful contributor in a dynamic global society.

School Attendance Policies

School Hours

Grades 1-5	8:50 AM – 3:30 PM
Morning Kindergarten	8:50 AM – 11:35 AM
Afternoon Kindergarten	12:45 PM – 3:30 PM

Arrival Time at School

Elementary students should not arrive and will not be permitted to enter the school building prior to 8:35 AM.

Since there is no early morning supervision available for your child on the playground or in the school building, the school district cannot assume responsibility for the care of your child prior to 8:35 AM.

Modified Kindergarten

The Parkland School District will utilize a modified kindergarten schedule when there is a two-hour weather delay. Morning kindergarten will begin at 10:50 AM and dismiss at 12:35 PM. Afternoon kindergarten will begin 1:45 PM and dismiss at 3:30 PM. This schedule will permit greater equalization of instructional time for both sessions of kindergarten.

Early Dismissals

During the school year a number of early-dismissal workshops are scheduled to provide staff members with time to discuss and develop the curriculum. See the Parkland Activities Calendar for dates and times of dismissals.

On these dates, all students in grades 1-5 will be dismissed at 1:45 PM. Kindergarten sessions will follow an abbreviated schedule as follows:

Morning:	8:50 AM – 10:50 AM
Afternoon:	11:45 AM – 1:45 PM

Closing the School In Emergencies

Instances may occur due to weather or other emergencies when it will be necessary to close the school. When any emergency necessitates the cancellation or early closing of school, we will utilize the district's rapid notification system which calls and e-mails all parents that have opted into the system at the beginning of the school year or during the new student registration process. Information will also be posted immediately to the District's web site at www.parklandsd.org. We will also notify local radio and tv stations and request that they air the appropriate information as soon as possible. Due to the number of students in each school and the many incoming calls that are common when there is an emergency closing, parents are urged to opt into the rapid notification system as well as develop a contingency plan, which will provide accommodations for any child in the event of cancellation, early dismissal, or late starting times due to emergencies or inclement weather.

Absences of Pupils

It is very important that ALL PUPILS, kindergarten through grade 5, attend school regularly and be at bus stops on time. When tardiness is frequent, parents will be notified.

State law requires a written parental report stating the reason for a pupil's absence from school.

Parents are asked to telephone the school Absentee Line before 9:00 AM (1:15 PM for PM Kindergarten) on the day of their child's absence stating the reason for the absence. If no call is made to the school, the office will attempt to notify the parent or guardian. A note can be sent to the office prior to the absence. If this is done, there is no need to telephone the Absentee Line.

After three (3) days of absence the school nurse, principal, or school secretary may call the home to inquire about the reason for the absence.

After ten (10) days of absence from school in any one (1) school term, a physician's certificate of illness may be required for any or all additional days of absence from the parent(s)/guardian(s) of a student. Any absence not so certified by a physician's certificate of illness may be declared unexcused/illegal, and all the penalties of this policy shall be applicable.

Attendance Coding Guidelines

Late Arrival

1. Students who arrive late will be marked TARDY until 11:00 AM.
2. Students who arrive between 11:00 AM and 1:20 PM will receive a HALF-DAY ABSENCE.
3. Students who arrive after 1:20 PM will receive a FULL-DAY ABSENCE.

Leaving Early

1. Students who leave between 11:20 AM and 1:20 PM will receive a HALF-DAY ABSENCE.
2. Students who leave before 11:00 AM will receive a FULL-DAY ABSENCE.

3. Students who leave after 1:20 PM will not accumulate any absence.

Physician's Excuse Requirement

After a number of days of absence from school in any one school term, which is judged by the administrator to be excessive, a physician's certificate of illness may be required for any student covered by the Compulsory Attendance Law. Any absence not so certified by a physician's certificate of illness may be declared "unexcused/illegal" and all the penalties of this code made effective.

Excused Absences

1. Illness
2. Quarantine
3. Death in the family

Unexcused Absences

Absences that are not due to sickness or other emergency are classified as illegal. Three (3) illegal absences are cause for court action on the part of the school.

Dental & Doctor's Appointments

Students and parents are to be discouraged from scheduling these appointments during school hours. If an appointment is absolutely necessary on school time, the student should present a doctor's note listing time spent in the office for the appointment upon entry to school.

Emergency Permits

From time to time, unusual circumstances may occur which require that the student be excused for a portion of a school day, a full day, or days.

If the situation involves a full day or more of school and is known in advance, the parent should complete the Vacation/Emergency Form prior to the student's absence with a full explanation of the nature of the absence.

If only a fraction of a day is involved, the parent should send a signed explanation to school prior to the absence and should sign the attendance log in the office before leaving with the students. If the student will be returning later that day, the parent should sign the student back in on the attendance log.

If an emergency situation arises suddenly, parents should attempt to notify the school if possible.

The following reasons constitute an emergency situation:

1. Illness in the immediate family
2. Court appearances
3. Funerals
4. College visitation
5. Graduation ceremonies of a member of the immediate family
6. Dental and doctors appointment
7. Other reasons at the discretion of the administration

Vacations

Vacations taken during the school year are not encouraged. However, when vacations are planned, the principal should receive a completed Vacation/Emergency Form from the parents **at least one week before the leaving date**. This allows time to inform teachers and to organize their expectations of missed school work.

Student Promotion

A student will be promoted to the next grade level when he/she has successfully completed the requirements of planned instruction in the current grade. This may include demonstrated proficiency on individual and/or group projects, written assessments and oral presentations, to name a few.

Student Responsibilities & Community Policies

Student Responsibilities

The normal responsibilities for a student at Parkland elementary schools include regular school attendance, conscientious effort in classroom work, and conformance to school rules/regulations. Most of all, students, along with administration and faculty, share the responsibility of developing a climate within the school, which is conducive to wholesome learning and living. No student has the right to interfere with the education of another student. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others involved in the educational process. Students must express their own ideas and opinions in a respectful manner. It shall be the responsibility of the student to conform with the following:

1. Be aware of all policies, rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption of the educational process.
4. Assist the school staff in operating a safe school for all students enrolled.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities and equipment.
7. Attend school daily and be on time for all classes and other school functions.
8. Make up work when legally absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications. Deliberate and/or repeated disregard for or violation of any of these student responsibilities may be cause for a student to be excluded from school in accordance with provisions of the Code for Student Conduct and Board policy.

Act 26 Possession or Use of Weapons in School

The possession or use of a weapon on the premises and/or property of the Parkland School District is prohibited both by policy and state law (Act 26 of 1995). A violation of the weapons' policy and Act 26 may result in expulsion from the Parkland School District for a period of not less than one year at the discretion of the superintendent.

It is absolutely imperative that parents discuss this information with their children. All of the following are considered weapons:

Knife (any type), cutting instrument and/or tool, nunchaku, firearm, shotgun, rifle, knuckles, chains, clubs, and throwing stars. Articles that are designated for other purposes, but which are used to inflict bodily harm and/or intimidate other persons, are also prohibited. These articles may include matches, lighters, belts, scissors, files, etc.

In the past, elementary aged students have been known to bring objects to school that fascinate them or possess a special meaning. Any object that may be considered in the category of a weapon must be left at home.

We ask that you take a moment to discuss this important Act with your child. With your help, we will continue to provide a physically safe and secure environment for all of our students.

Act 145 Possession of Tobacco

On December 4 1996, Governor Ridge signed into law Act 145 which became effective February 3, 1997. This law, The Tobacco Control Act, now defines possession of tobacco as a summary offense violation. Therefore, in compliance with Act 145, students who possess or use tobacco commit a summary offense and as a result, will be subject to \$50.00 fine plus court costs as determined by the District Magistrate.

Act 145 of 1996 Section 6306.1 USE OF TOBACCO IN SCHOOLS PROHIBITED

(A) Offense defined – A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.

(B) Disposition – A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall upon conviction, be sentenced to pay a fine of not more than \$50.00 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to adjudication alternative as authorized under 24 PA. C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

(C) Nature of Offense – A summary offense under this section shall not be a criminal offense of record and shall not be placed on the criminal record of the offending school-age person if any such record exists.

(D) Definitions – As used in this section, the following word and phrases shall have the meanings given to them in this subsection:

“Pupil” A person between the ages of 6 and 21 years who is enrolled in school.

“School” A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with A the Act of March 10, 1949 (P.L. 30, No. 14), known as the Public School code of 1949, including area career and technical schools and intermediate units.

“Tobacco” A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

Threats

The Parkland School District recognizes the importance and responsibility of providing an environment safe from threatening and violent behavior. To this end, any student that makes threats orally, electronically, or in writing against any other member of the school community may be suspended from school and may be required to have psychological or psychiatric clearance prior to return.

School Security

Each school is equipped with a camera security system. Visitors are to enter the school through the main entrance. When arriving at the main entrance, please press the buzzer button “gently” and the building secretary will unlock the door. Visitors are required to report to the main office upon admittance.

Parents who come to school in the evening hours to pick up books and homework should come to that section of the building being occupied by Y-Care. Upon providing identification to a member of our evening staff, they will then be escorted to and from the classroom by that person. At 6:00 PM upon Y-Care leaving for the day, the building will be totally secured.

Access to the gym and other areas of the building for evening activities will have doors opened 15 minutes prior to the scheduled start of the activity. The remainder of the building must be secured with gates and/or locked doors.

Visitors

All visitors are to report to the school office before going to any other part of the building. Strangers in the building will be asked if assistance is needed and then directed to the office. In no case should a parent take a child from the school without signing the “check out form” in the office.

School Community Relations

The principal and the parents plan activities and programs for the good of the school and the community. You are invited to become an active member of organized school associations. Notices announcing the activities, as well as a schedule of meetings, will be sent by these organizations. A Parkland School District Activities Calendar, which details all school/district functions, is given to each student at the start of the school year and also appears with updates online.

School Volunteer Program

The School Volunteer Program (SVP) is an organization of concerned and dedicated persons who work regularly, as volunteers in school, under the direction of the principal and teachers. Volunteers offer special services and skills, as needed to enrich the school program and support the efforts of professional personnel.

The primary reason for the SVP is to increase learning opportunities for all students by providing assistance to professional staff and children in the educational process.

The SVP will allow teachers to perform the professional functions for which they are uniquely qualified by training and experience. These functions include analyzing and diagnosing the learning needs of the pupils and planning and creating an atmosphere conducive to learning in the classroom.

Volunteers may assist the teacher in or outside the classroom. They may also assist individual children or groups, using materials and techniques chosen by and designed by the teacher.

The SVP is not a replacement or substitute for professional staff, but adds new dimensions to the learning opportunities of all children.

Objectives of the School Volunteer Program are:

1. To provide increased learning opportunities for all students in the education process.
2. To provide the professional staff with much needed assistance in the performance of their duties.
3. To bring human resources of the community into the schools.
4. To develop a school/community partnership with the common purpose of educating children.

If interested in this volunteer program, please contact the school office or the PTO.

Textbooks

Textbooks are the property of the Parkland School District. Students are responsible for any damaged or lost books. As a result, there may be a cost for repair or replacement of books.

Student Policies & Services

Philosophy of Homework

The Parkland School District believes that homework is an essential and integral part of every student's total education program. Through homework, classroom instructions are reinforced, high expectations are supported, students are motivated toward self-direction and the relationship of the school and home in the learning process is strengthened. Accordingly, classroom teachers will require assigned homework based upon the objectives and guidelines which follow:

1. To serve as an extension of the learning process.
2. To reinforce skills taught through practical application.
3. To improve study skills and work habits.
4. To develop self-discipline and a sense of responsibility.
5. To enhance home-school communication by providing the parents with the opportunity to monitor their child's progress on a regular basis.

Homework Guidelines for Elementary Teachers

1. Instruct students at the beginning of the year regarding the importance homework will have on their understanding of the subject matter.
2. Inform students how homework will be used in the determination of their grades.
3. Generally homework should be assigned every day. Approximate length of daily assignments: Grade 1 – 10 minutes, Grade 2 – 20 minutes, Grade 3 – 30 minutes, Grade 4 – 40 minutes, Grade 5 – 50 minutes.
4. Homework assigned on weekends or holidays will not exceed the approximate amount of homework indicated for a weekday.
5. Make assignments clear, meaningful, relevant and without unnecessary repetition/busy work.
6. Students should have been taught the necessary skills to accomplish the assignment independently.
7. Consideration should be given to the availability and accessibility of materials necessary to complete an assignment.
8. Assignments should require a reasonable length of time to complete, keeping in mind that students have other subject responsibility and outside activities.
9. Homework should not be punitive.
10. Make assignments in such a manner as to discourage copying or plagiarizing.
11. Review or check homework assignments in an appropriate manner to assure that all understood the assignment.

Health Program

Our school district personnel include certified school nurses and health room paraprofessionals. The goal of the school health service program is to assist in maintaining and improving the health of our students. This goal is partially accomplished through the various health screening tests conducted by the school district nurses as mandated by the Pennsylvania Department of Health.

Vision	Annually
Hearing	Kindergarten, 1, 2, 3 and new students, as well as students with previous hearing problems
Growth	Annually (Height, Weight, BMI)
Physical	K, 6, 11
Dental	K, 3, 7

New students are also required to have a physical and dental examination.

Regular school attendance is expected. However, if the student is ill, he or she should not be permitted to attend school. Please **do not** send your child to school in the morning **IF**:

- a. a fever of 100 degrees or more has been present within the last 24 hours.
- b. vomiting or diarrhea has been present within the last 24 hours.
- c. there is evidence of a severe head cold, persistent cough or severe sore throat.
- d. there is evidence of a suspicious skin rash or other contagious condition.

The school should be notified if your child has a contagious disease including chickenpox, pink-eye, impetigo, or pediculous (head lice).

When an illness is serious enough to warrant the administration of medication, the parent or guardian should attempt to administer the medication before or after school hours. If it becomes necessary to administer medication during school hours, parents/guardians are required to complete the appropriate authorization forms provided by the school nurse. Please note that all prescribed controlled substances, such as Ritalin, must be brought in to school by the parent or parent designee.

The medication must be provided to the school in the original sealed container and must be labeled with:

- a. the child's name and grade
- b. the name of the medication
- c. the amount of the medication to be taken
- d. the time the child is to take the medication

It is the parent's responsibility to assure an adequate supply of medication in the Health Room. Any changes in the dosage or time of administration require new forms to be completed by the parent and/or physician. If prescribed medication is required on any field trip, it is the parents' responsibility to personally notify the school nurse before each trip so that arrangements can be made to comply with the request.

Cafeteria & Menus

The cafeteria accommodates all the children from grades 1-5. National School Lunch Regulations prohibit substituting juice for milk without a statement from the doctor. A new statement from your child's doctor must be submitted to the school nurse each school year. If your child is allergic to milk, please indicate what kind of drink is recommended as a substitute. Only lowfat milk is available to students for purchase in the cafeteria.

The Cafetrac Cafeteria System is used in the school cafeteria. Each student will have an account that is accessed by a Cafetrac credit card. Parents deposit money into a child's account by sending it directly to the school cafeteria. Checks should be made payable to "Parkland School District Cafetrac Account". Each time a child buys from the cafeteria, the account is debited.

Menus are distributed monthly to students. Students may also choose to bring a home-packed lunch.

Free and Reduced Meals

Title 1 is one of the largest federal aid programs for elementary and secondary schools. School districts utilize Title 1 funds to pay for educational services and materials for students. Qualification for Title 1 funds and extra educational services are proportionately connected to the National School Lunch Program. Applications to be enrolled into this program may be mailed and or picked up from any of the district buildings as well as downloaded from the Parkland School District Website.

Gifted Classes

The Parkland School District recognizes its obligation to provide programs for its gifted students. Each school provides qualified students with weekly instruction by a teacher trained to work with these students.

Special Education Services

Each of our elementary schools provides special education services for students. The students receiving special education have been identified as exceptional under the PA Special Education Regulations and Standards through a multidisciplinary team evaluation.

The services are provided within the regular education classroom to the maximum extent appropriate to the individual student's needs. If a parent has a concern regarding their child's progress, they may initiate a request for evaluation to determine if the child is exceptional and in need of special education.

Response to Intervention & Instruction

The elementary schedule allows for a daily intervention and enrichment block of time that gives struggling students a chance to practice concepts and gives other

students instructional opportunities designed to promote problem solving and higher order thinking. The new schedule allows for all students within a grade to attend “specials” together such as art, music, gym and library and in turn, gives teachers across a grade level to have some common planning and collaboration time.

Physical Education Requirements

All students are required to participate in physical education classes. If your child is not able to participate fully in gym class because of illness or injury, please provide a written excuse from a physician outlining the reason for not participating. Restrictions to physical activity in gym class will also apply to recess activities. Proper attire for gym class includes comfortable clothing and sneakers.

Fine Arts Program

Students in grades 1 through 5 will experience district-wide programs in dance, dramatics, art, instrumental music, and additional performing arts. Word of these pupil experiences in Fine Arts will be sent home prior to each field trip.

Reporting Pupil Progress

Parent conferences for grades K-5 will be held during November and April. Students in grades 1-5 will be dismissed each day at 1:45 p.m. during parent conferences. Kindergarten sessions during conferences will follow an abbreviated schedule as follows: Morning: 9:00 AM – 11:00 AM, Afternoon: 12:00 PM – 1:45 PM.

Conference Requests

Please call or send a note at least a day before an appointment for an individual conference is desired. No unscheduled parent conferences shall be held during the instructional day.

Parents are urged to keep informed about all phases of the school program by accepting invitations to visit the classrooms and meet with teachers on occasions such as parent conferences, classroom plays and demonstrations, Parent Visitation Days and others.

Request For A Specific Assignment

Each year, principals receive numerous written and verbal requests from parents to have their child placed in a specific assignment. Unfortunately, it is not always possible to honor such requests.

Consideration will be given to requests that have serious educational, academic and social factors. Parents having a unique placement concern are invited to share their concerns in writing with the principal by May 15th. Please be advised that it is not possible for principals to provide individual responses to these requests.

General Policies

Pupil Dress

Children of elementary school age are becoming more conscious of the styles and trends of modern grooming and attire. However, some of the new styles and trends are not appropriate for the types of activities and learning experienced that take place in an elementary classroom.

In order to prevent a situation which could cause embarrassment on the part of students, every effort should be made to see that good grooming habits are followed and that suitable attire is worn to school. When a student's appearance is felt to be detrimental, a parent-administrator conference may be arranged. It has been our experience that good behavior and academic success normally accompanies good grooming.

On days that the student has physical education, sneakers should be worn.

Health & Safety Guidelines

1. A student should not walk to school unless designated as a "walker."
2. Students are not permitted to ride bicycles to school.
3. Weather permitting; the students go outside for recess in conjunction with their lunch each day. Therefore, they should be dressed appropriately for the existing weather conditions.
4. Students are expected to go out for recess each day.
5. Parents are **not permitted to send medication** with their child to be administered during school hours.
6. Students who are allergic to milk must bring a note from a physician so that orange drink can be provided, if desired.
7. In the interest of safety, sandals, "clogs" and flip flops are not recommended.
8. Parents transporting students after school should not park on bus loading zones or beckon children to cross busy highways or parking lot areas. For the safety of everyone, please meet your children at the place designated by the school principal.

Bullying Policy

The Board is committed to providing a safe and positive learning environment for all 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 any types of bullying by district students.

Definition of Bullying

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students that is severe, persistence or pervasive and has the effect of doing any of the following

- *Substantial interference with a student's education
- *Creation of a threatening environment
- *Substantial disruption of the orderly operation of the school

School setting means in the school, on school grounds, in school vehicles, at a designed bus stop, with the use of school issued equipment, or at any activity sponsored, supervised or sanctioned by the school.

Due Process and Discipline

The building principal shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the Board and to the student's due process right to notice, hearing and appeal. Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Change of Address and Phone

Please notify the school office **immediately** of any change in a pupil's address or telephone number. Emergency numbers should be continuously updated as necessary.

Lost & Found

Please label all the children's clothing and possessions to expedite locating lost articles. Check with the school secretary to claim lost articles.

Withdrawals

When withdrawing a child from school, the parent should notify the school secretary in advance so that a transfer card can be prepared for the new district. The pupil who transfers to another district must return all textbooks; equipment and library books before a transfer card and immunization form are issued. The card is then to be presented to the school officials in the new district. By returning part of the transfer card the new district will receive the necessary records, thus making the transfer complete.

Electronic Device Use

There is no public telephone in any of our elementary buildings. Therefore, telephone calls by the pupils are not permitted unless permission is given. Students may not use classroom telephones without specific permission from the teacher. Students may not use cell phones to make phone calls or text message during school hours.

We understand that some parents are concerned about emergency situations and feel that it is necessary for their child to have a cell phone available. While we discourage the possession of a cell phone in school, it is permissible if the parent writes permission for the child to carry it. The cell phone must be turned off and kept in the child's backpack. It is not to be used during the school day for any purpose including making or taking phone calls, pictures, or text messages. Electronic devices such as video games, , ipods, etc. are not allowed to be used during the school day. Parkland School District is not responsible for any damage, lost or stolen items. Thank you for your help in monitoring the use of this equipment.

Photographs

Individual photographs are taken of children each year as a service to parents. Photographs are made available at a cost basis and purchase of these pictures is voluntary. Notices are sent home prior to the date on which pictures will be taken.

Insurance

A school-endorsed insurance policy is available. This policy covers medical expenses from accidents that may occur both in school and traveling to and from school. Two plans are available: regular school-hour coverage and 24-hour coverage. Announcements concerning this accident policy are made at the beginning of the school year.

Car Pooling

Children will not be permitted to car pool without written permission from the custodial parent. Children will not be allowed to leave the building with anyone other than the parent, unless written permission to do so is sent to the office by the custodial parent.

Internet, Electronic Communications and Information Systems

This policy is very detailed and is influenced by the latest court rulings. The policy can be found on the school district website. Below you will find an overview of the policy. We do emphasize that reading this overview is not a substitute for reading the complete policy. You may access the complete policy at the following web address: http://www.psba.org/districts_policies/p/446/POLPARK815.pdf.

SUMMARY of POLICY #815

Parkland School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems Policy consists of six sections: Purpose, Definitions, Authority, Responsibility, Delegation of Responsibility, and Guidelines.

1. Purpose

The Parkland School District provides employees, students, and guests with access to the school district's electronic communication systems and network. Access is provided to users if there is a specific school district-related purpose to access information and research; to collaborate; to facilitate learning and teaching; and to foster the educational purpose and mission of the school district. Incidental personal use of the school computers is permitted for employees as long as such use does not interfere with the employee's job, duties and performance, with system operations, or with other system users. Students may only use the systems for educational purposes. Users may not use their personal computers to access the School District's intranet, Internet, or any other CIS system unless approved by the Director of Information Systems and/or designee, and/or authorized as part of the School District's services for users.

2. Definitions

This section defines many of the terms used in the policy. For example: the term "computer" is broadly used to include various hardware devices, software or other technologies whether district owned or personally owned that is used on school district premises or accessing our network.

3. Authority

Access to the district's information systems is a privilege, not a right. All resources, user accounts, and information are the property of the school district. Users have no privacy expectation in their use of the system. The school district reserves the right to monitor, track, log, and access system use to monitor and allocate space. Parkland School District reserves the right to restrict or deny access to prevent unauthorized, inappropriate or illegal activity, or to refer to legal authorities if such violations deem necessary.

4. Responsibility

Because of the nature of the technology that allows the Internet to operate, Parkland School District cannot completely block access to inappropriate materials. Users must be capable and able to use Parkland's systems and software relevant to their responsibilities and must practice proper etiquette, ethics, and agree to the requirements of this policy.

5. Delegation of Responsibility

The Director of Information Systems and/or designee will serve as the coordinator to oversee the Parkland School District's information systems including the training, setting up of accounts, approval of activities, etc. Student access to the Parkland School District network shall be supervised by the professional staff. Administrators, teachers, and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources.

6. Guidelines

The Guidelines section is the largest part of the policy and broken down into the following categories:

Access to the systems: User accounts will only be used by the owner of the account for authorized purposes. The AUP and other district policies will govern the use of the information systems. Access to all data on, taken from, or compiled using Parkland School District computers is subject to inspection and discipline. Parental Notification and Responsibility: Parkland School District will notify parents about the district's information systems and the policies governing their use. Parkland will encourage parents to specify to their children what material is and is not acceptable for their children to access through the school district's system. School District Limitation of Liability: Parkland School District makes no warranties of any kind. In no event shall the district be liable to the enduser for any damages whether direct, indirect, special or consequential, arising out of the use of the system.

Prohibitions: The use of Parkland School District's systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Students are prohibited from visually possessing and using their personal computers, as defined in this policy, on school district premises or at PSD events unless expressed permission has been granted by Director of Information Systems/ designee. The student will then be supervised in its use.

General Prohibitions: Includes a long list of prohibitions that deal with user behavior and inappropriate and/or illegal activities.

Access and Security Prohibitions: This list of prohibitions addresses the security of Parkland's network and the security of information on our network.

Operational Prohibitions: Prohibits activities that could disrupt services or equipment on our network.

Content Guidelines: Content published on our systems should not reveal personally identifiable information of students and should not contain, or point to, objectionable material. Published electronic communication must conform to Parkland School District policies.

Due Process: Parkland School District will cooperate with our ISP rules, local, state, and federal officials to the extent legally required in investigations relating to any illegal activities conducted through PSD systems. Due process rights will not be violated.

Search and Seizure: Parkland School District reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails at any time for any reason. Users should not have the expectation of privacy in their use of PSD systems. Further, PSD reserves the right, but not the obligation, to legally access any personal technology device of students and employees brought onto the school district's property or at school district events containing school district programs or student data (including images, files, etc.) to insure compliance with this policy and other school district policies, to protect school district resources, to obtain information/data that the school district reasonably believes involves criminal activity. 6. Guidelines
The Guidelines section is the largest part of the policy and broken down into the following categories:

Copyright Infringement and Plagiarism: Parkland School District does not permit illegal acts pertaining to the copyright law. Any user violating the copyright law does so at their own risk and assumes all liability.

Selection of Material: School district policies on the selection of materials will govern use of Parkland's information systems. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives.

School District Web Site: Publishers must comply with Parkland School District's policies when submitting content to the school district website.

Blogging: Employees and students who create a blog may not violate the privacy rights of employees and students, may not use school district personal and private information/data, images and copyrighted material in their blog, and may not disrupt the school district.

Safety and Privacy: To the extent legally required, Parkland School District users will be protected from harassment or commercially unsolicited electronic communication. Users may not disclose, use or disseminate confidential or personal information about students or employees.

Consequences for Inappropriate, Unauthorized and Illegal Use: General rules for behavior, ethics, and communications apply when using the systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy may result in disciplinary actions. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from negligent deliberate acts and for incidental or unintended damage related to lost or stolen computers or other equipment.

District School Bus Policies

District School Bus Regulations

At the Bus Stop

1. Be on time, but no earlier than five (5) minutes.
2. Respect the rights of property owners in the vicinity.
3. Form a single line when bus is approaching. There shall be no pushing at any time.
4. Parents are responsible for the behavior of their children before the bus arrives.

On The Bus

District Policy – Safety, while riding the school bus is a responsibility which must be shared by all concerned – parents, students, and school officials. Parents must reinforce, with their children, the need to obey the rules. Students must obey all the regulations and encourage “would-be” violators to do the same. School officials must adopt and enforce fair and reasonable rules of behavior.

The following regulations apply to anyone being transported to the Parkland School District for regular school runs during the normal school hours or extra-curricular trips. Students who violate these rules may be denied bus service. The Parkland School District’s primary objective is to provide safe bus service for its students.

The bus driver is in charge of the bus and students. It is the bus driver’s responsibility to report any incident to the appropriate school administrator as soon as possible, but within twenty-four (24) hours of the occurrence. School authorities reserve the right to assign students to specific seats on any or all buses when deemed necessary. All punishment for violations will be determined by the administration within a reasonable time.

Regulations - All persons transported by the Parkland School District shall not:

- (a) smoke, eat or drink on the bus
- (b) engage in scuffling, fighting or other unwarranted acts
- (c) use profane, foul or indecent language and/or gestures
- (d) use the emergency exit unless permitted to do so by the driver
- (e) tamper with the bus or any of its equipment
- (f) regulate windows unless permitted to do so by the driver
- (g) extend any part of their bodies out of the window
- (h) throw any object(s) on the bus or out the window
- (i) litter the floor or the seats of the bus
- (j) stand or walk when the bus is in motion
- (k) place any article in the aisles or in front of the emergency exit

- (l) carry or use any potentially dangerous object including, but not limited to knives, firearms, matches, lighters, fireworks, water guns, scissors, or other items deemed to be weapons
- (m) have in their possession electronic music devices, etc.
- (n) transport any animal
- (o) board or get off the bus at a bus stop other than their own unless given written permission by a school official
- (p) behave in any manner which would endanger the health, safety or welfare of the driver by distracting the driver from his/her responsibility to operate the bus in a safe manner

Bus Conduct Guidelines - The following are guidelines which will be used when dealing with students who violate safety regulations while riding the bus. In most circumstances, it is felt that a program of progressive disciplinary measures will be effective in correcting inappropriate bus conduct. Infractions of a serious nature, as determined by the principal, may result in application of any of the measures listed. Copies of the Bus Conduct reports will be mailed to parents.

FIRST INFRACTION

Warning to student and parent that further incidents could result in loss of bus privileges

SECOND INFRACTION

Warning to student and parent that the next incident will result in loss of privileges for 1 to 3 days

THIRD INFRACTION

Suspension of bus privileges for 1 to 3 days and information sent to student and parent that next incident will result in loss of bus privileges for 5 to 10 days

FOURTH INFRACTION

Suspension of bus privileges for 5 to 10 days and information sent to student and parent that if there is another incident, they will be invited to attend a meeting with the principal, bus driver and director of transportation to determine a course of action

FIFTH INFRACTION

Parent and student invited to attend a meeting with the principal, bus driver and director of transportation and suspension of bus privileges for 10 days or more; including possibility of bus privileges for the remainder of the school year

Withdrawal of school bus privileges does not relieve either the student or the parent of their responsibility insofar as the compulsory attendance laws apply. Absence from school for this reason will be considered an unexcused absence.

ACT 65 Unauthorized School Bus Entry

A person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime, disrupt or interfere with the driver, or refuses to leave the bus after being ordered to do so by the driver commits a misdemeanor of the third degree.

Student Services

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Parkland School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Parkland School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Parkland School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Parkland School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15 of the current school year.

Student Records Policy

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the building principal or director of student services a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent of eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or director of student services and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

The records of each student with an exceptionality (special education) are reviewed at the end of each school year. Information the district no longer deems necessary to provide appropriate programming is discarded. Parents may claim discarded records by contacting the director of student services (610-351-5555) prior to June 1 each school year. Copies are available at a cost of 10 cents per page. For information about those policies and procedures, about rights of confidentiality and access to educational records, as well as for further information on rights of parents and children, provision of services, evaluation and screening, you may contact in writing the Director of Student Services, 1210 Springhouse Road, Allentown, PA 18104, or any building principal.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information.

Programs for Special Needs Children

In compliance with state and federal law, notice is hereby given by the Parkland School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions: Autism; Deaf-blindness; Deafness; Emotional disturbance; Hearing impairment; Mental retardation; Multiple disabilities; Orthopedic impairment; Other health impairment; Specific learning disability; Speech or language impairment; Traumatic brain injury; Visual impairment; Mentally gifted.

If you believe that your school age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. Early intervention services are available for young children (age 3 to school age.) You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening should be made in writing to the Director of Student Services, 1210 Springhouse Road, Allentown, PA 18104.

Child Find

The school district engages in numerous public awareness activities to alert residents about procedures for accessing special education programs. Public awareness activities are included in the district activities calendar, the district newsletter, and the newspaper (2 times per year). In addition, flyers and brochures are given to each of the non-public schools within Parkland School District borders. The district also sends a letter to each family in non-public schools, making them aware of their ability to access evaluations for special education.

District Policy Regarding Non-Discrimination - Qualified Students with Disabilities

The board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

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

Accommodations for the Disabled

All ten district schools provide accessibility for the disabled. Parents of a disabled child should contact the director of student services, 610-351-5555, for inquiries regarding appropriate placement of their child. Disabled adults who wish to visit or utilize school facilities should contact the appropriate building principal for information. General questions regarding the accessibility of school facilities for disabled persons should be directed to the office of the assistant superintendent, at 610-351-5505.

Protected Handicapped

In compliance with state and federal law, the Parkland School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the director of student services at 610-351-5555.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

Parkland School District will notify you and obtain consent or allow you to opt your child out of participation in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (a.k.a. protected information surveys):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Parents/guardians may receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis

screenings, or any physical exam or screening permitted or required under State law
-Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Parents/guardians may inspect, upon request and before administration or use:

- Protected information surveys or students
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
- Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parkland School district will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parkland School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Parkland School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parkland School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Parkland Elementary School Listings

Cetronia

610-351-5860

FAX 610-351-5869

3635 Broadway

Allentown, PA 18104

James P. Giaquinto, Principal

Kernsville

610-351-5840

FAX 610-351-5849

5051 Kernsville Rd.

Orefield, PA 18069

Michael F. Gehringer, Principal

Fogesville

610-351-5800

FAX 610-351-5809

312 S. Route 100

Breinigsville, PA 18031

Brenda L. DeRenzo, Principal

Kratzer

610-351-5820

FAX 610-351-5829

2200 Huckleberry Rd.

Allentown, PA 18104

Karen M. Aulisio, Principal

Fred J. Jaindl

610-351-5880

FAX 610-351-5889

1051 Weilers Road

Breinigsville, PA 18031

Diana M. Schantz, Principal

Parkway Manor

610-351-5850

FAX 610-351-5859

768 Parkway Rd.

Allentown, PA 18104

Scott A. Bartman, Principal

Ironton

610-351-5810

FAX 610-351-5819

3135 Levans Road

Coplay, PA 18037

Lynette C. Smith, Principal

Schnecksville

610-351-5830

FAX 610-351-5839

4260 Sand Spring Rd.

Schnecksville, PA 18078

William C. Bowen, Principal