

# FRANKLIN ELEMENTARY SCHOOL

PARENT AND STUDENT HANDBOOK  
2017 ~ 2018



2401 ROCHESTER ROAD  
SEWICKLEY, PA 15143  
(412) 366-9663  
(412) 635-4700



“WE DO OUR BEST EVERY DAY AND IN EVERY WAY!”  
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# PRINCIPAL'S MESSAGE

Dear Students and Parents~

Greetings from Franklin Elementary School! It is with great pride and enthusiasm that I welcome you to the 2017 ~ 2018 school year!

Founded in 1936, Franklin has become an exemplary learning community in which all students are valued, respected, and celebrated. Rooted in its storied history and tradition, Franklin is a beacon of civic pride and academic excellence. Proud of the past, inspired by the present, and enthused for the future, we know that the best is yet to come for Franklin Elementary School.

Recognized as a Blue Ribbon School of Excellence, we are committed to providing high-quality instruction incorporating current best teaching practices for *all* students in a safe, healthy, nurturing learning environment. Charged with the responsibility of preparing students for success in the 21<sup>st</sup> century, it is imperative that we educate the *whole child* by providing rigorous, comprehensive learning opportunities founded on high expectations, a challenging curriculum, and a shared commitment to excellence.

Please utilize this Handbook as a resource in answering questions that you may have about school procedures and District policies. We do our best to make this resource as thorough and helpful as possible, but please do not hesitate to contact the school office if you need further information or guidance.

Please note that our Handbook can be accessed via the Franklin website at [www.northallegheny.org](http://www.northallegheny.org).

Have a great school year!

Sincerely,

Jeff Anderchak

## MISSION STATEMENT

The mission of the North Allegheny School District is to prepare all students for success in a changing world.

## VISION STATEMENT

The vision of the North Allegheny School District is to be a premier school district that inspires excellence in academics, athletics, arts, and activities for every student every day.

## SHARED VALUES

We will exceed the expectations of those we serve.

We believe:

- All individuals can learn.
- Learning is a life-long process that occurs inside and outside the classroom.
- Learning occurs best in a safe, nurturing, and respectful environment.
- Effective teaching is both an art and science that results in increased levels of critical thinking, achievement, and growth.
- Embracing, valuing, and promoting diversity enriches our community and learning experiences.
- Integrity, trust, compassion, and open communication are hallmarks of an excellent educational community.
- Educational excellence requires effective leadership, high expectations, teamwork, and the responsible utilization of resources.
- Collaboration among students, parents, staff, and community enriches our ownership of the educational process.

## NASD GOALS

**Goal #1** : We will promote the achievement of all students at the highest level of their individual abilities in order to be recognized as a top 100 school district.

**Goal #2** : We will provide a safe, welcoming, and well-maintained learning environment.

**Goal #3** : We will maximize efficiencies in all areas of the District for the continuous improvement and optimization of resources.

**Goal #4** : We will offer a dynamic curriculum and a quality professional development program that stimulate teaching and learning.

**Goal #5** : We will innovate our educational practices and become leaders in technology integration.

**Goal #6** : We will foster a collaborative culture that develops and capitalizes on proactive decision-making at every level.

## 2017 – 2018 FRANKLIN STAFF

Mr. Jeff Anderchak	Principal
Mrs. Jaime Bockoven	Secretary
Mr. Bill McAfee	Head Custodian
Mr. Don Voll	Custodian
Mr. Bill Bender	Custodian
Ms. Staci Reuss	KA & KB – Room 9
Mrs. Leslie Webb	1A – Room 7
Mrs. Karen Amoscato	1B – Room 8
Mrs. Jocelyn Marshall	1C – Room 6
Ms. Michelle Solter	2A – Room 15
Mrs. Carly Dulick	2B – Room 14
Mrs. Christina Vertullo	2C – Room 12
Mrs. Laurie Cubellis	3A – Room 16
Ms. Susan Baker	3B – Room 17
Mr. Ryan Casciotti	3C – Room 18
Mr. Brian Pendergast	4A – Room 20
Mrs. Holly Keefer	4B – Room 21
Mrs. Dawn Goodman	4C – Room 19
Mr. Dean Kraniou	5A – Room 22
Mr. Michael Bielawski	5B – Room 23
Mrs. Susan Koma	5C – Room 24
Ms. Erica Zinsser	School Counselor
Dr. Sarah Switalski	Psychologist (Office at CAO)
Mrs. Karen Sanguigni	Reading Specialist – Room 3
Mrs. Michelle Carpenter	ESAP
Ms. Sarah Diehl	Librarian
Mrs. Noreen O’Neill	Library Secretary
Mrs. Kaitlyn Edington	Art – Room 31
Mrs. Lisa Hoffmann	Music – Room 28
Mrs. Danielle Borkowski	Physical Education – Gym
Mrs. Heather Esswein	GOAL – Room 2
Mrs. Lauren English	Learning Support – Room 4

Mrs. Christin Hudock	Speech/Language – Room 18A
Mrs. Bridgett Bilenski	School Nurse
Ms. Katie Newham	School Nurse Asst.
Mr. Adam Leasure	Band – Room 28A
Ms. Lauren Donato	Orchestra – Room 28B
Mrs. Kim Biederman	Student Service Asst. – Room 11
Mrs. Judy Chidester	Student Service Asst. – Room 11
Mrs. Mary Haas	Student Service Asst. – Room 11
Mrs. Suzie Arlow	Special Education Assistant
Mrs. Lisa Schramm	Special Education Assistant
Mrs. Jamie Heintz	Special Education Assistant
Mrs. Judy Dudas	Special Education Assistant
TBD	Occupational Therapist
TBD	Physical Therapist

## OFFICE INFORMATION

**Phone** (412) 366-9663 or (412) 635-4700

**Fax** (412) 366-5852

**Website** <http://www.northallegheny.org/schools/fes/default.htm>

Office Hours – 8:00am to 4:00 pm

School Hours – 9:00am to 3:30pm

Kindergarten Hours – 9:00am to 11:45am and 12:45pm to 3:30pm

## ABSENCE

Students can take full advantage of the educational opportunities offered to them only if they attend school regularly. Regular attendance shall be defined as attending school for a full day each day that school is in session. Students are required to attend all sessions unless properly excused by school administration.

If your child will be late or absent for any reason, call the office, (412) 366-9663 or (412) 635-4700.

### Legal Absence

Legal absences fall into the following categories:



- Illness of the child
- Illness or death in the immediately family, as defined in the State School Code
- Absences of students as approved by the Administration
- Any student whose absence falls within the above categories may have an opportunity to complete any assignments upon returning to school. (See Homework for Absentees, page 20).

### **Illegal Absence**

If an absence is illegal, students are not permitted to make up homework and may receive a failing grade for those assignments.

Illegal absences fall into the following categories:

- Truancy
- Absence through parental neglect
- Unauthorized vacation (See Educational Trips, below)

### **Tardy/Late Arrivals**

A child who arrives at school after 9:05 a.m. is considered tardy. The parent/guardian must escort their child into the office and sign him/her in upon arrival. All students entering school after 9:05 a.m. **MUST** check in at the office before going to the classroom. Failure to sign the student in at the office may result in an absence being recorded for the student for the entire day.

### **Excuses for Absences**

A written excuse, signed by the parent/guardian is required **each time a student returns** to school following an absence. (Except when an Educational Trip Form has been submitted) This note must be received or the absence will be coded “illegal.”

## **ACCESS TO THE BUILDING**

During regular school hours (9:00 a.m. to 3:30 p.m.) access to the building will be by way of the school office only. All visitors must enter through the lobby/office doors and sign the register. During non-school hours or for evening events, visitors may use any available entrance and are not required to sign in.

## **ACCIDENT INSURANCE**

A Student Insurance Policy is available to each student for a nominal fee. The policy covers medical, dental, and hospital expenses resulting from accidental injury occurring

at school or on the way to/from school. A 24-hour policy is also available at an increased premium. Insurance information is sent home the first week of school.

## ADMISSION & REGISTRATION

Students entering kindergarten in North Allegheny must be five (5) years of age on or before September 1 of the year entering school. Students entering 1st grade must be six (6) years of age on or before September 1 of the year entering school. In Pennsylvania children must be enrolled in first grade by their eighth birthday.

Kindergarten registration is held annually in February or March. Beginning on July 1, 2013 the North Allegheny Central Administrative Offices began handling all registrations submitted on a date other than the Kindergarten Registration date.

To register a student for school, you will need:

- Proof of age (birth certificate, baptismal certificate, or passport)
- Proof of residency (copy of drivers' license with current address, property deed, or a utility bill addressed to you at your current address)
- Documented evidence of up-to-date immunizations as required by the State and Allegheny County Health Department
- Evidence of required physical and dental exams

## ADDRESS & TELEPHONE NUMBER CHANGES

It is very important that **up-to-date** address and telephone numbers be maintained for each student. Notify the school office immediately of any changes in this information—includes work and home telephone numbers.

## AFTER-SCHOOL ACTIVITIES

Transportation home from after-school activity is the responsibility of the parent/guardian. For the safety of students and courtesy to staff, please pick up students promptly at the conclusion of any after-school activity.

## ARRIVAL & DISMISSAL PROCEDURES

**Arrival Procedure:**

Elementary student school day begins at 9:00 a.m. Students should arrive at school between 8:50-9:00 a.m. and report directly to classrooms. **REMINDER**, supervision is not available at school before 8:50 a.m. Emergency or irregular circumstances should be coordinated with the principal or secretary, call (412) 366-9663 or (412) 635-4700.

### **Dismissal Procedure:**

The elementary student school day ends at 3:30 p.m. Students will be dismissed via the Public Address System. Walkers are to go directly home at dismissal.

School buses park in front of the building to load students. Bus students will exit the building through the front door to board buses. Bus Monitors will release buses after all students have safely boarded.

All student pick-ups at our standard dismissal time will be handled in the kindergarten loop located in the rear of the building. Simply travel through the side parking lot to the rear of the building and your child(ren) will meet you at your vehicle. A Franklin Staff member will be assigned to this area to monitor this process and assure that all students are released to the proper adult.

However, in order for a student to be released as a “pick-up” student, the Franklin office must receive written documentation **prior to 2:30 p.m.** of that day. If you plan to pick up a student every day at dismissal, you may send one note of your request. Any parent picking up students for **early dismissal** (before 3:30 p.m.) must sign students out in the office area.

When picking up students at the end of the school day, plan to arrive before 3:30p.m. Please call the school office if you are running late. We will attempt to contact you before directing students to board buses.

**\*\*Please note that the front driveway is used exclusively for buses during arrival and dismissal times 8:40 ~ 9:10 a.m. and 3:30 ~ 3:55 p.m.—NO PARKING!**

## **ASSEMBLIES**

Assemblies are planned periodically during the school year. Assemblies are intended to reinforce and/or enhance the NA curriculum. Etiquette and good citizenship are expected of all audience members during assemblies.

## **ATTENDANCE**

Attendance Regular attendance is essential to students’ success and should be established early. Personal illness, family illness, death in the family, and religious holidays are acceptable excuses for an absence. When students return to school after any absence, they

must bring a written excuse signed by their parent or guardian, stating the reason for dates of the absence. In order to be excused for any other type of absence, a Request for Excused Absence application should be completed. The forms are available in the office or the school's Web site and should be completed 14 days prior to the absence. These forms are only needed for absences of more than 3 days.

Parents of students who are excessively absent will receive a letter from the principal after a total of ten (10) days absent. This communication from the building administration is sent to emphasize the importance of daily attendance at school and as a reminder of Pennsylvania's Compulsory Attendance Law. Second notice for excessive absenteeism will be sent after a total of 18 days and an Elementary Support Team [ESAP] meeting will be held to address the excessive absenteeism. After the 18-Day Letter is delivered, all future absences must be supported by documentation from the child's physician, the school's nurse, or another administratively approved agency. If the proper documentation is not provided after the 18-day Attendance Letter is sent home, the absence will be documented as unexcused and may be referred to the District Magistrate.

Parents should note that vacation days absent also count towards total days absent from school since students are missing instruction any time they are not present in school. Parents are asked to schedule doctor appointments and vacations outside of the school day/calendar to assure that students are present and learning at school each day.

No absences will be approved during standardized testing windows. Students requesting absences of more than ten (10) days will be reviewed on a case-by-case basis. Pursuant to Board Policy #3130 absences of more than ten (10) days will cause the student to *"be removed as a full-time student. The District will attempt to provide support to the student during the extended absence so that he/she is able to make successful reentry into the school upon their return. The family will need to re-enroll the child upon return."*

## BIRTHDAY TREATS

Franklin Elementary School will continue its implementation of the District's Wellness Policy in an effort to maintain a safe and healthy learning environment for all students and to promote healthy living and decision-making. We will continue to re-evaluate current practices to ensure they align with our focus and will adopt new practices that will demonstrate our commitment personal wellness.

*Again this year, **no food** will be permitted in classrooms. Any/all food that is consumed/shared will be done so in designated areas (cafeteria, staff lounge).*

We strongly encourage parents to model healthy decision making by providing **non-edible or healthy treats** for special events, such as birthdays. The “**Birthday Book Club**” is an excellent method to provide recognition for your child’s birthday. Contact the school librarian or PFA for details. However, if you feel you must send an edible treat to school, you are required to notify our school nurse of the treat’s ingredients at least 48 hours in advance. (Please see letter & form in addendum.) Teachers are not permitted to distribute any treats unless they meet the 48 hour requirement and are deemed safe for all students’ intake. Even is an edible treat were to be approved, it would only be distributed in the aforementioned designated areas.

## **BUILDING & GROUND USE**

A form must be completed and approved by the principal and Facilities Department before any use of the Franklin building or grounds. Forms are available in the school office.

## **BULLYING PREVENTION PROGRAM (BPP)**

Franklin’s Bullying Prevention Program is based on the work of Dan Olweus, noted expert on bullying prevention in schools. Class meetings are conducted bi-weekly and use resources from the Second Step Violence Prevention Program. Our school guidance counselor and Bullying Prevention Program Committee oversee the annual activities. These activities promote acceptable behavior which creates a bully-free school. The Second Step Violence Prevention Curriculum is a comprehensive program that proactively teaches critical social and emotional skills to all children. The curriculum goals are focused on reducing aggressive and destructive behavior while promoting social competence. The ability to transfer these skills to real life situations is a major goal to the program. All staff play a critical role in reinforcing and modeling these desired skills and behaviors to achieve this end.

### **Anti-Bullying Rules:**

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school.

### **Core Principles of the Olweus Bully Prevention Program (OBPP):**

1. Warmth, positive interest, and involvement are needed of the part of adults in the school.

2. Set firm limits to unacceptable behavior.
3. Consistently use nonphysical, nonhostile negative consequences when rules are broken.
4. Adults in the school should function as authorities and positive role models.
- 5.

#### **Implications of these principles:**

1. The main responsibility for bully prevention and OBPP implementation rests with the adults in your school, not with students.
2. A clear, consistent message against bullying should be present throughout your school.
3. School staff must be focused on short-term and long-term goals.
4. Because OBPP is a research-based program, its procedures and guidelines should be followed as closely as possible.
5. OBPP is designed to become part of the everyday life of a school.
6. Changing the school climate/school culture requires student involvement as well.
7. Students need to be taught what bullying is and how to get help.
8. Bullying prevention and intervention are different from peer mediation or conflict resolution.
9. OBPP is not a classroom-management technique.

**“Be a Buddy, not a Bully”**

## **BUS/TRANSPORTATION**

Proper behavior is an absolute necessity while riding the school bus. Bus drivers are in charge and will enforce discipline on the bus. Students who cause damage to the bus may lose their bus-riding privileges. NA School District has established the following rules to maintain bus safety:

- Report to your assigned bus stop at least 5 minutes ahead of schedule.
- No playing/standing in the street at the bus stop.
- Board and depart the school bus in an orderly manner.
- Always cross 15 feet in front of the bus. Cross only when red lights are flashing and traffic is stopped.
- Remain visible to the bus driver at all times.
- While on the bus, remain seated, speak quietly, and be polite.
- Food, drinks, radios, other electronic devices, and animals are not permitted on the bus.
- Keep the bus clean.
- Throwing objects inside or outside the bus is prohibited.
- Always obey the bus driver.

## **Ladder of Discipline for Bus Transportation:**

Bus discipline is a concern—when a student behaves inappropriately on a school bus, the safety of every person on the bus is in jeopardy. The Ladder of Discipline has been identified for all elementary students. Depending on the seriousness of a student’s inappropriate behavior, first time offenders may receive more than a warning from the bus driver, bus monitor, or building administrator. If the student misbehaves, he/she will be assigned to Bus Safety School. If the student continues to misbehave, the student will be assigned to Bus Safety School and/or transportation privileges may be revoked by the school district for that student.

- 1st Offense ~ Warning
- 2nd Offense ~ Parent Conference
- 3rd Offense ~ Bus Safety School
- 4th Offense ~ Bus Suspension\*- 3 days
- 5th Offense ~ Bus Suspension\*- 5 days
- 6th Offense ~ Bus Suspension\*- Semester

\*A conference is required involving administrator, parent/guardian, driver, and student.

Bus Safety School is a program that attempts to heighten the awareness of safety and proper bus behavior for students who continually choose to violate district transportation policies. Bus Safety School is held at McKnight Elementary School or at Franklin on an as-needed basis.

Parents/guardians will be notified if their child must attend Bus Safety School. Upon completion of the course, students will be required to sign a Safety Agreement. If it becomes necessary for bus-riding privileges to be denied, transportation to and from school will be the responsibility of the parent/guardian.

## **Permission To Ride A Different Bus—*please be aware of this rule.***

Before any student is permitted to ride a bus other than the one to which he/she is assigned, parent/guardian **MUST** contact the Transportation Department at least one day in advance 412-369-5500. Due to some buses being filled to capacity, it is necessary to contact the Transportation Department to obtain permission to ride a different bus. A note written by the **parent/guardian** must also be sent to the school office in the morning. Transportation Department discourages changing buses except for emergency/unusual circumstances.

Any changes in buses or bus stops should be requested **at least one day** in advance as stated above. After parent/guardian receives approval from the Transportation Department, they are to call the school office so that teacher and student may be informed of the bus change approval.

## **CAFETERIA/LUNCH**

Each month Food Service provides a menu listing daily lunches. Students may purchase lunch daily with cash or pay ahead in the POS (point of sale) account. The system

benefits you, your child, and the District in many ways and we hope that you will consider taking advantage of some of the convenient options the system has to offer.

The system works with a Personal Identification Number (PIN) pad that is similar to an automated teller machine (ATM). This requires your child to enter the identification number to access the account. All students purchasing food in the cafeteria need to input their PIN into the system regardless of their meal status (paid, free, or reduced) or whether they have money in the account or paying cash. The PIN keypad is located near the end of the serving line. The PIN will stay the same throughout the years your child is enrolled in the NA School District unless parent requests a change. The money is rolled over from year to year until your child graduates from NA. You should pay in advance for meals and/or a la carte foods (juice drinks, ice-cream, cookies, etc.). Money can be deposited into your child's debit account regardless of the meal status. There is no limit in the amount of money that can be deposited into a debit account. Money will be deducted when the student uses the account.

Please note that this system is confidential. Each student must enter his own PIN number. A digital image of your child appears on the monitor for the cashier to view every time your child accesses his account. Checks should be made payable to "North Allegheny Cafeteria Fund". Payment should be sent directly to school with your child's PIN number indicated on the check. For deposits, please use the pre-printed envelopes that will be available at school. If you are paying for more than one student in the same school, you will need to use a separate envelope and send in a separate payment. If your child has an allergy to milk, obtain a letter from your doctor indicating the allergy; forward the letter to the nurse and Food Service and an alternate beverage will be offered. If you have questions, please call the school or Food Service office (724) 934-7201 or 7236. Call 412-366-9663 or (412) 635-4700 if you want your child's PIN number.

Additionally, [www.PayForIt.net](http://www.PayForIt.net) permits parents to place money in their child's lunch account, monitor balances, and request student activity reports on-line. More information is available on the District's website at [www.northallegheny.org](http://www.northallegheny.org).

Time in the cafeteria is meant to be a pleasant break in the day. Every student is expected to use proper table manners. Students are expected to clean up after themselves.

### **Overdue Cafeteria Balances**

Reminders will be sent home with the student when their Point of Service [P.O.S.] account accrues a negative balance. If there are any questions or concerns, please contact the Food Service Office at 724-934-7201 or 7236. Parent/guardians are responsible for assuring that a student's [POS] account remains up-to-date with a positive balance.

### **Cafeteria Rules:**

- Keep hands, feet and objects to yourself.
- Talk only with students at your table.



- Quiet when lights are turned off.
- Remain in seat unless given permission to leave.
- Pick up all paper and food from the table and floor.
- Use a conversational tone of voice.
- No throwing food or other objects.
- No playing with or sharing food.

### **Consequences:**

If a student disobeys the rules as outlined above, the following are consequences that he/she may be subject to based on the severity of the offense

- Warning
- Student will be moved to another seat for a specified period of time.
- Student could lose a portion of his/her recess.
- Student may be required to complete a behavior reflection form.
- Teacher notified and note sent home.
- Sent to principal and parent/guardian notified, possible conference.

## **CALENDAR (DISTRICT)**

A calendar is mailed to each family during August. The following are a few key dates:

- First day of school – Thursday, August 31, 2017
- Last day of school – Wednesday, June 13, 2018
- Thanksgiving Break - November 23 ~ 27, 2017
- Winter Break – December 23, 2017 ~ January 1, 2018
- Spring Break – March 29 ~ April 2, 2018

## **CAMP KON-O-KWEE** (5<sup>TH</sup> GRADE OUTDOOR EDUCATION)

A special highlight for fifth-grade students is a three-day stay at Camp Kon-O-Kwee, a YMCA camp located near Zelenople. Students are housed in facilities with showers, bunks and heat. While at camp, they may study insects, birds, plant life, soil and minerals, water ecology and map/compass orienteering. Students also attend special seminars on camping, canoeing and hiking. Teachers and principals supervise and assist with the instructional program. All students and staff meet as a group for meals in a well-equipped dining hall. Large open fields provide ample room for large group activities and free time.

Camp Kon-O-Kwee dates for the 2017 ~ 2018 school year are October 18-20, 2017 and will cost \$125 per student. You will receive information from fifth-grade teachers beginning the first month of school.

## CANCELLATION/SCHOOL DELAY

### Crisis and Emergency Communications

In the event that a need to disseminate emergency or crisis communications to parents and/or students should arise, the North Allegheny School District has a number of communication vehicles in place to facilitate this process. These include:

- SchoolMessenger
- The District website ([www.northallegheny.org](http://www.northallegheny.org))
- NATV Cable (Armstrong 50, Comcast 98, Consolidate 406, Verizon 33)
- Local television and radio stations (for example: KDKA tv, 1020 AM radio).

The District will continue to utilize SchoolMessenger as an additional tool. SchoolMessenger is a telephone notification system that will deliver a personalized message to parents and employees in minutes. Since this automated service is web-based, its reliability and availability will not be affected by local power or equipment failures.

In addition, parents will be able to access the Contact Manager feature of this system via the North Allegheny School District website or the internet and establish their own account. This will allow them to determine which, if any, phone number(s) they would like to have messages sent to and/or opt for an email or text alert when they have a new phone message. Parents may choose not to receive SchoolMessenger alerts, if they so desire.

SchoolMessenger will be used exclusively to broadcast weather-related cancellation or delay information, as well as other emergency or crisis-related messages.

On two-hour delay days, students are not to arrive before 10:50 a.m.; school day begins at 11:00 a.m. Lunch is served; however, no recess is held. School hours for Kindergarten on delay days 11:00 a.m. ~ 12:45 p.m. (for morning sessions) and 1:45 ~ 3:30 p.m. (for afternoon sessions).

## CHORUS

Chorus is organized and directed by the music teacher. Fourth and fifth grade students are eligible to participate in this optional offering. Chorus practice is held each week and

generally performs two concerts during the year. Students not electing to participate in chorus will be provided with teachers-directed activities while others attend chorus.

## CLASSROOM PARTIES

The school principal and PFA coordinate classroom parties. As per building policy, food items are not permitted.

Additionally, students participate in a Halloween Parade and a Valentine's Day celebration. For these events, the PFA may provide a consistent drink to all students.

Students absent for health reasons on the day of a classroom party may not return to school for party purposes.

## COMMUNICATION ARTS SUPPORT (CAS)

The role of Communication Arts Support has expanded. We are no longer a remedial model but a collaborative consultation model.

Our vision is that students will acquire the communication processes of listening, speaking, reading and writing in a supportive environment. Students will develop a variety of learning tools to enable them to understand, anticipate and respond with skill and self-confidence to their world and to the challenges of the future.

We recognize that children develop Communication Arts skills at different rates. To achieve success, a variety of instructional strategies, such as intervention and support, may be utilized. (We believe that all children can learn). A full-time Communication Arts Support teacher has been assigned to each elementary school in North Allegheny.

## CURRICULUM NIGHTS

Curriculum nights will be held on the following dates from 6:30-8:30 p.m. for the 2017 ~ 2018 school year:

- August 29 ~ Kindergarten & Grade 1
- September 6 ~ Grades 4 & 5
- September 12 ~ Grades 2 & 3

During the event your child’s teacher presents grade-level curriculum and expectations of performance. You will receive a curriculum guide for your child’s grade level as part of the presentation.

## CUSTODY/COURT ORDERS

At times, there are legal papers in the form of custody agreements or court order documents that pertain to students and their specific circumstances. A notarized copy of any of these forms must be presented to the school office. After the initial submission of this paperwork, any revisions to paperwork or newly issued documents must be notarized and presented to the school office. Notarized paperwork that is on file in the principal’s office will be considered up-to-date unless a parent presents new paperwork or revisions to these legal documents. Any paperwork that was on file prior to the 2015/2016 school year must be resubmitted and notarized.

## DISCIPLINE

The staff at Franklin Elementary believes that fair and consistent rules and procedures help to maintain an effective learning environment. Safety and personal consideration are the foundation of the rules with responsible behavior being the goal for each student.

### Our School Rules

1. I will be respectful in my words and actions at all times.
2. I will keep my hands, feet, objects, and hurtful comments to myself.
3. I will obey directions and requests the first time given.
4. I will remain in assigned areas at all times.
5. I will travel through the hallways in a quiet, orderly, and safe manner.

Our School Pledge: “At Franklin, we do our best every day and in every way!”

Instances of misbehavior may result in one or more of the following consequences:

- Teacher-student discussion
- Teacher-student-principal discussion
- Parent-teacher or parent-teacher-principal conference
- Denial of special privileges/activities/recess
- In extreme circumstances, in-school suspension or suspension from school may be warranted. Levels of misconduct and consequences are found in the **North Allegheny School District Code of Conduct** booklet.

### Code of Conduct

Policies regarding proper school behavior are explained in the North Allegheny Code of Conduct booklet. Each family receives a copy of this booklet the first week of school. If you have not received a copy of the Code of Conduct booklet, please call the school office.

General School Expectations:

- Students will walk through our school halls.
- Teacher permission is needed before any student may leave the classroom.
- Gum and candy are prohibited in any area of the school or school grounds (except during a classroom event with the approval of the principal--excluding the contents of lunch)
- Knives, sticks, or any items that could result in injury to other students or the disruption of classes are prohibited
- Toys or electronic games should be left at home unless a teacher requests that a specific item be brought to school for educational purposes (for example, Show and Tell)
- Students must report directly to classrooms upon arrival at school; but not before 8:50 a.m.
- Students should not be in the school building before or after school hours for any purpose unless permission has been granted by the principal
- School property and the property of others are to be respected by all students.
- All students should respect and follow classroom rules set by the teacher.
- All students should show respect for teachers, school staff, parents, visitors, and for one another.
- All members of the school staff have the authority to correct any student in any part of the school or school grounds

## DIVERSITY

The Diversity/Equity Initiative has been an important part of North Allegheny School District since 1992. Staff and students work together to communicate and model the importance of respect, justice, teamwork, individuality, self-esteem, and kindness. During the year, activities at Franklin may include, but are not limited to the Diversity Expression Contest, Multi-Cultural Day, and classroom presentations.

## DOCTOR/DENTIST APPOINTMENTS

Make every effort to schedule doctor and dentist appointments outside school hours. When after-school appointments are not possible, please notify the office and your child's teacher.

## DRESS CODE

We are proud of the way our students dress. A student's individual dress indicates both self-respect and respect for others. While the school accommodates a wide variety of individual taste, inappropriate dress is not acceptable.

### **Guidelines**

The following should be used in determining appropriate school attire:

1. Articles must be clean (not soiled with grease, oil, paint, or dirt).
2. Clothing with slogans/emblems, etc., is acceptable as long as they do not depict illegal substances, indecent writing, or indecent pictures.
3. Warm weather clothing is appropriate with the following guidelines: halter tops or tank tops with spaghetti straps, tops exposing the midriff or immodest display of undergarments, and torn or ragged clothing are **NOT** permitted.
4. Current styles including oversized trousers present problems regarding safety both for the individual student and fellow classmates. School staff will insist that appropriate fitting pants are worn so that students can maneuver with ease, particularly in an emergency situation.
5. Items of dress that disrupt the educational process and climate are inappropriate. Students are not to wear hats or bandanas during the school day inside the building, unless it is for an approved fundraiser or activity.
6. Footwear must be worn by all students. Flip-flops and other backless shoes are not encouraged. "Wheelie shoes" are **NOT** permitted at school.
7. Shorts or skirts must reach at the fingertips while arms are hanging naturally at the sides.
8. Tights or leggings may not be used underneath shorts or skirts to substitute length. Leggings may only be worn under appropriate length (fingertip) shorts, skirts, or dresses.

## EARLY DISMISSAL

Written requests are required for early dismissal. Students are not permitted to wait outside the building to be picked up. Parents/guardians must report to the office area to pick up students for early dismissals. Students will be dismissed from the classroom upon arrival of parents.

## EDUCATIONAL TRIPS AND TOURS

Parents/guardians who desire to have a child excused from compulsory school attendance to participate in an educational trip/tour must submit an application to the school principal. Except for emergency situations, which must be fully explained, this request must be submitted **at least 14 calendar days** prior to the scheduled date. The principal

shall exercise discretion in determining whether to excuse the student from compulsory attendance. Forms are available in the school office and at the end of this handbook.

Teachers will provide assignments **prior to the child's departure**. Homework will need to be completed and turned in the student returns to school. *NOTE*: If you have not received a copy of the signed Educational Trip/Tour form a day before requested absence, please call the office secretary at (412) 366-9663 or (412)-635-4700.

No absences will be approved during standardized testing windows. Students requesting absences of more than ten (10) days will be reviewed on a case-by-case basis. Pursuant to Board Policy #3130 absences of more than ten (10) days will cause the student to *“be removed as a full-time student. The District will attempt to provide support to the student during the extended absence so that he/she is able to make successful reentry into the school upon their return. The family will need to re-enroll the child upon return.”*

Any student being denied an excused absence from school shall be considered in violation of the compulsory attendance requirements set forth in the Public School Code of 1949, as amended, and shall earn a failing grade for assignments made during the period of absence.

## ELECTRONIC DEVICES (USE OF)

The North Allegheny School District recognizes that the appropriate use of electronic devices can provide great potential for enhanced learning opportunities for all students. However, there are many other uses of electronic devices which can distract from the learning process or otherwise violate the rights of students; thus the use of electronic devices for legitimate educational purposes is permitted, only under the direction of the classroom teacher with approval from the building administration and in accordance with the Code of Conduct. Any student who violates these provisions of the Code of Conduct shall receive appropriate disciplinary action and may have his or her privileges regarding electronic devices temporarily or permanently revoked. Further, the student's electronic device may be subject to confiscation, either temporary or permanent, and the District reserves the right to hold a confiscated item until a conference has been held with the student's parent or guardian. Finally, if such violations could possibly constitute a crime under local, state and/or federal law, the District will report such conduct to the appropriate law enforcement agencies.

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages, data, or images; or provide a wireless, unfiltered connection to the internet. Examples of these electronic devices include, but shall not be limited to, iPods, MP3 players, DVD players, handheld game consoles, personal digital assistants (PDAs), cellular phones, and smart phones such as iPhones and Blackberries, laptops or other student-owned computers, radios, Walkmans, CD players,

as well as any new technology developed with similar capabilities of data storage or transmission. In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the appropriate classroom teacher or building administrator whether the device is subject to the Code of Conduct. The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student.

Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the Building Administration. Inappropriate use of electronic devices has the potential to negatively impact the educational processes and individual students. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violate the rights of individual students is a violation of the Code of Conduct.

Any student found to be inappropriately using electronic devices will be subject to consequences set forth within the Code of Conduct. Infractions of this policy can result in a minimum of Level II consequences. In addition, such acts may be in violation of the **North Allegheny School Board Policy #3585 – Anti-Bullying and/or Policy #3640 – Computer, Telecommunications, and Information Technology Usage.**

Inappropriate use of these devices includes, but is not limited to the following examples:

- Placing and/or receiving a call, text message, or other communication during instructional time (classroom instruction, study halls, and gymnasiums).
- The use of electronic devices in locker rooms and restrooms.
- Using any application on an electronic device which is not directly relevant to the instruction in the classroom and authorized by the classroom teacher.
- Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd, inappropriate, unauthorized, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.
- Using any electronic device for purposes which are in direct violation of other provisions within the North Allegheny School District's Code of Conduct, such as bullying, cyber-bullying, cheating or otherwise violating academic integrity, or harassing or intimidating students or staff members.

The District shall enforce these provisions of the Code of Conduct regarding electronic devices on school grounds, District-operated school buses and other conveyances, and during any District-sponsored activities, whether or not occurring on school grounds. Such prohibited activity shall also apply to student conduct that occurs off school property if the prohibited conduct is (a) directed at another student or students, is (b) severe, persistent, or pervasive, and (c) interferes with a student's education, creates a threatening environment, or substantially disrupts orderly operations of school. Such activities are in direct violation of the **North Allegheny School Board Policies #3585 and #3640** will result in violators being disciplined accordingly.



## ELEMENTARY STUDENT ASSISTANCE PROGRAM ~ ESAP

Franklin Elementary School utilizes ESAP to address and meet the needs of elementary age students experiencing difficulties in school. The team accepts referrals for students and develops strategies for implementation to address difficulties of each student. Interventions recommended by the ESAP Team are for at-risk students in the regular education program. In some cases, the ESAP process may serve as a mechanism for screening students who may be eligible for special education.

## EMERGENCY DRILLS

Fire drills are conducted monthly throughout the school year. Teachers are responsible for ensuring that the students understand the fire drill procedures and the escape route from their classrooms to an outside area that is a safe distance from the building. Severe weather and lockdown drills are also conducted during the year. “Immediate Emergency” drills are conducted annually in order to address the issue of unforeseen emergencies. In each drill, students are to move to the designated areas in a safe, quiet, and orderly manner.

## EMERGENCY INFORMATION ~ HEALTH OFFICE

At the beginning of each school year, each parent/guardian is requested to complete and return an emergency form for each student. This form is necessary in case of an emergency and must include the following information:

- Parent/guardian names
- Complete and up-to-date addresses
- Home phone number and parent/guardian work phone numbers
- Emergency phone number of friend/relative
- Physician’s name and phone number
- Medical alert information

If any of the above information changes during the school year, notify the school/health office immediately.

## ENGLISH/LANGUAGE ARTS PLUS (ELAP)

ELAP is a one semester-long extension component of the regular education program that addresses the needs of the students who demonstrate proficiency in reading, writing, speaking and listening skills. Entrance into the program is evaluated in fall or spring semesters of each school year and is based upon an assessment of students' writing and reading comprehension skills. The shared inquiry method of learning is the basis of the ELAP program. Students meet weekly to analyze various pieces of literature that correlate with regular education themes whenever possible. This literature includes selections from the Junior Great Books Program as well as other literature chosen in collaboration with teachers from gifted support, regular education, and other support areas.

## FIELD DAY

Field Day is scheduled for Friday, June 8, 2018. This event gives students an opportunity to participate in a wide variety of athletic and social events with other students.

## FIELD TRIPS

Educational field trip experiences for students are planned by the instructional staff for the purpose of extending the learning opportunities of a unit of study. Families or the PFA will cover expenses involved for field trips not mandated by the school district. Principals may elect to schedule field trips when the experience seems appropriate for the age and instructional needs of the children. A permission slip from parent/guardian is mandatory for all field trips.

Students in elementary schools will occasionally be bused within the school district for mandated school programs. Permission slip is not required for these experiences; however, parents will be notified in advance of each activity.

## FOOD IN THE CLASSROOM

There are an increased number of students in our school who have serious food allergies. Out of concern and respect for their well-being and an overall emphasis on health and wellness across the District, guidelines related to food items that may be brought into our classrooms have been reviewed and refined. At Franklin, we do NOT permit any food in the classrooms at any time for any reason. The consumption or use (for a project) of any food items will be isolated to designated areas (cafeteria, staff lounge).

## FUNDRAISING

Fundraising at Franklin Elementary School involves PFA, classroom and special fund raising projects. Fundraising will be voluntary with no minimum amounts being assigned to students. The principal and administration must approve all fundraising projects.

## **GOAL (GIFTED OPPORTUNITIES FOR ADVANCED LEARNING)**

GOAL is a program committed to addressing the outstanding intellectual and creative abilities of gifted students. Students work independently and with intellectual peers in multidisciplinary activities designed to strengthen abilities in communication, creative processing, critical thinking and problem-solving skills. Entrance into the program is based upon multiple criteria including classroom performance, teacher recommendation, and IQ test results. GOAL is a special education program and therefore is subject to State Statutes regarding Special Education.

Written permission is required from the parent/guardian before any GOAL student can be excused from GOAL activities.

## **GUM**

Gum is prohibited inside school or on school grounds unless otherwise approved by school staff.

## **HEALTH SERVICES**

It is important that home, work and emergency phone numbers be kept up-to-date. In an emergency, accurate information can save valuable time in helping your child. Again, please remember to notify the office if any phone numbers change.

When picking up an ill student from school, remember to sign him/her out in the Main Office.

## **Illness**

Please keep your child home if he/she has any of the following symptoms:

- Temperature of 100 degrees or greater (temperature should be normal for 24 hours before returning to school)
- Vomiting or diarrhea
- Persistent cough or thick nasal drainage
- Red, itchy eyes with discharge
- Earache

## **Communicable Diseases**

A child who has a communicable disease should remain at home for at least the indicated length of time as follows:

- Scarlet Fever – 24 hours from initiation of medicine
- Strep Throat – 24 hours from initiation of medicine
- Chicken Pox (Varicella) – six to eight days after appearance of rash. Scabs must be completely dried. For most students Chicken Pox is a common childhood illness that may be uncomfortable and inconvenient. For others however, there is an increased risk of complications due to other health conditions.
- Pinkeye (Conjunctivitis) – 24 hours after initiating treatment and there is no further drainage

Please notify the Health Office of any illness your child may have. This notification will enable the School Nurse/Assistant to take adequate steps to ensure that his/her health needs are met.

## **Physical Examination**

State law requires a physical examination for each student in Kindergarten, sixth and eleventh grades. Parent/guardian is encouraged to have the child's physical examination completed by the family physician. Otherwise, a school physician will conduct the exam. Parent/guardian may request to be present during the exam.

## **Immunizations**

Pennsylvania and the Allegheny Health Department require all immunization records to be completed PRIOR to student's admittance to the classroom. The following immunizations are required:

- 4 DOSES Diphtheria/Tetanus (usually given as DTP) one dose to be given on or after the fourth birthday
- 3 DOSES Polio vaccine
- 2 properly spaced DOSES measles, containing vaccine (usually given as MMR)
- 2 DOSES Mumps vaccine

- 1 DOSE Rubella vaccine
- 3 properly spaced DOSES Hepatitis B vaccine
- 2 DOSES Varicella Immunity – vaccination or history of disease or laboratory testing

Please provide these records before your child's first day of school.

### **Dental Examination**

State law requires a dental examination for each student before initial enrollment, third grade and seventh grade. Parent/guardian is encouraged to have these examinations performed by the family dentist.

The dental health program includes classroom instruction by the school nurse and classroom teachers.

### **Hearing tests**

Screening tests using an audiometer are conducted for kindergarten; first, second, third, seventh and eleventh graders. Notices to parent/guardian about hearing/vision are sent only for students who require further evaluation.

### **Scoliosis Screening**

Students are screened for scoliosis (curvature of the spine) in grades six, seven and eight.

### **Vision, Height and Weight Screening**

Screening tests using a Titmus Screener are conducted annually for all students. Each student is screened for Color Vision using an Ishihar Test. Parent/guardian is encouraged to take the child for an eye examination before the child enters school.

Height and weight screening are completed annually for each student.

Results of screening for Height, weight and vision will be sent home for each student each year.

### **Illness or Injury**

In case of illness or injury the school nurse/assistant or a member of the school staff will care for a student temporarily. (School staff will render first aid treatment only). If emergency medical treatment is necessary the parent/guardian will be contacted. If parent/guardian is not available, the student will be taken to the emergency room at UPMC Passavant Hospital unless otherwise designated. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family physician must be on file in the Health Office.

### **Medicine at school**

Every effort should be made to administer medicine at home. Health Office personnel can administer medicine to students. The Health Office personnel will give only essential, prescribed medicines after the proper medicine permission forms have been completed. Forms are available in the Health Office and on NA's website.

Note: All medicine must be in original containers. Students are not allowed to possess any medicine while in school.

Any questions regarding above information should be directed to the Health Office.

## HOMework

Homework is an important and required part of a child's education. It allows for extra practice and/or increased student learning. Homework can reinforce, enrich, or extend the curricular outcomes. Homework can help a child develop skills in personal organization, time management, and following directions.

### Homework Guidelines

#### Student Responsibilities

##### A. **The student will:**

- a. Budget time to complete assignments made.
- b. Arrange to make up missed assignments as required by the teacher.
- c. Ask for further explanation if original directions are not completely understood.
- d. Assignment Notebooks will be used in Grades 3, 4, and 5 to record homework assignments.
- e. Initiate the request for help when needed.
- f. Properly manage time and task completion on long term assignments.

#### Parent Responsibilities

##### B. **The parent will:**

- a. Provide a quiet, well-lighted study area with a desk or table and comfortable chair.
- b. Keep study tools available: pencils, sharpener, pen, crayons, paper, ruler, dictionary, etc.
- c. Establish a regular time for homework.
- d. Limit television viewing and avoid TV or radio listening during study time.
- e. Inquire about your child's homework and help him/her to budget time for completion and get ample sleep.

- f. Encourage step-by-step work on long term or major projects to avoid last minute, careless work.
- g. Sign the Homework Assignment Book at least once a week (grades 3-5).

### **Time Guidelines**

Students should expect homework on a regular basis in accordance with the following averages:

Grade 1 – 10 minutes

Grade 2 – 20 minutes

Grade 3 – 30 minutes

Grade 4 – 40 minutes

Grade 5 – 50 minutes

These time allotments are suggested for four - five nights per week for most elementary students. Homework may take your child **more** or **less** time. Homework may be assigned periodically on Fridays, if needed. However, reading literature, trade books, and journal writing is always appropriate for evenings, weekends, and vacations. Any questions or concerns about homework should be addressed to the teacher who made the assignment.

Any questions or concerns about homework should be addressed to the teacher who made the assignment.

## **HOMEWORK FOR ABSENTEES**

Requests for absent students' homework assignments may be made on a student's **second day** of illness/absence. Parents are asked to call the school before 10:00 a.m. on the **second day** of absence. **Students who miss a single day of school can get their missed assignments upon their return to school the following day.** Children will be granted additional time to complete their assignments upon their return.

*Extended illness:* Contact your child's teacher to make specific arrangements for absences of one week or longer.

## **IDENTIFICATION**

All employees of the NA School District wear identification badges while in the schools. Likewise, all visitors and volunteers are required to wear an identification badge. Badges are obtained from the office before proceeding to your assigned area within the school.

## **INTEGRATED ARTS**

Students in first through fifth grades have the opportunity for enrichment through a weekly one-hour block of time known as Integrated Arts. Under the direction of the art, music and physical education instructors, this time can be used to enhance classroom learning or integrate regular subject areas with the arts.

## **INTRAMURAL PROGRAM**

An intramural sports program is organized in the fall and spring for all fourth, and fifth grade students. This after-school program provides an opportunity for students to compete in a variety of sports games with other students from the same grade level. Both indoor and outdoor facilities may be used for these activities. Again this school year, there will be a participation fee associated with this program. Parents/guardians are required to provide transportation home. Intramural instructors will provide specific details to parent/guardian before each session begins.

## **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave school grounds during school hours without the knowledge and consent of their teacher and the office staff. Permission to leave the school grounds will only be granted upon written or verbal request from the parent/guardian. Students must also be signed out in the office.

## **LITTER**

Our custodial staff does a superb job keeping Franklin Elementary School clean. Students are expected to help keep the building clean by depositing all litter in garbage receptacles.

## **LOST/DAMAGED MATERIALS**

District procedure states that the parent/guardian is responsible for the replacement cost of lost books or those damaged beyond use. School materials such as books, calculators, etc. that are assigned to students must be replaced if lost or damaged. The cost of textbooks/materials varies due to the original purchase price and age. If an item is later recovered, the amount paid will be returned assuming good condition.

## **LOST & FOUND ITEMS**



Items such as clothing, lunch boxes, etc. are placed in the lost and found container in the lobby. Items such as money, jewelry, etc. are kept in the office. Items may be reclaimed during school hours. Please place your child’s name on all possessions. Items not claimed are donated to a charitable organization each December and June.

## MOVING/RELOCATING

If your child will be moving to another school *outside* North Allegheny School District, you must notify the school office and complete a transfer form. If your child is moving *within* the District, you must complete a new application.

## NEWSLETTERS

**Your Schools** is a District newsletter that provides information relevant to all members of the community. New programs, policies and personnel are listed in Your Schools.

**Horizons** is an elementary newsletter published quarterly by the District. Horizons specifically addresses elementary issues, concerns and programs.

**Teacher Newsletters** – Individual teachers and/or grade level teams may publish weekly or monthly newsletters for parents/guardians. These newsletters describe units and themes as well as test dates and other key information.

## NOTE TO SCHOOL

Please use “A Note to School” form provided by the school office and in this handbook. Date all notes, stating student’s **first** and **last** names; be sure writing is legible, including signature. If signature cannot be read, print name below the signature.

## PARENT-FACULTY ASSOCIATION (PFA)

### **2017 ~ 2018 PFA Executive Board:**

President	Julie Soose
Vice President	Jamie Lopez
Treasurer	Allyson Sweeney
Secretary	Kate Pompa
Communication & Technology	Jackie Love

The Executive Board can be reached via a shared email address: [franklinpfa@gmail.com](mailto:franklinpfa@gmail.com)

The Franklin PFA seeks to enhance the communication among the school district administration, faculty, and parent or guardians. PFA also funds and runs many school enrichment programs such as assemblies, field trips, Ice Cream Social, Back to School picnic. Meetings are held monthly and everyone is invited to attend. Get involved in the many activities provided for our students.

## PARENTS/GUARDIANS OUT OF TOWN

If you will be out of town and your child is in the care of someone else, please notify the office in writing, giving name and phone number of your child's guardian and any other helpful information.

## PARENT/TEACHER COMMUNICATION

Communication is the key to the success of the home/school team. Teachers and parents/guardians can communicate via notes, telephone and e-mail. Although teachers cannot accept calls during instructional hours, messages may be left with the building secretary. Some teachers may give their home phone numbers; when this is the case, it is acceptable to call teachers at home for very important matters. If a teacher does not give his/her home phone number, it is inappropriate to call.

## PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled in November. Parents or guardians are asked to make a specific appointment with the teacher of each of their children, regardless of the progress of the child. These conference times are very valuable to the overall educational program.

It is not necessary to wait for regular conference times if a parent/guardian has a question or concern. Parent/guardian conferences are encouraged and can be arranged at any time during the school year. Information provided about a student by the parent/guardian is extremely beneficial to the teacher in determining learning styles and needs.

## PEDICULOSIS (LICE)

North Allegheny Procedure: If a child is suspected of having pediculosis (lice), the School Nurse will examine the suspected child and siblings. When head lice are found, the School Nurse will contact the parent of the child and provide educational materials concerning treatment and environmental control. Following treatment (This includes use

of pediculocidal agent and nit removal), the School Nurse will examine your child's head. Proof of treatment (pediculocidal agent or prescription packaging) must be provided to the School Nurse. Parents of the building will be notified via an Email Blast of the lice identification. Class nor grade level will not be identified in the message.

## **LICE FACTS**

- **Incubation:** Eggs of lice hatch in one week and maturity is reached in 8-10 days.
- **Symptoms:** Irritation and itching of the scalp; presence of small light gray insects and/or their eggs (nits) which are attached to the base of the hairs and do not come off easily.
- **Methods of Spread:** Direct contact with an infected person and indirect contact with their personal belongings, especially headgear. Lice do not jump.
- **Period of Communicability:** While lice or nits remain alive on the infested person or belongings.
- **Other information:** Lice have nothing to do with the cleanliness of one's home, nor live on pets.

While lice are a nuisance, they are not life threatening. A position statement from the National Association of School Nurses states that *"The management of a lice infestation should not disrupt the educational process. No disease is associated with head lice and in-school transmission is considered to be rare"* (Frankowski & Boochhini, 2010).

The District's goals are for head lice to have minimal disruption to students' educational experiences and minimize the stigmatizing impact on students and families.

National Association of School Nurses

<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/40/Pediculosis-Management-in-the-School-Setting-Revised-2011>

## **PETS**

Pets are not allowed at school; however, teachers may give special permission for pets to be brought to school as part of a special display or activity.

Under no circumstances is a potentially dangerous pet to be brought to school. Transportation of pets to/from school is the responsibility of parents/guardians.

## **PICTURES**

Individual student pictures will be taken twice during the school year:

- Fall pictures are scheduled for **September 20, 2017**
- Spring pictures are scheduled for **March 7, 2018**

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## PSYCHOLOGIST

A North Allegheny staff psychologist is part of Franklin Elementary School's support team. The psychologist serves as a resource for the staff and parents/guardians regarding a student's academic and/or social referral to ESAP.

## RECESS

To provide for the safety and well being of all students, the playground behavior expectations and consequences are most important. A review of playground rules by an adult with the student is appropriate. North Allegheny Student Service Assistants will supervise the playground during recess.

It is important for students to be dressed properly for outdoor recess during cooler months. Proper footwear is also important for student safety.

### **Recess is outside when:**

- Conditions on the playground provide a safe environment for students.
- Temperature is 20 degrees Fahrenheit or above (an abbreviated recess may be provided if the temperature is between 15 and 19 degrees Fahrenheit).
- Wind-chill factor is 11 degrees Fahrenheit or above.

## RELIGIOUS OBSERVANCE

It is our intention to recognize, not promote, religious observances practiced by Franklin families. If your family is like most others, holiday celebrations in the home create cherished childhood memories and define what families are about. Let's make Franklin an inclusive community where we can learn about each other's traditions while being proud of our own.

## REPORT CARDS

Report cards are posted electronically on the Tyler SIS Parent Portal following the completion of each nine-week period. Please carefully review your child's progress and contact the school if you have any questions regarding the report.

## SCHOOL COUNSELOR

The School Counseling Department provides support and training to students, parents, teachers and administrators. The School Counselor helps individual students and groups of students develop coping and adjustment skills, as well as, teaching study skills necessary for school success. The School Counselor is available to all students and

parents/guardians for guidance and direction regarding long-term or emergency situations that affect the student at school. The School Counselor acts as a resource by networking with agencies and individuals outside school that may help students.

## SCHOOL NURSE

The nurse is responsible for the maintenance of health records, routine health checks, parental or guardian contact concerning health problems, care of minor injuries and assistance in health teaching and vision/hearing screening. Please contact the Health Office if your child has any unusual health problems. The goal of the school health program is to ensure that each student maintains a level of wellness that affords the opportunity to achieve lifelong benefits.

## SMOKING

Franklin Elementary School is a smoke-free environment. Smoking is prohibited in the school or on school grounds.

## SOLICITATION

Students may not solicit for money nor sell any items unless the Principal has approved the project.

## SPECIAL AREAS

**Art** -- All students, kindergarten through fifth grade, participate in the art program. Kindergarten students are scheduled for 30 minutes each week while all other students are scheduled 45 minutes each week. Art at the elementary level focuses on a breadth of experience ranging from clay to painting to printmaking to art history.

**Physical Education** -- PE classes promote student's physical, mental, emotional and social growth and development. Emphasis is on the development of gross motor skills and fitness. (If your child attends PE and has an injury that requires a splint, dressing, elastic bandage, or cast, please send a note informing the PE teacher of the student's limitations).

**Music** -- Vocal music instruction is offered to all students from Kindergarten through fifth grade.

**Library**- The library is open on a regularly scheduled basis and is supervised by the librarian/library secretary. Library classes are held for all grade levels. Classes are held for the purpose of library instruction, as well as, for the enjoyment of the materials and books.

Students are also allowed to use the library with the permission of their classroom teacher. They may use the library to read, check out books, return books, use audio materials, do reference work or work on special projects.

No fine is charged for overdue books, but parent/guardian must pay for lost or damaged books. (See LOST/DAMAGED MATERIALS)

Books are chosen for educational or recreational value. The library collection is constantly updated and expanded. Students have access to the Internet when in the computer lab; however usage is limited to students who have signed permission forms from parents.

**Chorus** -- A school chorus for fourth and fifth graders is an extra and optional outlet for students who especially enjoy singing.

**Band / Orchestra** -- Individual instrumental lessons are available and taught by school personnel, beginning in third grade for string instruments and in fourth grade for band instruments.

A spring choral and instrumental concert offers students an opportunity to perform before an audience of parents and friends.

## **SPEECH & LANGUAGE SUPPORT**

North Allegheny provides Speech and Language therapy for students in grades K-12 who demonstrate significantly delayed or disordered communication skills. Services are designed to assist students in improving speech and language skills so that they may function successfully in both classroom and social settings.

## **STUDENT INFORMATION SYSTEM (TYLER)**

The District will continue to utilize Tyler as our Student Information System.

The username and password to access this information should not be shared with unauthorized individuals. Although the District Information Technology Department strives to provide access to this information at all times, technical difficulties and constraints may affect availability temporarily at times, due to its web-based nature.

If a parent/guardian or student detects a discrepancy in grade or attendance information, this issue should be addressed with the Teacher of Record for the class in question as

soon as possible. Inaccuracies with demographic/contact information can be corrected through the student's building administrative or counseling staff.

Typically assignment scores/grades are posted within five (5) school days of the return of the assignment, with some exceptions based on the complexity of the assignment and/or project. The information provided through Tyler SIS's Parent Portal is not in final form and is subject to change and correction.

## **STUDENT RECORDS**

Permanent records are maintained for each student and records are secured in the school office. Parents/guardians may review their child's permanent record upon request; however, records must be reviewed in the school office.

## **STUDY ISLAND**

Students in third, fourth, and fifth grade have been assigned a Study Island account. Teachers will make periodic assignments in Study Island that students are to complete as part of their typical homework assignments. To access their Study Island account, students should visit the following webpage to access their account.

<https://app.studyisland.com/cfw/login/?button=center>

Student ID = nastudentID (i.e. na123456)

Password = tigers

## **STUDY SKILLS**

Specific skills and techniques can make learning easier and more enjoyable. Following are guidelines for achieving good study habits:

- Be prepared with necessary materials during class time.
- Be an active participant in class, listen well, and take part in class.
- Ask questions to clarify assignments.
- Do not be afraid to make mistakes; they are a path to learning.
- Study in small segments rather than cramming before a test.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible.

## **TESTING (STANDARDIZED)**

Standardized tests are administered several times during the school year.

Grades 2-5– Iowa Test of Basic Skills (ITBS) is administered in late winter/early spring.

Grade 3-5 – PA System of School Assessment (PSSA) is administered early spring.

Please refer to the school calendar for exact dates of administration of each test. Please make every effort to have your child in attendance on the dates of standardized testing.

## THURSDAY EMAIL BLAST

The Thursday E-Blast to Elementary Parents (formerly known as the Thursday Envelope Program) is a long-standing tradition in the elementary schools. At one time, students brought home large envelopes full of printed information about school and community events and opportunities of interest to parents. There would also be information from students' classroom teachers and school principals in those envelopes.

The District has transitioned to a fully electronic Thursday E-Blast Program. In the future, there will be no envelopes with hard-copy hand-outs sent home with children on Thursdays. Information that would have been printed and sent home in Thursday Envelopes will be posted online at [www.northalleggheny.org](http://www.northalleggheny.org). Weekly lists will remain posted for six weeks so parents can go back and reference them. This initiative is in line with the environmental awareness priorities to which the District is committed. It is also fiscally responsible and efficient, which must be a consideration in these times of significant budgetary challenges.

Those who are interested in letting parents know about their event or program via the online Thursday E-Blast may apply for approval to participate by referring to the Quick Link on the Homepage of the NASD website [www.northalleggheny.org](http://www.northalleggheny.org), contacting the Office of Communications and Development at 412-369-5445, or speaking to any Elementary School Principal. The guidelines for qualifying for inclusion in the Thursday E-Blast are also available on the website.

## TRAFFIC

For the safety of our students, we ask you to observe the **NO PARKING** and **FIRE LANE** signs in the school driveway and parking areas. Speed limit on school property is 5 mph.

## VALUABLES

We recommend that students leave all valuables at home including toys, jewelry, and electronic games. Thus, Franklin Elementary School will not assume responsibility of



lost, stolen, or damaged items. These items should be brought to school only at the request of the teacher for special projects or events.

## VISITATION TO A CLASSROOM

In order to maintain an optimal learning environment, the following steps must be taken with regard to parent visitation in a classroom:

Parents/guardians:

- Are permitted to visit only the classroom where your child is currently being taught. Observations outside of a child's current grade level are granted on a case-by-case basis.
- Must state the objective or reason for the visitation.
- Must give a 48-hour notice prior to the visit.
- Visitation should be kept to a single occasion and is limited to one hour.
- Should observe classroom rules; for example, sit quietly and do not talk to students or teacher during the instruction unless invited to do so.
- The principal or designee will accompany the parent/guardian.
- For more information on visitations, contact the school office.

## VISITOR SIGN-IN

Visitors are welcome at Franklin Elementary School. However, for security and safety reasons, all visitors must sign the register in the office immediately upon entering the building and wear the provided identification badge.

Upon entering a building, all visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor Visitor Management system. Upon reading the information, Raptor will check the national database to identify sexual offenders. The system will also scan the District's volunteer database which lists volunteers who have submitted the necessary clearances as outlined in the Act 153 volunteer clearance legislature. Once approved, the system will generate a name tag for approved visitors which will contain a picture of the visitor or volunteer, the date, and purpose of the visit.

## VOLUNTEERS

Franklin Elementary School considers parent volunteers to be a very special resource. Parents/guardians are encouraged to volunteer. Each fall, in-service training is conducted for parent/community volunteers at Franklin. The Instructional Assistant will discuss various roles of volunteers, importance of confidentiality procedures, and will demonstrate the use of equipment. Volunteers are required to attend; however, if you are unable to attend on the day selected, contact the Instructional Assistant. All volunteers are required to wear a visitor badge while in the school.

## VOLUNTEER CLEARANCES

Volunteers are required to submit necessary clearances prior to volunteering at any of the District's twelve schools as outlined in Pennsylvania's Act 153 Volunteer Clearance Legislature. For information about the types of clearances or how to submit clearance, volunteers should visit the North Allegheny School District website for important information about the type of clearances and the procedures for submitting the clearances. [www.northallegheny.org](http://www.northallegheny.org)

## WEAPONS POLICY

North Allegheny School District strictly prohibits the possession or storage of weapons or "look-alike" weapons by students on school property. The District's Code of Conduct will be strictly adhered to if a weapon is brought to school.

# ADDENDUM

**NORTH ALLEGHENY SCHOOL BOARD  
POLICY #3520**

**WEAPONS**

9.0 Student Procedures

9.1 Students are prohibited from possessing, conveying, using, or storing weapons or weapon look-alikes on school property, or in the vicinity of any school vehicle, or at any school-sponsored activity.

9.1.1 Students and parents/guardians shall be informed of this Policy.

9.1.2 Written notice of the Policy will be included in the student handbooks and Code of Conduct.

9.1.3 It is the responsibility of the principal to ensure that all students are made aware of the Weapons Policy at the beginning of each school year.

9.1.4 It is the staff's responsibility to reinforce the Policy with the students.

9.2 Students who violate the Policy shall be subject to the following:

9.2.1 Students possessing weapons or weapon look-alikes in violation of this Policy will surrender it to the classroom teacher, school principal, or any member of the professional or administrative staff.

9.2.2 The principal shall immediately inform the police and student's parents/guardians of the confiscation of the weapon or weapon look-alikes and the immediate actions taken consistent with this Policy.

9.2.3 The principal may file a police report and give the weapon or weapon look-alike to the police.

9.2.4 Student's probation officers, if applicable, will be informed of the violation of this Policy and the actions taken by school personnel.

9.2.5 The principal or his/her designee will conduct an immediate school conference.

9.2.6 The school conference will determine the following:

a. The threat of the behavior to the safety and health of the student, other students and school staff.

b. The need for a referral to an outside agency.

c. In the event of a special education student, the need for an immediate multidisciplinary team re-evaluation and Individualized Educational Program conference determined by the school principal.

d. Need for out-of-school suspension.

e. Need for recommendation of expulsion to the Superintendent.

10.2 Written notice of this policy will be printed in School District communications from time to time.

10.3 Visitors who violate the Policy:

- 10.3.1 Visitors possessing weapons or weapon look-alikes in violation of this Policy will surrender it immediately to an appropriate school official or employee.
- 10.3.2 Should the Visitor fail to do so, the responsible administrator shall notify the police immediately and provide as best as possible for the security of students, employees and other visitors within the school.
- 10.4 The school district will vigorously participate in the prosecution of any visitor who violates this policy.

**NORTH ALLEGHENY SCHOOL DISTRICT  
REQUEST FOR EXCEPTION TO  
WEAPONS POLICY #3520 FOR CURRICULUM ENHANCEMENT**

STUDENT NAME:

DATE OF REQUEST:

EXCEPTION REQUESTED:

PURPOSE OF REQUESTED EXCEPTION:

LENGTH OF TIME REQUESTED:

**Signature also indicates you have read the Weapons Policy.** The weapon or look-alike must be transported by parent(s)/guardian(s) and given directly to the Building Administration for storage until it is used. After use, it should return to the Office until the parent(s)/guardian(s) can take it home.

STUDENT SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

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\_\_\_ Recommend Approval      Teacher's Signature \_\_\_\_\_

\_\_\_ Recommend Disapproval      Teacher's Signature \_\_\_\_\_

Request is:

\_\_\_ Approved      Principal's Signature \_\_\_\_\_

\_\_\_ Denied      Date: \_\_\_\_\_

**WEAPONS POLICY SUMMARY**

The **North Allegheny School Board Policy #3520** strictly prohibits the possession, conveyance, use or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle. The ban applies to students, employees, and visitors, even those who may have a legal permit to carry a weapon.

Dear Elementary Parents:

In an effort to establish and maintain a safe and healthy school environment for all children the North Allegheny School District approved the guidelines that are within the Student Wellness Policy # 3441.

- **While we understand the importance of being able to share a treat for special events, such as birthdays, we would strongly encourage non-edible treats, i.e. pencils, erasers, stickers, etc. Many students have shared non-edible treats with their classmates. Children are delighted to receive a small note pad, pencil, or sticker. Some teachers ask students to write a brief note highlighting a positive attribute of their classmate. All birthdays are recognized during morning announcements when children are asked to come to the office for their birthday pencil! (Summer birthdays are also celebrated during the course of the year). Please continue to share those non-edible treats.**
- **If you choose to send in an edible treat, please notify your child's homeroom teacher at least 48 hours in advance by completing the portion on page 2 of this form. Teachers will consult with the school nurse to determine if the treats are safe for our children in case of any food-related allergies. Homeroom teachers have been asked not to serve edible treats unless they have received prior notification from you. This also serves as a way to maintain class schedules, decreasing interruptions in learning time. When prior notification is given, it allows the teacher adequate time to determine, in advance, when the treat might best be distributed.**
- **Please consider other healthy alternatives, such as: pretzel rods, apple slices, graham crackers, fresh fruits, fresh vegetables, low-fat yogurt cups, cereal bars, applesauce cups, juice boxes (low sugar/light), raisins, dried fruits, or low-fat animal crackers.**
- **The District's Food Service Department can provide healthy alternative snacks at a reasonable cost, if you so desire. Please contact the Food Service Department at 724-924-7201 if you want their services.**

Healthy food choices increase our children's awareness of nutrition. During a child's growth period, it is essential to emphasize this component of personal wellness. In typical elementary fashion, our elementary staff, in collaboration with caring, conscientious parents, has provided our children with a safe school environment. We thank you for your support and cooperation. If you have any questions or suggestions, please contact your child's teacher, our school nurse, or me.

Sincerely,  
Mr. Jeff Anderchak  
Principal

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*Return this portion to Franklin Health Office*

Student Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date of treat: \_\_\_\_\_

List of Ingredients: \_\_\_\_\_

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If there is a problem with the snack (i.e. contains a food not permitted in the class due to allergy), you will be contacted by the teacher or the school nurse.

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