Plum Borough School District

Vision:
The vision of Plum Borough School District is to be a distinguished educational organization where well-rounded students are exceptionally prepared for success.

Mission:
The mission of the Plum Borough School District is to be a top performing school district by increasing levels of academic rigor and student achievement through the development and execution of best practices, accountability, the highest ethical standards, and an unrelenting commitment by ALL to embrace excellence and pride in everything that we do.

Beliefs:

- We believe every child has a right to a high-quality and rigorous education in a safe, student-centered and an accountable environment.
- We believe collaborative partnerships focused on continuous improvement will serve to create educational opportunities for our students.
- We believe in developing productive and responsible citizens who are exceptionally prepared for success.
- We believe a first-rate workforce will foster an environment that is foundational to all academic success.
- We believe all children can learn and develop their talents in a positive, supportive, caring and growth mindset focused environment.
Plum CommUNITY Pledge

As a member of the Plum Borough School Community, I pledge in both my words and actions . . .

to work together to build pride, positivity, and unity in my school and community; ★

to foster a safe, welcoming, non-intimidating atmosphere and a sense of belonging for all students, staff and community members; ★

to enhance the value of education by respecting how all cultures solve problems in positive ways; ★

  to accept my role in supporting a high quality, student-centered learning environment; ★

  to foster a sense of equity in school experiences and opportunities to enable success for all; ★

  to listen to the views, ideas, thoughts, and beliefs of others with tolerance, empathy, and respect; ★

  to acknowledge, honor and celebrate the similarities and differences in others; ★

    to share my knowledge about culture and the contributions made by diverse members of our society; ★

    to report behaviors that are discriminatory, biased or culturally insensitive; ★

AND, to be kind, caring and unbiased in my words and actions.
Message to Parents:

Center Families,

Welcome to Center Elementary! We are pleased to kick off another productive year of learning. Center Elementary serves more than 500 students in grades Kindergarten through 4th grade as part of the Plum Borough School District. We strive to build a love for learning in all of our students as they progress through their education here at Center Elementary.

Center Elementary offers a rich learning environment for its students. Our staff strives to build experiences each day that engage each child in lessons in academic, social, and emotional learning. Our students continually strive to do their best work. We encourage perseverance, creativity, and innovative problem solving.

Students in grades 1-4 have courses each week in Music, Art, Physical Education, and STEM. All students visit the Library weekly as they continue to build a love for reading. We employ a standards-based curriculum that is aligned to the Pennsylvania Core Standards.

We look forward to partnering with you and our staff to make this a meaningful educational journey for your child. Please check our website often, as announcements, information and news are posted here regularly. I encourage you to look into the many fine programs taking place here at Center Elementary and across the Plum Borough School District. If you have any questions, please do not hesitate to call me at 412.798.6330.

Sincerely,

Mr. Jason Knisely
Principal
Quick References

Administration: 412-795-4420

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Jason Knisely, Principal</td>
<td><a href="mailto:kniselyj@pbsd.net">kniselyj@pbsd.net</a></td>
<td>ext. 6330</td>
</tr>
<tr>
<td>Ms. Dawn Heslop, Administrative Assistant</td>
<td><a href="mailto:heslopd@pbsd.net">heslopd@pbsd.net</a></td>
<td>ext. 6380</td>
</tr>
<tr>
<td>Mrs. Christine Bossung, School Counselor</td>
<td><a href="mailto:bossung@pbsd.net">bossung@pbsd.net</a></td>
<td>ext. 4140</td>
</tr>
<tr>
<td>Mrs. Lisa Pace, School Nurse</td>
<td><a href="mailto:pacel@pbsd.net">pacel@pbsd.net</a></td>
<td>ext. 6381</td>
</tr>
</tbody>
</table>

Building Information:
- Doors Open: 8:40 a.m.
- Tardy Bell: 8:55 a.m.
- Dismissal Time: 3:30 p.m.

District Website: www.pbsd.net

District Anonymous Reporting: www.saysomething.net

Plum Connect: Plum Connect is our automated attendance and emergency notification system. Any individual may sign up for Plum Connect notifications. If you would like to opt-in for this service, please click the Plum Connect link on the District website.

Delays/Cancellations: When it becomes necessary to close the schools, announcements will be made on the following radio and TV stations: KDKA, WPXI, and WTAE. This information will also be reported on the district website and on the district’s information line at 412-795-0100, ext. 5. Please do not call the school, individual school administrators, teachers or School Board members. Parents are encouraged to sign up for the Plum Connect notification system. Information on signing up for Plum Connect is located on the District Website homepage on the bottom right corner.
District Chain of Command

The Plum Borough School District is committed to communication with parents and the community. We believe open lines of communication are essential to the educational process. District staff members will make a concerted effort to respond to inquiries in a timely fashion. Please note that staff members are not permitted to contact parents during instructional time and thereby, will not correspond to you immediately during the school day. In the event of an emergency during the school day, please contact the Main Office.

Parents are advised to contact their child’s teacher(s) or educator in charge of the class or program via voicemail or email when a question or concern arises. Should your child’s teacher(s) not be able to assist in fielding the inquiry or addressing the concern, please follow the Chain of Command below. The Chain of Command serves as a resource to parents and the community regarding communications with various departments for other concerns or questions.

Need immediate assistance during business hours? Please call the main office:

<table>
<thead>
<tr>
<th>Center</th>
<th>Holiday Park</th>
<th>Oblock Junior High</th>
<th>High School</th>
<th>Pivik Elementary</th>
</tr>
</thead>
</table>

CHAIN OF COMMAND FOR MATTERS INVOLVING:

**Attendance**
1. Main Office
2. School Counselor/Nurse
3. Principal

**General Information on School Programming**
1. School Website
2. Main Office
3. Principal
4. Assistant Superintendent
5. Superintendent
6. Board of Education

**Student Activities**
1. School Website
2. Supervising Staff Member
3. Main Office
4. Athletic/Activities Coordinator

**Credential Support** (Access, Usernames, Passwords for school website, school network, Google Account, Genesis, supplemental software)
5. Classroom Teacher
6. Main Office
7. Building Principal
8. Director of Technology

**Instruction/Curriculum/Student Progress**
1. Classroom Teacher
2. Building Principal
3. Assistant Superintendent
4. Superintendent
5. Board of Education

**Student Discipline**
1. Classroom Teacher
2. Building Principal
3. Assistant Superintendent
4. Superintendent
5. Board of Education

**Athletics**
1. Coach
2. Athletic/Activities Coordinator
3. Building Principal
4. Assistant Superintendent
5. Superintendent
6. Board of Education

**Facilities/Grounds/Buildings**
1. Director of Facilities 412-795-0100 Ext. 6312
2. Chief Financial Officer
3. Superintendent
4. Board of Education

**Transportation (busing information, personnel)**
1. Director of Transportation - 412-795-0100 Ext. 6388
2. Building Principal
3. Chief Financial Officer
4. Superintendent
5. Board of Education

**Transportation (Student Concerns)**
1. Main Office
2. Counselor
3. Building Principal
4. Director of Transportation
5. Assistant Superintendent
6. Superintendent
7. Board of Education

**Harassment, Intimidation, and Bullying**
1. Safe2Say
2. School Counselor
3. Principal
4. Assistant Superintendents
5. Superintendent
6. Board of Education
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Student Handbook and Student Code of Conduct
Annual Acknowledgement Form 2019-20

Please review the Plum Borough School District Student Handbook and Student Code of Conduct with your child(ren). These documents are found under the Parent Resources tab of the District's website www.pbsd.net and are to be reviewed annually with your child.

Your understanding of the information contained within these documents is of utmost importance, as your child will look to you for guidance throughout their school experience. Should an issue arise, which pertains to the information recorded within these manuals, you will want to be informed. Housed within these documents are the school's policies, such as: Discipline Code, Technology Use Agreement, Controlled Substance/Paraphernalia, and Weapons.

This form will be kept on file to acknowledge that you have reviewed the handbook and code of conduct. Please sign and return this verification to your child's homeroom or first period teacher by:

Friday, August 30, 2019.

___________________________________________________________  
Parent/Guardian Signature                                  Date

___________________________________________________________  
Student Name                                               Teacher

*If your child is starting school after the school year has already begun; return this form to your homeroom or first period teacher within their first 10 days of school*
THE COMMUNITY:
Plum Borough, appropriately named by the first settlers because of the abundance of wild plums that grew along the banks of its many streams, is now the largest borough in Allegheny County and the second largest in the state. The borough encompasses 28.88 square miles of farmland, residential areas, and light industry. Plum's population approximates 30,000.

THE SCHOOL SYSTEM:
The system consists of two K-4 elementary schools, one 5-6 elementary school, one junior high, one senior high school, and two Vocational Secondary Education programs (including both Technical and Vocational Education). Instructional programs include a wide variety of academic courses with supporting programs.

Safe2Say Something

The Plum Borough School District’s Anonymous Reporting website is intended to facilitate, via online form, the reporting of sensitive information to school officials including information regarding student safety, substance abuse or potential threats to individuals or our facilities. This reporting system is not intended to be, or serve as, an emergency hotline or email. If you need immediate assistance and/or are reporting an emergency or event that could immediately affect the school community, please call the Plum Borough Police Department at 412-793-7400 or dial 911. If you are worried about the welfare of a child and wish to share your concerns, please contact the Pennsylvania ChildLine and Abuse Registry at 412-473-2000 or 1-800-932-0313. These reports are anonymous, you do not have to give your name or contact information.

Reports are forwarded electronically to predetermined school official(s) and, at the school administration’s option, to local law enforcement agencies for possible investigation or further action. Reports can be made 24 hours a day, seven days a week through www.saysomething.net.

For additional information on Safe2Say Something please CLICK HERE
Daily Schedule

Board Policy 804

Typical Day:

8:40 AM  Student Arrival
8:55 AM  Tardy Bell
8:55 AM  Instructional Day Begins
3:25 PM  Instructional Day Ends
3:30 PM  School dismissal

Two Hour Delay:

10:40 AM  Student Arrival
10:55 AM  Instructional Day Begins

Two Hour Delay - Modified Kindergarten:

<table>
<thead>
<tr>
<th>AM Kindergarten</th>
<th>PM Kindergarten</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival - 10:40</td>
<td>Arrival - 1:30</td>
</tr>
<tr>
<td>Begin - 10:55</td>
<td>Begin - 1:45</td>
</tr>
<tr>
<td>Dismissal - 12:40</td>
<td>Dismissal - 3:30</td>
</tr>
</tbody>
</table>

Early Dismissal Days:

2:00 PM - Dismissal Begins

Early Dismissal - Modified Kindergarten:

<table>
<thead>
<tr>
<th>AM Kindergarten</th>
<th>PM Kindergarten</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival - 8:40</td>
<td>Arrival - 12:00</td>
</tr>
<tr>
<td>Begin - 8:55</td>
<td>Begin - 12:15</td>
</tr>
<tr>
<td>Dismissal - 10:40</td>
<td>Dismissal - 2:00</td>
</tr>
</tbody>
</table>

*Because there is no supervision, students are not permitted to enter the school before 8:40 AM.*

<table>
<thead>
<tr>
<th>Concern</th>
<th>Person To Call</th>
<th>Concern</th>
<th>Person To Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Grade</td>
<td><strong>Teacher Issuing Grade</strong></td>
<td>Teacher Issue</td>
<td><strong>Teacher Principal</strong></td>
</tr>
<tr>
<td>Homework</td>
<td><strong>Teacher School Counselor</strong></td>
<td>Medical</td>
<td><strong>School Nurse</strong></td>
</tr>
<tr>
<td>Attendance Information</td>
<td><strong>Administrative Assistant</strong></td>
<td>At-Risk Students</td>
<td><strong>School Counselor Principal</strong></td>
</tr>
</tbody>
</table>
K-4 Academic Programs

**English Language Arts**
The English Language Arts program focuses on areas of reading, writing, language, spelling, and speaking. Instruction includes vocabulary, fluency, reading comprehension skills and strategies and research skills. [Use this link to access online curriculum](#)

**Science**
The Science curriculum allows students to explore a wide range of topics across the grade levels in the areas of life science, physical science, and earth and space science. Students are presented with opportunities to develop skills and knowledge of how science works, solve problems and make decisions in today's technological society. [Use this link to access online curriculum](#)

**Social Studies**
The Social Studies curriculum builds on a student's understanding of the world around them, focusing on people, places, and time. Students focus studies on geography, history, economics, culture, civics, and government. [Use this link to access online curriculum](#)

**Math**
Instruction in Math focuses on extending understanding of base-ten notation, building fluency with addition and subtraction, multiplication and division, using standard units of measure; and describing and analyzing shapes and partitioning them into equal-sized pieces while developing an understanding that the more pieces in the whole, the smaller the piece. [Use this link to access online curriculum](#)

**Art**
In Elementary Art, we work with similar components of art from Grade 1 to Grade 4. The difficulty level and expectations increase as the grade levels ascend. Art is guided by a given set of elements and principles. Art history based on artists, art movements and processes is a catalyst for much of our work. Math, science, reading, language and social studies are all components that can be enhanced through visual arts. All students receive 40 minutes of art per week.

**Music**
At the elementary level we experience music through creating, performing, analyzing and describing music through a number of activities. These range from singing, playing an instrument, reading and writing, listening, and connecting to the history and culture of music. If students find their passion in music there are many opportunities for enrichment. Students are introduced to playing an instrument as an ensemble in 3rd grade with the recorder. They have the option to join the band or orchestra program when entering 4th grade.

**STEM**
STEM Studio challenges all students in grades 1-4 to become problem-solvers while developing Informational Technology (IT) skills and collaborating with classmates. Students learn about the Engineering Design Process (Ask, Imagine, Plan, Create and Improve) and use it as a driving force behind each project and challenge. Students incorporate IT in their projects and acquire new skills while completing activities.
STEM Studio uses applied grade level Science topics with integrated technology, engineering skills and grade level Math concepts to complete problem-based projects and challenges. STEM Studio focuses on working effectively as a group in order to achieve a common goal. STEM Studio prepares students to become critical thinkers, cooperative group members and lifelong learners as they move forward in their education.

**Physical Education**
Our goal in physical education is to educate and encourage our students to understand the benefits associated with good health, physical fitness habits and teach those skills needed to attain, utilize and maintain them. This knowledge will then be used to enjoy and promote an ongoing healthy, active adult lifestyle. During physical education classes, students will:
1. Participate in activities that will improve eye-hand and eye-foot coordination;
2. Use motor movements in classroom activities;
3. Develop responsible social behavior through cooperative games;
4. Move and practice skills through rhythms and music;
5. Experience activities to enhance fitness components;
6. Develop gross motor skills;
7. Understand that physical activity provides enjoyment, challenges, self-expression, social interaction and wellness;
8. Acquire leadership skills to help encourage other classmates;
9. Develop self-confidence to thrive in today’s society.

**Library**
Each elementary school has its own centralized library. Our libraries circulate both books and magazines to the students. Throughout the course of the child's elementary school career, he/she receives instruction in various library skills. With the guidance of the librarian or library aide, students may sign out books to be returned in one week or the next scheduled library day. Our elementary libraries do not charge fines for overdue books. However, students are expected to return their library materials before any new materials may be signed out. Every effort should be made to return materials in a timely manner. When library materials are lost, damaged or destroyed, whether accidentally or on purpose, it is the responsibility of the student and his/her parents to pay for the damage.

**Multi-Tiered System of Supports (MTSS)**
Plum Borough is committed to providing high-quality instruction and support to promote the highest achievement of all students. At the school level, the Multi-Tiered System of Supports (MTSS) is a framework used to maximize the success of all students. This 40-minute block of time includes Tier 1 and Tier 2 levels of instructional support. At the Tier 1 level, students will receive enrichment and reinforcement of both literacy and math. At the Tier 2 level, students will receive a research-based intervention with literacy support. Please visit our webpage for additional information on MTSS, and you may contact the intervention teacher with any questions.

**Pennsylvania System of School Assessment (PSSA)**
Students in Grades 3 and 4 will be administered the Pennsylvania System of School Assessment (PSSA) in English/Language Arts, Math, and grade 4 Science in accordance with directives from the Pennsylvania Department of Education. These tests are designed to measure student progress toward achievement of the Pennsylvania Core Standards. The results will not be used to grade students. Individual student reports, school, district, and state data may be obtained from these assessments. Information derived from these assessments helps to plan future school programs and curriculum development.
The Student Code of Conduct provides information specific to the following:

Plum Borough School District Code of Student Conduct

- Academic Integrity
- Attendance / Early Dismissal / Tardiness
- Bullying / Cyberbullying
- Care of School Property
- Discipline
- Discrimination
- Dress / Grooming
- Drugs / Alcohol / Tobacco / Vaping
- FERPA
- Harassment
- Technology / 1:1 Devices
- Student Discipline
- Student Expression
- Student Searches
- Transportation / Student Bus Behavior
ADMISSIONS REQUIREMENTS Board Policy 201
Students must be 5 years old on or before September 1 to enter Kindergarten or six years old on or before September 1 to enter first grade. Please see our registration page for information regarding registering students.

ARRIVAL PROCEDURES
Parent Drop Off
Parents can drive their child(ren) to school and drop them off at the front door between 8:40am and 8:55am. If you arrive prior to 8:40am, you will have to wait in the line of cars leading up to the main entrance. Staff will come outside when we can receive the kids. If after 8:55am, you must come to the door, buzz the office, sign your child in, and the Administrative Assistant will come to you to receive your child.

ASSEMBLIES
Each Schools’ PTA sponsors assemblies of an educational nature, focusing on student learning experiences. Assemblies are selected in collaboration with our PTA and school staff.

BUS TRANSPORTATION Board Policy 810.
Many children in the elementary schools are transported to and from school by bus. Acquainting your child with the bus stop before the school term begins will give your child confidence in traveling to and from the bus stop.

As a reminder to parents, Kindergarten bus stops must have a parent, sibling or designated adult at the stop to receive the student. Please visit our transportation page for more information.

Use of Video and Audio Equipment Notice to Students and Parents Board Policy 810.2
Video and audio recording equipment may be installed on school buses to monitor school transportation. Buses will be videotaped with audio and recorded at random during the school year. Buses may be equipped with video monitor boxes, in which video recording devices with audio may be installed. Students will not be notified when a recording device has been installed on their bus. The Transportation Supervisor, a principal or a representative of Plum Borough School District may review tapes on a routine basis, and evidence of student misconduct will be documented. Students found to be in violation of bus conduct rules shall be notified and disciplinary action will be initiated under the guidelines contained in the District’s discipline procedures for District approved student transportation. Additionally, please be advised that the District has numerous videotaping cameras located throughout our premises for safety and security purposes and representatives of Plum Borough School District may review tapes on a routine basis. Parents, students and their representatives are not permitted to review recordings and all records are the property of the District.

CELL PHONES Board Policy 237
Personally owned devices are permitted for use during the school day for educational purposes and/or in approved
locations only. The District shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school. The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred. Refer to Policy 249 for information about cyberbullying.

CHILD CARE

Daycare and Special Requests

The following established guidelines provide services to the parents of Plum Borough while maintaining the accountability that is required by the Plum Borough School District.

1. Communication to the general public that this type of request is a related service and is not the responsibility of the District.
2. Transportation for daycare facility will be set before August 1st.
3. Requests are only for everyday service throughout the entire school year.
4. August 1st will be the deadline for all special and daycare requests to be completed on the appropriate Transportation Form. Click this link, or the form is also available at the daycare centers and in the elementary schools.
5. Transportation requests to or from a daycare center outside of the established attendance zone of a given public school will not be granted nor will buses deviate from their established routes to accommodate such transportation. Additional cost for this service is not permissible.

The school district reserves the right to discontinue this type of service and will notify the parents of the affected students in advance of any such discontinuation.

CLASSROOM CELEBRATIONS

The Plum Borough School District has developed a wellness policy based on state nutritional guidelines in order to reduce childhood obesity, promote better health for children, and provide a safe, caring environment for all children. Due to these guidelines and potential allergy concerns, classroom celebrations and parties should focus on the interactive social benefits of such activities. For the safety of the students, food should not be offered during such events. Non-edible treats are recommended (pencils, stickers, vouchers to school store, etc.).

CUSTODY AGREEMENTS

It is imperative that the school is kept up-to-date on any changes in custody information. Please make certain copies of the most recent court order are provided to the office at the beginning of each school year. The safety of our students is of utmost importance to the school staff. Making certain the school has updated information is one way to ensure this happens. All information is kept confidential.

DELAY/CLOSING OF SCHOOL

The Plum Borough School District website (www.pbsd.net), Plum Connect, as well as stations KDKA and WTAE are the designated outlets for all announcements relating to the closing or reopening of schools due to an emergency or severe weather situation. Do not call the school, individual school administrators, teachers or School Board members. Parents are encouraged to sign up for the Plum Connect notification system. Click this Plum Connect link or visit the District Website home page (on the bottom right corner) for more information and to register for this service.

DISCIPLINE Board Policy 218

We acknowledge that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment; and the effectiveness of the instructional program is, in part, reflected in the behavior of students. We require every student to adhere to Board policies and the rules and regulations put forth by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules and board policies will govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school or any school-sponsored activity. For a detailed description of discipline processes and procedures, please see the Code of Conduct.
DISMISSAL/END OF DAY PROCEDURES
Dismissal begins at approximately 3:30 p.m. All children are encouraged to use the school bus transportation on a regular basis. Parents who are picking up their children at the end of the day should send a note in the morning with their child stating that he/she will be picked up that day and the name of the person picking up the student. Information should include your child’s name and homeroom teacher’s name. For the safety of all students, please remember that all early dismissals should be made before 3:25 p.m. Students who are parent pickup are dismissed at approximately 3:25 p.m. through the main door (Door 1). All parents will sign their child out with the staff member on duty. Any remaining children will be brought to the office, and parents will be called.

DISPLAY OF STUDENT WORK
The Plum Borough School District is proud of our students' achievements. Student’s work may be displayed in the classroom, school or any district broadcast media unless a letter of objection is received from the parent/guardian by the 15th day of school. After the 15th day, for any new student enrollment, a letter of objection must be received by the 15th day from enrollment. Typically, this work would include your child's name and grade/evaluation of the work.

EMERGENCY PREPAREDNESS Board Policy 805
All schools are required to perform fire drills and emergency drills to teach the children how to safely exit the building or proceed to a safe place should an emergency arise. These drills are done on a regular basis with full participation from all people in the building. Anyone using the building before or after school hours is expected to comply and leave the building upon hearing the fire alarm.

Emergency Operations Plan:
An Emergency Operations Plan is in place in each elementary school. The plan addresses the specific response to a variety of emergencies. The emergency operations plan will be implemented if a situation presents an immediate and obvious danger to the students and staff of the school. Proper student conduct is expected during any evacuation and/or fire drill. Failure to follow procedures will result in disciplinary action.

PARENTS WILL NOT BE PERMITTED INTO THE BUILDING DURING ANY EMERGENCY RESPONSE SITUATION.

Evacuation Alarm System:
The activation of the alarm system for other than its intended purpose--emergency evacuation of the building--is a serious violation and will result in an immediate out-of-school suspension, charges filed with the police, and a hearing at Central Administration for review and for possible further action.

FOOD SERVICES Board Policy 808
For more information about lunch menus, meal pricing, free and reduced lunch applications and more, please visit the district’s Food Service Website.

Birthday Celebration
To ensure the safety of all of our children, and to allow full participation of those students with food allergies, it is encouraged that you send non-food related items to celebrate your child’s birthday. The treat will be distributed by your child during their school lunch time. However, if you wish to provide a snack, it is recommended that you contact the Food Service Department to purchase birthday treat items, which can be delivered to the classroom on the day you choose. Detailed information can be found by reviewing our Wellness Policy. If you have any questions, please call the Food Service Department at (412) 795-0100 Ext. 6349.

HEALTH/NURSING SERVICES Board Policy 209
For more information regarding Health and Nursing Services, view the Nursing Services Website.

HOMELESSNESS
Education for Homeless Youth
In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), the Plum Borough School District attempts to identify all children within the district that
may be experiencing homelessness. In efforts to continue to provide high-quality education and experiences to our Plum Borough families and students, please review the qualifying factors of individuals 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 you know of families or individual students that may qualify for this service, please contact Dana Iera, School Psychologist, McKinney-Vento Liaison at (412) 798-6358 or ierad@pbsd.net

For further information and guidance, please visit the Pennsylvania Department of Education Basic Education Circular, BEC - Education for Homeless Youth.

**HOMEWORK** Board Policy 130

The purpose of homework assignments should be to: provide practice and reinforcement of skills presented by the teacher, broaden areas of interest through enrichment, provide opportunities for parents/guardians to know what their child is studying, and to encourage parent/guardian and child interaction. Each student shall be responsible for completing homework assignments as directed.

**PARENT TEACHER ASSOCIATION (PTA)**

Plum Borough Elementary Schools have very active PTA’s that works diligently to provide services for the school and the students. The PTA provides assembly programs and evening family events, all of which help to enhance the students’ learning experience. There are many opportunities for participation available to interested parents. All families are encouraged to become active in the PTA. When the home and the school work closely together, the children greatly benefit. Information about PTA events and meetings is published on the school’s website and the information sent home.

**PLEDGE OF ALLEGIANCE:**

Each student shall be required to salute the flag, recite the Pledge of Allegiance and observe a moment of silence during each day's exercises. If a student has conscientious objections, which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. Parents of students refusing to salute the flag shall be informed by the building principal, and the parent or guardian shall be required to furnish the school administration with a written statement of their child's conscientious objection.

**PUPIL SERVICES** Board Policy 113

Annual Child Find and Notice to Parents (CFR 300.125)

SERVICES FOR PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, Plum Borough 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 or eligible students, contact Dr. Ashlea Rineer-Hershey, Director of Special Education and Pupil Services at 412.798.6368 throughout the school year.

NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS
Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and guardians, and describe the parents' rights with regard to confidentiality of information that will be obtained during the process.
Each school district shall also conduct awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs. The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district and request an explanation.

IDENTIFICATION ACTIVITY
Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child’s need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities, that if found to cause a child to need services are: Autism, emotional disturbance, hearing impairment including deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities (speech or language), traumatic brain injury, visual impairment including blindness, and in the case of a child that is of preschool age developmental delay. Screening activities are also conducted to determine student need for gifted support services. The Plum Borough School District provides educational services for all eligible students either through district-operated classes, contracts with the Allegheny Intermediate Unit #3, Private Academic Schools, or Approved Private Schools. Classes providing Learning Support, Life-Skills Support, Emotional Support, Physical Support, Multiple Disabilities Support, and Autistic Support are available for students at beginning school age through age 21, if necessary. Additional services include hearing, vision, and speech and language support. Students found to meet eligibility criteria as "mentally gifted" may receive services through the district's Gifted Education Programs (GATE). Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. Children suspected of being "mentally gifted" who need specially designed instruction not ordinarily provided in the regular education program also go through screening activities. The activities include: Review of group data, conduct hearing and vision screening, assessment of student’s academic functioning, observation of the student displaying difficulty in behavior and determining the student’s response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated. The school district will follow procedures outlined in the special education regulations (Chapter 14) for determining eligibility and need for special education services. Chapter 16 regulations will be followed to determine eligibility and need for Gifted Education services.

CONFIDENTIALITY (CFR 300.127)
If after screening, a disability is suspected, upon your permission, your child will be evaluated. Written records of the results are called an education record, which are directly related to your child and are maintained by the school districts. These records are personally identifiable to your child. Personally identifiable information includes the child’s name, the name of the child’s parents or guardians, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child’s identity easily traceable or other information that would make the child’s identity easily traceable. The school district will gather information regarding your child’s physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies. The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employee’s names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at designated intervals, except general information such as your child’s name, address, phone number, grades, attendance record and classes attended, grade level completed, may be maintained without time limitation. As the parent of the child you have a number of rights regarding the confidentiality of your child’s records. The right to inspect and review any education records related to your child are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay before any meetings regarding planning for your child’s special Individualized Education Program (called an IEP meeting). Should you and
your school district disagree about your child’s special education supports and services and a due process hearing is requested, the school district will furnish you with the opportunity to inspect and review your child’s records, within 30 days.
You have the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records, and the right to have a representative inspect and review the records. This review is conducted with the assistance of an appropriate school district staff member. Upon your request, the school district will provide you a list of the types and location of education records collected, maintained, or used by the agency. Additionally, the school district will charge a fee for copies of records made in response to your request except, it will not charge a fee if doing so will prevent you from inspecting and reviewing your child’s records. A current list of reasonable fees relative to records request is available in the district’s central office. The district will not charge a fee to search or retrieve information. You have the right to request in writing the amendment of your child’s education records that you believe are inaccurate or misleading, or violate the privacy or other rights of your child. The school district will decide whether to amend the records within 45 school days of receipt of your request. If the school district refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at that time, additional information regarding the hearing procedures. Upon written request, the district will schedule and provide written notice of the hearing to challenge information in your child’s education files. Parent consent is required before personally identifiable information contained in your child’s education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll. A parent may file a written complaint with the Pennsylvania Department of Education at the address below alleging that the rights described in this notice were not provided. Pennsylvania Department of Education Bureau of Special Education Division of Compliance 333 Market Street Harrisburg, PA 17126-0333. The Department of Education will investigate the matter, issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave, SW Washington, DC 20202-4605. Plum Borough School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact Plum Borough School District, Dr. Ashlea Rineer-Hershey, Director of Special Education and Pupil Services, 900 Elicker Rd, Plum, PA 15239, 412.798.6368

EARLY INTERVENTION IDENTIFICATION
In Pennsylvania, a child between three years of age and the school district’s age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above, will be identified as an “eligible young child.” The parents of these children have the same rights described above. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available through the DART Program operated by Allegheny Intermediate Unit. To schedule an appointment for screening call Dr. Susan Sams, Program Director of DART at 412.394.5816.

POTENTIAL INDICATORS OF WEAKNESSES IN THE DEVELOPMENTAL DOMAIN AREAS AND OTHER RISK FACTORS THAT COULD INDICATE A DISABILITY
Requirement of Section 14.212(b) A developmental delay is determined by the results of a developmental evaluation. The results of one or more domain areas (adaptive, personal-social, communication, motor or cognitive) have to show at least a 25% delay or a score of 1.5 standard deviations below the mean (Standard Score of 77 or below). The delay results in the need for specially designed intervention/instruction (SDI) in order to participate in typical activities and routines. Children with a developmental delay may show weaknesses in the following areas: Adaptive – Pre-kindergarten aged children with a developmental delay may have difficulty dressing/undressing; using utensils to eat, removing shoes without assistance, distinguishing between non-food/food substances, or have difficulty with toileting needs. One may have difficulty moving independently around the house, understanding that hot is dangerous, putting away toys when asked, indicating an illness or ailment to an adult, or demonstrating caution and avoiding common dangers. Personal-Social – Pre-kindergarten aged children with a developmental delay may have difficulty responding positively to adult praise, rewards or promise of rewards; greeting familiar adults spontaneously, enjoying simple stories read aloud, helping with simple household tasks, initiating social interaction with familiar
adults, expressing affection/liking for peers, playing cooperatively with peers, stating first name, last name, age, or whether he is a male/female; using objects in make-believe play, using 'I' or 'me' to refer to himself, or recognizing facial expressions of common emotions.
Communication - Pre-kindergarten aged children with a developmental delay may have difficulty following 2-step verbal commands, associating spoken words with pictures, recalling events from a story presented orally; engaging in extended and meaningful nonverbal exchanges with others, using words to get his/her needs met, responding to ‘yes’ and ‘no’ questions appropriately, or asking ‘wh’ questions. Motor - Pre-kindergarten aged children with a developmental delay may have difficulty running without falling, kicking a ball without falling, walking up and down stairs alternating feet without assistance, walking backward, imitating the bilateral movements of an adult, pointing with his index finger independent of the thumb and other fingers, scribbling linear and/or circular patterns spontaneously, using the pads of fingertips to grasp a pencil, holding a paper with one hand while drawing or writing with the other hand, fastening clothing without assistance, cutting with scissors, copying a circle, or imitating vertical and horizontal markings. Cognitive - Pre-kindergarten aged children with a developmental delay may have difficulty attending to one activity for 3 or more minutes, recting memorized lines from songs or TV shows, showing interest in age-appropriate books, matching/naming colors, responding to one and one more, giving three objects on request, matching shapes, identifying objects by their use, identifying items by size, identifying colors of familiar objects not in view, or identifying simple objects by touch.

OTHER FACTORS THAT COULD INDICATE A DISABILITY
Developmental disabilities are birth defects related to a problem with how a body part or body system works. They may also be known as functional birth defects. Many of these conditions affect multiple body parts or systems. Researchers have identified thousands of different birth defects. Birth defects can have a variety of causes, such as: Genetic problems caused when one or more genes doesn’t work properly or part of a gene is missing, problems with chromosomes, such as having an extra chromosome or missing part of a chromosome, environmental factors that the expectant mother is exposed to during pregnancy, such as Rubella or German measles or if she uses drugs or alcohol during pregnancy.

FACTORS CONSIDERED WHEN DETERMINING MENTAL GIFTEDNESS
1. The child performs a year or more above grade achievement level in one or more subjects as measured by a nationally normed and validated achievement test.
2. The child demonstrates rates of acquisition/retention of content and skills reflecting gifted ability.
3. The child demonstrates achievement, performance, or expertise in one or more academic areas as evidenced by products, portfolios or research, as well as criterion-referenced team judgment.
4. The child demonstrates early and measured use of high level thinking skills, academic creativity, leadership skills, intense academic interest, communication skills, foreign language aptitude, or technology expertise.
5. The child demonstrates that intervening factors such as English as a second language, disabilities, gender or race bias, or socio/cultural deprivation are masking gifted abilities.

FREE APPROPRIATE PUBLIC EDUCATION (CFR 300.121)
Plum Borough School District provides a free, appropriate, public education (FAPE) to exceptional students residing in the district. All children with a disability between the ages of three to twenty-one who have been identified as needing special education and related services have the right to FAPE. The determination that a child is eligible for special education and related services is made on an individual basis by a team of qualified professionals and the parent of the child following a multidisciplinary evaluation and the completion of an evaluation report. A student qualifies as exceptional if he or she is found to be a child with a disability and in need of specially designed instruction and related services under the provisions of the Individuals with Disabilities Act (IDEA) and Chapter 14 of the Pa. School Code. The following are disability categories under IDEA: autism, deafness, deaf/blindness, emotional disturbance, traumatic brain injury, hearing impairment, specific learning disability, mental retardation, multiple disabilities, other health impairment, speech and language impairment, orthopedic impairment and visual impairment including blindness.

INDIVIDUALIZED EDUCATION PROGRAM (CFR 300.340)
An Individualized Education Program (IEP) is developed and implemented annually for each eligible child with a disability. The IEP is completed within 30 calendar days of the parent’s receipt of the evaluation report and must be in effect before special education and related services are provided. An IEP describes a student’s current educational levels, goals, and objectives, and the individualized programs and services that the student will receive. These services include the learning support class, life skills support class, emotional support class, sensory support class (deaf or hard of hearing and blind or vision support class). The extent of special education services and the location for the delivery of such services are determined by the IEP team which consists of the child’s parent, a regular education teacher, a special education teacher and the Local Educational Agency (LEA) or district representative responsible for
supervising the provision of special education services. The IEP goals and objectives and related services are based on the student’s identified needs and abilities, chronological age and the level of intensity of the specified intervention.
The school district will invite a student with a disability of any age to attend his or her IEP meeting if a purpose of the meeting will be the consideration of the student’s transition services needs. If the student does not attend the IEP meeting, the district will take other steps to ensure that the student’s preferences and interests are considered. In implementing these requirements, the district also invites a representative of any other agency that is likely to be responsible for providing transition services to the student. The District also provides related services, such as transportation, physical therapy, occupational therapy, and speech and language support services, or other appropriate services determined to be necessary for the student to benefit from the special education program.

LEAST RESTRICTIVE ENVIRONMENT (CFR 300.130)
It is the school district’s policy for children with disabilities, including children in public or private institutions or other care facilities, for whom a free appropriate public education is owed by the district, to the maximum extent appropriate, are educated with children who are nondisabled and that special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Plum Borough School District provides a continuum of services based upon the needs of the individual child ranging from the least restrictive setting in the regular school to more restrictive services in a program outside the regular school. The placement options considered by the IEP team include supportive intervention in the regular class, itinerant services, resource services, part-time or full-time services. The placement may be in a district operated program, an intermediate unit operated program in a neighboring school district, a private school placement or other agency operated program. The placement decision is made by the IEP Team at least annually based upon the child’s IEP and is as close to the student’s home as possible. In selecting the least restrictive environment, consideration is given to any potential effect of the program and on the quality of services that the child needs. A child with a disability is not removed from education in age appropriate regular classrooms solely because of needed curriculum modifications.

SURROGATE PARENTS (34CFR 300.515)
Each public agency shall ensure that the rights of a child are protected if (1) no parent (as defined in 34CFR 300.20) can be identified (2) the public agency, after reasonable efforts, cannot discover the whereabouts of a parent; or (3) the child is a ward of the State under the laws of that state. (b) Duty of public agency. The duty of a public agency under paragraph (a) of this section includes the assignment of an individual to act as a surrogate for the parents. This must include a method (1) for determining whether a child needs a surrogate parent; and (2) for assigning a surrogate to the child (c) criteria for selection of surrogates, (d) non-employee requirement; compensation. A person who otherwise qualifies to be a surrogate parent under paragraph (c) of this section is not an employee of the agency solely because he or she is paid by the agency to serve as a surrogate parent. (e) Responsibilities; surrogate parent may represent the child in all matters relating to (1) identification evaluation, and educational placement of the child; and (2) the provision of FAPE to the child. For more information, please contact Dr. Ashlea Rineer-Hershey, Director of Special Education and Pupil Services, 900 Elicker Rd, Plum, PA 15239, 412.798.6368 (Authority: 20U.S.C. 1415(b)(2).

Non-Discrimination Policy: Board Policy 103
The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. The Board shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

For information regarding civil rights and grievance procedures, or for information regarding activities and facilities accessible to and usable by physically-challenged persons, contact Dr. Gail Yamnitzky, Assistant Superintendent, at 900 Elicker Road, Plum PA 15239 (412-795-0100).

Psychological Testing:
The district’s certified school psychologist utilizes standardized tests, curriculum-based measures, and behavior rating scales with parental permission. A clinical psychologist provides consultative services from Allegheny County Intermediate Unit III when needed. These assessments are completed as part of a multidisciplinary evaluation.
RECESS
All students are involved in a supervised recess each day, weather permitting. When the weather is too inclement to allow for outdoor recess, the students will participate in recess in their classrooms. When students do go outdoors during the winter months, they should come to school prepared for outdoor recess. Hats, coats, gloves, and boots should be sent to school with your child. Students should have appropriate footwear on at all times when on the playground equipment. For safety purposes, athletic shoes or enclosed shoes are preferred.

REPORT CARDS/GRADERS
The Parent Portal is an online progress-reporting system in which student grades and attendance can be accessed at any time. Usernames and passwords do not change from year to year. There is one username and password per family. Families who are new to the district will receive their username and password during the registration process. Difficulties with using the system should be directed to the main office. Parents may only access records of their own children, as confidentiality is of utmost importance.

Student grades are reported at the end of every nine-week period for all students. With the exception of Kindergarten, of whom uses a standards report card, grades are reported as percentages with 100-90% being an “A”, 89-80% being a “B”, 79-70% being a “C”, 69-60% being a “D”, and anything less than 60% being an “F”. Parents should monitor progress on a regular basis. Questions or concerns can be directed to the classroom teachers, and guidance counselors.

SCHOOL COUNSELING
Counseling service is available to all students. Many student problems, concerning both the student's school and personal life, can be helped by counseling with a competent person. The school counselor or the student's teacher will be happy to try to help him or her with any of these problems. Guidance appointments can be made by requesting a pass from the teacher, the office personnel, or the counselor.

Student Assistance Program (SAP):
The Student Assistance Program (SAP) is designed to help students who have problems that interfere with their academic success at school. Students who may have problems with attendance, discipline, family issues, mental health concerns, or drugs and alcohol may be referred to their building’s SAP Team.

Every building in PBSD has a trained SAP Team consisting of a principal, guidance counselor, and teachers who have been trained to identify and assist in creating an intervention plan by working collectively with the student and his or her family in a positive manner to assist in resolving issues which are impeding learning.
In addition to the Student Assistance Program, the Plum Borough School District works along with Family Services of Western Pennsylvania to offer School-Based Outpatient Therapy for interested students and families. School-Based Outpatient Therapy can provide the following services within the school structure:

- Consultation and education to school personnel, students and parents in their area of expertise such as mental health, substance use and abuse, and assistance with school policy;
- Initial assessment of students who may have a variety of academic, behavioral, and/or personal difficulties which interfere with daily functioning;
- Referral services to appropriate school or community resources (this program does not offer treatment services);
- Crisis intervention services in school;
- Prevention and supportive groups to students and educational materials to parents and teachers.

If you are interested in more information regarding our Student Assistance Program or School-Based Outpatient Therapy, please contact your school counselor.

**Confidentiality:** [Board Policy 216]

In order to insure the rights and privacy of both parents and students, the Plum Borough School District's policy has incorporated provisions from the Regulations of the State Board of Education of Pupil Records adopted July 12, 1974, and amended July 15, 1977; the Family Educational Rights and Privacy Act of 1974; the Confidentiality Section of P.L. 94-142; and the Confidentiality Standards for Special Education, Pennsylvania School Code, Title 22, Chapter 341.

The District's policy on student records which is in compliance with the Pennsylvania State Board of Education's regulations and with the Family Educational Rights and Privacy Act of 1974 guarantees the following rights to parents:

1) To review, inspect and obtain a copy of the educational records;
2) To challenge the content of the records;

If you wish to examine the records, contact the principal or guidance counselor.

**TECHNOLOGY**

**Computer Usage Policy**

Tampering, vandalism, or unauthorized use of Plum Borough School District computers or other electronic equipment (printers, cabling, drives, monitors, keyboards, mice, VCR’s, televisions, modems, etc.), software or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statutes, subjecting violators to serious criminal prosecution. This policy is intended to be as broad and encompassing as Section 3933 of the Crimes Code (as of January 1995). Student violators will be subject to discipline including suspension and possible expulsion.

**Internet Usage Policy**

The Board supports use of the internet and other computer networks in the district’s instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement by the district of the content nor does the district guarantee the accuracy of the information received. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the internet.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the internet. The District reserves the right to log network use and to monitor file server space utilization by district users, while respecting the privacy rights of both district users and outside users. The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and
appropriate disciplinary action.

**TELEPHONE**
Students will not be called to the office for personal phone calls; in case of emergencies, the message will be relayed to the student. Student use of the school telephone will be permissible for educational or health related reasons only.

**TEXTBOOKS/INSTRUCTIONAL MATERIALS**
Students are responsible for the texts that are assigned to them at the beginning of the year. These books will be collected at the end of the year and should reflect normal usage. If the books are in any other condition, the student will be assessed a fee accordingly.

**VISITORS**
If you need to speak to one of your child's teachers, principals, or school administrators please email or call the school, or the person directly to leave them a message. Voicemail extensions and email addresses can be obtained under the Contact tab of the PBSD home webpage. An appointment will need to be made in order to enter the building. You may only enter through the main school entrance by being buzzed in and proceeding into the office. If you will be entering the school, please bring a valid state-issued driver's license with you. Your license will need to be scanned through our Raptor system before you can be issued a visitor's badge. For student pick-ups and drop-offs, a staff member will meet you at the front entrance door and escort your child.

**VOLUNTEERING**
If you are interested in being a volunteer chaperone for your child's field trips please visit the District Volunteer Webpage.
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parents;
  2. Mental or psychological problems of the student or student’s family;
  3. Sexual 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.

- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. 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; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Plum Borough School District will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes.

Plum Borough School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Plum Borough School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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/eligible students 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, DC. 20202-4605
FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Plum Borough School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Plum Borough 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 Plum Borough 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 wrestling to show weight/height of team members;
- School District Broadcast Media.

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 Education 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.

Plum Borough School District has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

If you do not want Plum Borough School District to disclose directory information from your child's education records without your prior written consent (this includes but is not limited to the use of your child's photograph in publications such as the yearbook, website, and school newspaper), you must notify the District in writing by the 15th day of school. After the 15th day, for any new student enrollment, a letter of objection must be received by the 15th day of enrollment.
### Plum Borough School District School Board

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Mr. Scott Coulson</td>
<td><a href="mailto:CoulsonS@pbsd.net">CoulsonS@pbsd.net</a></td>
</tr>
<tr>
<td>Vice-President - Safe &amp; Supportive Schools Chair</td>
<td>Mrs. Vicky Roessler</td>
<td><a href="mailto:RoesslerV@pbsd.net">RoesslerV@pbsd.net</a></td>
</tr>
<tr>
<td>Student Achievement &amp; Activities Chair</td>
<td>Dr. Angela Anderson</td>
<td><a href="mailto:DrAndersonA@pbsd.net">DrAndersonA@pbsd.net</a></td>
</tr>
<tr>
<td>Intergovernmental &amp; Legislative Policy Council - Liaison</td>
<td>Mrs. Sue Caldwell</td>
<td><a href="mailto:CaldwellS@pbsd.net">CaldwellS@pbsd.net</a></td>
</tr>
<tr>
<td>Personnel - Committee Chair</td>
<td>Mr. Scott Kolar</td>
<td><a href="mailto:KolarS@pbsd.net">KolarS@pbsd.net</a></td>
</tr>
<tr>
<td>Forbes Road CTC - Liaison</td>
<td>Mr. Jim Rogers</td>
<td><a href="mailto:RogersJ@pbsd.net">RogersJ@pbsd.net</a></td>
</tr>
<tr>
<td>Budget &amp; Finance - Committee Chair</td>
<td>Mr. Steve Schlauch</td>
<td><a href="mailto:SchlauchS@pbsd.net">SchlauchS@pbsd.net</a></td>
</tr>
<tr>
<td>Policy - Liaison</td>
<td>Mrs. Karin Acquaviva</td>
<td><a href="mailto:AcquavivaK@pbsd.net">AcquavivaK@pbsd.net</a></td>
</tr>
<tr>
<td>Facilities &amp; Operations - Committee Chair</td>
<td>Mr. Rich Zucco</td>
<td><a href="mailto:ZuccoR@pbsd.net">ZuccoR@pbsd.net</a></td>
</tr>
</tbody>
</table>

### Plum Borough School District Administrative Directory

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>Dr. Brendan Hyland</td>
<td>412-798-6359</td>
</tr>
<tr>
<td>Assistant Superintendent K-8</td>
<td>Dr. Rick Walsh</td>
<td>412-798-6370</td>
</tr>
<tr>
<td>Assistant Superintendent 9-12</td>
<td>Dr. Gail Yamnitzky</td>
<td>412-798-6360</td>
</tr>
<tr>
<td>Director of Educational Technology &amp; Innovation</td>
<td>Mr. Daniel Lauletta</td>
<td>412-798-6329</td>
</tr>
<tr>
<td>Director of Facilities</td>
<td></td>
<td>412-798-6312</td>
</tr>
<tr>
<td>Director of Transportation</td>
<td>Mr. Scott Mergen</td>
<td>412-798-6388</td>
</tr>
<tr>
<td>Director of Special Education</td>
<td>Dr. Ashlea Rineer-Hershey</td>
<td>412-795-0100</td>
</tr>
<tr>
<td>Chief Financial Officer/Right to Know</td>
<td>Mr. John Zahorchak</td>
<td>412-798-6356</td>
</tr>
<tr>
<td>Director of Athletics &amp; Student Activities</td>
<td>Mr. Joshua Shoop</td>
<td>412-798-6318</td>
</tr>
<tr>
<td>Director of Food Services</td>
<td>Mrs. Jessica Griggle</td>
<td>412-798-6367</td>
</tr>
</tbody>
</table>