

# PES

OFFICIAL HANDBOOK



2019 - 2020  
SCHOOL YEAR



*Peebles Elementary School  
8625 Peebles Road  
Pittsburgh, PA 15237*

*412-366-9667*

August, 2019

Dear Students,

It is my pleasure to welcome you to Peebles Elementary School! You will have a great year at Peebles as I know you will work hard each and every day.

Please review this handbook with your family so that you are familiar with all of the neat things that will take place at Peebles this school year. It is really important that you understand the rules so that you will experience great success.

Learning is a life-long process and Peebles is proud to continually strive to create a positive learning environment. The dedicated staff at Peebles will work hard to promote your learning while having lots of fun. I look forward to working hard with you as you know I am always here to help you.

I am so proud to be a part of Peebles Elementary School and I know you will be too. Together we are going to make great things happen for Peebles.

Let's get our party started with our 2019-2020 school year. It is going to be a great year!!!

Your Proud Principal,

Mrs. Susie Bjalobok

## ARRIVAL

Our school day begins at 9:00 a.m. and the instructional day begins at 9:05 a.m. The building is officially open to children at 8:45 a.m.

For the safety of our Peebles students, we ask you to observe the **NO Parking** and **Speed Limit** signs on the school grounds. The **Speed Limit** is **15 MPH** in front of the school and in the parking lot. Cars must stop for pedestrians. In order to allow open access for bus traffic, the oval driveway is closed to private vehicles from 8:50 a.m. to 9:05 a.m.

## ASSEMBLIES

Assemblies are scheduled throughout the school year and, most often, are funded by the PTA. Announcements of the assemblies will be made in the school calendar and on the Peebles' Website. Special attention to etiquette and good citizenship is expected of all students during assemblies. Kindergarten students may return to school for assemblies that are not scheduled during their session. Parents are always welcome to observe any assembly.

## ATTENDANCE

Regular and punctual attendance at school is important to a successful school career. Absences fall into one of two categories: **LEGAL** and **ILLEGAL**.

Legal absences include:

1. Student illness
2. Death of an immediate family member
3. Absences approved by the Administration, including approved Family Educational Trips
4. Religious holidays or instruction
5. Urgent reasons deemed acceptable by the administration

Illegal absences include:

1. Truancy
2. Absence due to parental neglect
3. Illegal employment
4. Family Educational Trips not approved by the Administration

In order to request approval for a Family Educational Trip, parent(s)/guardian(s) must submit a written request for excusal at least five (5) school days prior to the absence and the absence must be for 10 or less school days. Students who will be participating in an extended absence due to a request for an educational tour or trip for more than 10 days will be withdrawn after the tenth consecutive day (on day 11) and the withdrawal date will be dated the first day of the consecutive absence.

Students with legal absences may have the opportunity to complete any missed assignments upon returning to school. Our responsibility is to promote consistent school attendance and address the underlying risk factors that may lead to truancy. As a requirement of Act 138, students who accrue three (3) illegal absences will be asked to participate in the creation of a School Attendance Improvement Plan (SAIP). Students who accrue six (6) illegal absences will be referred to a school-based or community-based attendance improvement program or to the

local children and youth agency. In addition, the District may file a citation for truancy with the local District Magistrate.

There are three reasons recognized as valid excuses for tardiness:

1. Severe weather conditions
2. Bus transportation difficulties
3. Personal accident or illness

A tardy student must stop in the office to receive a late slip to enter class and must submit a signed tardy note from the parent/guardian at that time.

Working together to help our students attend school regularly and on time will lead to a successful school year.

### BIRTHDAY TREATS

On their birthdays, children often want to share a treat with their classmates. Non-edible treats are **highly recommended** (*pencil, eraser, stickers, etc.*). If parents decide to not utilize non-edible treats, acceptable edible snacks are: *pretzel rods, apple slices, graham crackers, fresh fruits, vegetables, low-fat yogurt cups, cereal bars, applesauce cups, juice boxes (low sugar/light), raisins, dried fruits, or low-fat animal crackers*. Edible Treat Request forms must be submitted 48 hours in advance to allow time for the school nurse to review the ingredients due to the many severe food allergies that some children have. The form can also be obtained from the front office. Food treats that are sent in without prior notice will be held in the office for 48 hours until the ingredients can be approved by the school nurse. Due to the number of life threatening food allergies and attention to improved health and wellness, the administration asks parents to strongly consider offering non-edible treats. Mrs. Bjalobok and the nurse will be consulted as needed. While we encourage non-edible treats, we do understand that exceptions can be made. We ask that you complete a form listing all ingredients found in your treat and send it to school no less than 48 hours before the treat will be sent in. Thank you for your cooperation in keeping all the children at Peebles safe. Copies of this form will be kept in the main office.

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Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date Submitted \_\_\_\_\_ Date Treat to be sent in \_\_\_\_\_

Telephone \_\_\_\_\_

Please list ingredients, fats and carbohydrate counts or **attach ingredient list from package**

Ingredients \_\_\_\_\_

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## BUS BEHAVIOR

Proper behavior is an absolute necessity while riding on the school bus. The bus driver is in charge and will enforce discipline on the bus. Students involved in misconduct, showing disrespect for the driver or fellow students and those who cause damage to the bus may lose their bus riding privileges. The North Allegheny School District has established the following rules to maintain bus safety.

1. Report to your bus stop no earlier than 5 to 10 minutes before the bus is scheduled to arrive.
2. While waiting for the bus, stay a safe distance from the roadway. Inappropriate behavior at the bus stop hampers students' safety.
3. Board the bus in a safe, orderly manner and go directly to your seat.
4. Cross fifteen feet in front of the bus when the red lights are flashing and traffic has come to a complete stop.
5. Never cross behind or reach under a bus. Remain visible to the driver at all times. Stand clear of the danger zone.
6. Talk in a conversational tone of voice so the driver can concentrate and hear warning sounds.
7. Ask the driver for permission to open windows. Keep your arms and head inside the bus at all times.
8. Eating, drinking, or chewing gum is prohibited on the bus.
9. Help keep your bus clean. Do not litter. Throwing objects inside or outside is prohibited on the bus.
10. When the bus arrives at school, exit in an orderly fashion and go directly to your classroom.

**NOTE:** *Students must ride their assigned bus. If a change is necessary, parents are to call the Transportation Department at (412)369-5500, then send a note to the school office explaining the change as approved by the Transportation Department.*

## LADDER OF DISCIPLINE

### Bus Safety School

Bus safety is a topic of serious importance at North Allegheny. When a child acts 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 and middle school buildings. Depending on the seriousness of a child's behavior, first time offenders may receive more than a warning from the bus driver, bus monitor, or building administrator. If the child continues to behave inappropriately, that individual will be assigned to Bus Safety School. Should he/she continue to misbehave, the transportation privilege, which is normally extended to North Allegheny students, will be revoked by the School District for that child. Serious offenses may see some of the steps by-passed.

**First Offense** ..... **Warning**  
**Second Offense** ..... **Detention**  
**Third Offense** ..... **Bus Safety School**  
**Fourth Offense** ..... **Bus Suspension\* - 3 days**  
**Fifth Offense** ..... **Bus Suspension\* - 5 days**  
**Sixth Offense** ..... **Bus Suspension\* - Semester**

Bus Safety School is a program that attempts to heighten the awareness of safety and proper bus behavior in those students who continually choose to violate District transportation policies. Bus Safety School is held once each month from 4:00 p.m. to 5:30 p.m.

\*A conference between administrator, parent, driver, and child is required.

Parents 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. Should it become necessary for bus-riding privileges to be denied, transportation to and from school will become the parent's responsibility.

### **CAFETERIA**

Students are able to purchase lunches daily. A menu of the scheduled lunches is provided to each student on a monthly basis.

North Allegheny has a computerized debit system referred to as Point of Sale, POS, system that uses the student's six-digit identification number. It requires your son or daughter to enter his or her six-digit student identification number, which will be their Personal Identification Number (PIN) used to access their account. All students purchasing foods 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 on account or are paying cash. The PIN keypad is located near the end of the serving line. Their PIN will stay the same throughout all the years your child is enrolled in the North Allegheny School District unless the parent requests a change.

You can pay in advance for meals and/or a la carte foods (juice drinks, ice cream, cookies, etc.) if you choose to do so. Money can be deposited into your child's debit account regardless of his/her meal status. There is no limit on the amount of money that can be deposited into a debit account. Money will be deducted when the student uses his or her account. The system knows the meal status of your student and will deduct the money accordingly. Payment checks should be made payable to **North Allegheny Cafeteria Fund.** Payments should be sent directly to your child's school, with his or her pin number indicated on the check. We recommend that advance payments be paid in the form of a 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 separate envelopes and payments.

The pricing for elementary lunches is \$2.45, which includes milk. Premium lunch is \$3.45, milk included. If purchased separately, milk is 75¢. Parents are permitted to place money in their student's lunch accounts, monitor student balances, and request student activity reports on-line through [www.payschoolscentral.com](http://www.payschoolscentral.com). Information is available on the District's web site at [www.northallegheny.org](http://www.northallegheny.org). Reminders will be sent home with the student when their 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.

## Lunch Schedule

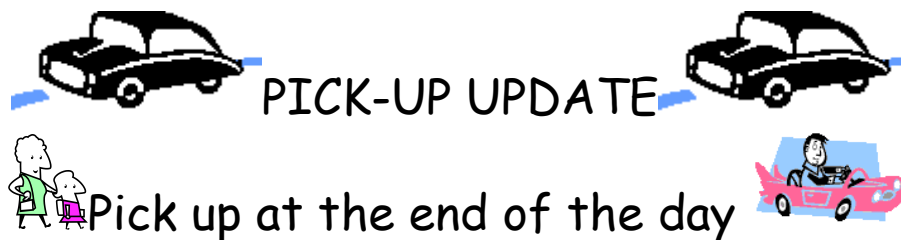
1st Grade	11:30 - 12:00
2nd Grade	12:00 - 12:30
3rd Grade	12:00- 12:30
4th Grade	12:30 - 1:00
5th Grade	12:30 - 1:00

Lunchtime is meant to be a pleasant break in the day. Children are expected to use proper table manners so that everyone may enjoy their lunches. All are expected to use a conversational tone of voice. Restaurant-like behavior is expected and students will help to clean up after themselves.

### 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 2019-2020 school year must be resubmitted and notarized.

### DISMISSAL: PICK UP PROCEDURES



If you are picking up your child/children at the end of the day instead of them riding the bus home, here is how this will work.

A pick up number has been assigned to your family at Peebles. Your child(ren) will receive and bring home your family pick-up number on the first day of school. Please write a note informing your child's teacher that he or she will be a pick up at 3:25. The teacher will make note of it for the end of the day. When you arrive at PES to pick up your child, please pull directly behind the building following the line of cars. The first couple of days - there will be staff out there to show you what to do. You will follow the pick-up cars around the back circle down by the playground. Please be sure to drive slowly as you pull around the back. Your children will be escorted down the back ramp by the staff member on pick up duty to meet you in your car. You should put your pick up number in the window facing the teacher. Your child will have your family number - the same number that is in your car. This is the safety procedure for this pick up process. Once you have your child - you will proceed back to the front of the building slowly to head out of Peebles.

It is very important that you make a decision before your child leaves for school if he or she will be a pick up that day. Again - this procedure is NOT for early dismissal - only for the pick-ups at 3:25. This procedure is extremely safe for our students. The number attached is only for your family and should be used if your child/children are not riding the bus home.

**THERE ARE NO PICK UPS IN THE OFFICE AREA AT THE END OF THE DAY.**

### **SCHOOL DRESS GUIDELINES**

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.

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, bandanas, or scarves during the school day inside the building, unless it is for an approved fundraiser, activity, or the head covering is based on religious reasons.
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.
9. Students are **NOT** permitted to wear hats during the school day inside of the building. This also includes bandanas and head scarves (unless the head covering is based on religious reasons).

### **EARLY DISMISSAL**

If the need arises to dismiss students early, our prime concerns are student transportation and safe arrival at home, or with designated caretakers. In order to assure the safety of all of our children, parents will complete a "Note to School" form distributed early in the year, describing their choice of action for their child. This form can also be found on our webpage under Quick Links/Form and Links for Parents.



## EMERGENCY CLOSING AND DELAYS

If it becomes necessary to cancel a regularly scheduled day of school because of inclement weather or other abnormal conditions, announcements will be made by radio station **and or TV stations** during the morning. It will also be posted on the NA website along with school messenger notification. If school is delayed for an hour or two, the student reporting time will be moved accordingly. On delay days, the Kindergarten schedule is adjusted with AM Kindergarten scheduled from 11:00 a.m. to 12:45 p.m. and PM Kindergarten scheduled from 1:45 p.m. to 3:30 p.m.

## 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:

- The District website ([www.northallegheny.org](http://www.northallegheny.org))
- NATV Cable (Armstrong 50, Comcast 98, Consolidate 406, Verizon 33)
- Contacts with the local television and radio stations.

The District has implemented 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 cancellations or delay information, as well as other emergency or crisis-related messages.

## EMERGENCY DRILLS

Emergency drills will be held on a regularly scheduled basis during the course of the school year. The following is a listing of drills and their scheduled frequency:

- Fire Drills - Monthly
- Emergency Weather Drill - Annually
- Lockdown Drills (Semester)

There is common vocabulary used with staff and students:

- **Lockdown** is a safety response procedure that contains students and staff in safe locations within the building in the event of a threat to safety.
- **Lockout** is a safety response that brings everyone inside the building and the perimeter is secured. No one is permitted in or out of the building during this time.
- If there is a need to **evacuate** the building several locations are identified pending the emergency situation. Procedures are in place.
- **Shelter** is used in situations like weather related incidents such as tornadoes or earthquakes.

North Allegheny School District has a comprehensive safety plan that is continually discussed, rehearsed and evaluated. The District works closely with local emergency responders to ensure that safety plans are updated and promote a safe school environment. While safe evacuation from the building is sometimes the most prudent response to a threat to safety, such as a fire within the building other responses can be appropriate pending the situation.

## **STUDENT SUPPORT**

### **MTSS**

The North Allegheny School District is committed to helping all children succeed. There are many ways to help children learn and ensure those who need additional supports are successful. The Multi-Tier Systems of Support (MTSS) is one of the recommended best practices from the Pennsylvania Department of Education (PDE) to ensure ALL students meet continual academic and behavioral success. This support will be given to ALL students through ongoing collaboration involving teachers, administrators, families, and specialists through systematic district and school-wide efforts. All students will be provided services based on the evaluation of individual needs through a universal screener (AIMSweb Plus), consistent progress monitoring, and collaborative problem solving efforts. Students are provided remediation, reinforcement and enrichment four times a week during our What I Need (WIN) periods.

### **AIMSweb Plus**

Aimsweb Plus program is a web-based system that provides teachers data to identify students who will benefit from early intervention strategies and targeted instruction (remediation, reinforcement, and enrichment). Aimsweb Plus uses brief, valid, and reliable measures of foundational skills in reading and math. The system is designed to universally screen and progress monitor students. All students are given the reading assessments three times a year. Students in grades 2-5 are given the math assessment three times a year.

### **SAP**

Student Assistance Program (SAP) is designed to assist school personnel in identifying issues which pose a barrier to a student's learning. The primary goal of SAP is to help students overcome these barriers in order that they may achieve. SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning.

### **Well-Check**

Well-check is designed to bring school resources together to evaluate a student's academic progress. The team meets to determine the root causes of deficiencies and plan for intervention. The goal of the process is to define and analyze the problem, plan for the implementation of an intervention, progress monitor and evaluate if the intervention is working. The team meets every six to eight weeks to evaluate progress and adjust the plan as needed.

## **NEW FOR 2019-2020: WEEKLY BUILDING-LEVEL EMAILS**

The North Allegheny School District strives to improve the efficiency of communication with and access to information for parents/guardians. At the elementary level, the District previously utilized Peachjar and the Thursday E-Blast. Beginning in August 2019 and throughout the 2019-2020 school year, the District will send a building-specific email newsletter every

Friday evening (except scheduled holiday breaks) to parents/guardians. This email will highlight the top happenings at each building, upcoming important dates, District information, and links to community flyers. Parents/guardians will only receive emails from their student's building. An archive of emails will be available on the District website and updated with the latest newsletters each Monday morning.

Parent/guardian email addresses are collected at the time of registration and are used to share District and building-level communications, and to provide updates from the District's online gradebook and student information system. It is important for parents/guardians to update any changes in their email address by contacting the building secretary.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act provides guidelines for school districts to assist students and families who find themselves in a situation where they are homeless. The Act requires that students who qualify as homeless are able to remain at their current school or enables them to immediately register to attend school. The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship, or a similar reason.
- Children and youth living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations.
- Children and youth living in emergency or transitional shelters.
- Children and youth abandoned in hospitals.
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations.
- Migratory children and youth living in any of the above situations.

If you or someone you know is in a situation meeting these definitions, please contact the NA Homeless Liaison (Dr. James Bradley, Assistant Superintendent of Elementary Education, at 412-369-5896 or [jbradley@northallegheeny.org](mailto:jbradley@northallegheeny.org)) so that the District can assist and provide resources to impacted individual(s).

### **FOCUS 2020**

During the 2019-2020 school year, students in grade 1, grade 5, and students newly enrolled in the District will be assigned a District iPad. Students in grades 2 - 4 will use the iPad that was assigned to them in the 2018-2019 school year. Students in grades 2 through 5 will bring home their iPads nightly and students in grade 1 will bring home their iPad on an as needed basis until the second semester when they will begin to bring home their iPad more regularly. Kindergarten students will not be assigned a District iPad, however, carts of iPads will be available for use by Kindergarteners for various learning activities.

Students in grade 1, grade 5, and students newly enrolled in the District will receive their iPad during the school day in the first week of school. Information sessions will be held for all

parents to explain the proper use of the device, expectations, and policies of the District just after the start of school. Information regarding the parent information sessions will be published in District Activities Calendar. When students receive their iPad, they will also participate in lessons designed to orient them to the iPad. Classroom teachers and Instructional Technology Integrators will work with students to ensure the device is working properly, and that students understand expectations, appropriate uses of the device, and the policies and procedures set by the North Allegheny School District as detailed in the Responsible Computer, Telecommunications, and Information Technology Use (SBP 224.1) and Electronic Devices (SBP 237). Teachers will communicate classroom expectations early on in the school year allowing students to be successful with the iPad. Expectations will include having the device charged each day, not using them during recess or in restrooms, and not using the iPad for personal use (this will be defined to students during the Apple Core Day). Also, please note, students will not be permitted to call home to retrieve the device if left at home and a loaner device will not be issued. Teachers will be prepared to accommodate a student who has no device for the day. To learn more about FOCUS 2020, please visit <http://www.northallegheny.org/focus2020>.

### **EXTRA-CURRICULAR ACTIVITIES**

Peebles School is used after school for many different programs for students. We welcome Scout troops, intramural teams, and classes of all sorts coordinated by our PTA. Individual information is sent home through e-mail regarding each of these programs. Parents are responsible for picking up their children on time at the end of class.

### **FIELD TRIPS (non-members must pay)**

Field trips that support and enhance the North Allegheny curriculum are scheduled by teachers throughout the school year. Parents will receive notices about the field trips in advance of the scheduled trip date and will be asked to sign Field Trip permission forms. Funds for these trips are usually provided by the Peebles PTA. There are times however, that some amount of money may be requested from each student to defray transportation or facility use costs if they exceed the PTA's budgeted allocations. A limited number of parent chaperones may be asked to accompany the class. Chaperones must accept the responsibility of following the procedures set by the teacher(s) for students' conduct. Join the PTA! See the PTA link on our homepage.

### **GRADING SYSTEM**

The North Allegheny School District now has the Tyler Grading System. If a parent, guardian, or student believes grade or attendance information is incorrect, this issue should be discussed with the Teacher of Record for the class in question. If any student demographic or contact information is incorrect, inaccuracies should be corrected through the student's building administrative or counseling staff.

Teachers are expected to post assignment scores/grades within five (5) school days of the return of the assignment. Some projects and assignments may take longer to complete and grade and may therefore not be updated as quickly as other assignments. In most cases, when this is likely, teachers are encouraged to make a note of such variances in the assignment description.

## HEALTH SERVICES

The goal of the school health program is to ensure that each child maintains a level of wellness that affords him/her the opportunity to achieve lifelong benefits.

A registered nurse or nurse assistant is on site daily.

### Emergency/Illness

- At the beginning of each school year, parents are requested to complete and return an Emergency Form for each student. This information is required for your child's care in case of illness or injury.
- It is important that we have parent's current home, work, and emergency phone numbers. In an emergency, accurate information can save valuable time in helping your child. Please **REMEMBER TO NOTIFY US AT ANY TIME DURING THE YEAR OF ANY CHANGE IN THESE NUMBERS.**
- If you are planning to be out of town, please provide in writing, the name of your child's guardian in your absence, if it is someone who is not identified on the Emergency Form. Without this consent, we cannot and will not release your child to this person.
- When picking up your ill child at school, follow the school visitor policy and sign in at the Main Office before proceeding to the Health Office.

### Illness

- Please contact our Health Office if your child will be absent for an extended time. **A phone call is not necessary if your child will be absent for one day.**
- 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 (should not return to school until there has been **no** diarrhea or vomiting for 24 hours)
  - Persistent cough or thick nasal drainage
  - Red, itchy eyes with discharge
  - Earache

### Communicable Diseases

For the health of all students and staff, the following illnesses require 24 hours of antibiotic therapy before returning to school:

- strep throat
- scarlet fever
- conjunctivitis

### Varicella (Chicken Pox)

Communicability is usually 1-2 days before onset of rash/blisters. Children are to be excluded from school. Until all vesicles become dry and crusted.

For further information refer to the North Allegheny Web site at [www.northallegheny.org/schools/pes/](http://www.northallegheny.org/schools/pes/), academics, health.

- ❖ For most children, varicella is a common childhood illness that is at most uncomfortable and inconvenient. For others however, there is an increased risk of complications due to other health conditions. Please call to notify us of your child's illness. This notification will enable us to take adequate steps to ensure that their health needs are met.
- ❖ Upon return to school, children must stop in the Health Office before being readmitted to class.

### **Pediculosis - (Lice)**

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>

### **Medications**

Medications will be administered by Health Office personnel according to school policy, which includes written parental permission. A copy of this policy will be sent home the first week of school. Please review this carefully as medications are a parent's responsibility.

Listed below are important points to remember:

- ❖ Students are not allowed to carry medication with them while at school. All medication is to be dispensed from the Health Office.
- ❖ When sending medication to school with your child, it should be sent in a sealed envelope with the student's name and amount sent written on the front. It should be brought, in this sealed envelope, to the Health Office immediately upon arrival.
- ❖ Medication is to be sent in its original container. The Nurse cannot and **will not** administer any medication received in a baggie, paper towel, etc. This is for your child's safety!
- ❖ Tylenol may be administered with parental permission, and at the discretion of the School Nurse. The Emergency Form, sent home at the beginning of the school year, allows you to make a choice as to whether you would prefer this service for your child.

## **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 2, 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.

## **Make-Up Work**

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.

## **LIBRARY**

Peebles Library is open to all teachers and students at all times during the school day. Books are signed out for one week. Students in grades 1-5 may have two books at a time and Kindergartners one at a time. Books can be returned early and exchanged for new ones. Overdue reminders are sent each week. There are no fines for overdue books, but the replacement cost for lost or damaged materials must be paid.

## **LOST AND FOUND**

All clothing, lunch boxes, etc. found at school are placed on the Lost and Found table located near the gym. Please consider placing your child's name on personal items brought to school. Money, jewelry or any other articles of value are turned into the office. The school cannot assume responsibility for students' losses. Items not claimed by the end of the school year are donated to a charitable organization.

## **OVERDUE CAFETERIA BALANCES**

Reminders will be sent home with the student when their 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 TEACHER ASSOCIATION**

President..... Kim Stuart-Disque

Vice-President..... Julie Parker

Secretary..... Jay Schmidt

Treasurer..... Nadege Lockley



Peebles PTA is an active, involved school support group, with membership open to all parents, through paid annual dues. Join the PTA! Families who do not join the PTA will be asked to fund their child's/children's activities on an individual basis. The PTA can be contacted through their link on our Peebles webpage.

### PARENT TRANSPORTATION OF STUDENTS

Children's safety is of prime importance. If parents drive their children to school please follow the drop off signs posted in our parking lot. Student drop off in the AM will begin at 8:45 and students are to be dropped off in the drop off zone (red line) by the side of the Library. Please pull up and drop off your child without getting out of your car. There will be a PES staff member out there to assist and supervise the student drop off. Parents are asked not to pull-out to pass another car. No cars are permitted to be in the front circle after 8:45 as this is for buses only.

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held on conference days in November. November conference sign-ups will take place during each scheduled Grade Level Curriculum Night. Parents are also encouraged to schedule conferences as necessary throughout the year. Conferences can be arranged by leaving a message for your child's teacher during school hours.

### PARENT VOLUNTEER PROGRAM

Peebles has a productive and supportive volunteer program. Parents, guardians, and grandparents may volunteer to directly work with students, or indirectly by helping prepare materials that will be used in the classrooms. Any amount of service offered will be greatly appreciated by the teachers involved. A Volunteer Training program is scheduled for early in the autumn during a PTA meeting.

### PARTIES

There are three all school approved homeroom parties within the school year. These parties are sponsored and planned by volunteer homeroom parents. They are Halloween, Winter Holiday, and Spring Day. **An all school snack will be approved as the only food at each party.** Mrs. Bjalobok will work with the PTA for this snack and notify all allergy parents before each scheduled party. There **CANNOT** be any other food in any homeroom parties except the all approved snack eaten down in the cafeteria. Party parents will meet in the lobby area one half hour before the start of each party. After check in, parents will proceed to the classrooms 15 minutes before the start of each party. If you should need some room to organize for your party - please see Mrs. Bjalobok ahead of time in the office for arrangements.



Halloween Party - October 31

Parade: 1:45 - 2:15 p.m. Party: 2:15 - 3:15 p.m.



Winter Party - December 19

Party: 2:15 - 3:15 p.m.



Valentine's Day Party - February 14

Party: 2:15 - 3:15 p.m.

## **PROGRAMS AFTER-SCHOOL**

(Including Intramurals)

North Allegheny School District and Peebles Elementary School PTA offer several after-school programs for our students. All fees and transportation home are the responsibility of the parent. Parents will need to pick up their children promptly at the designated time.

### **PSSA**

The Pennsylvania System of School Assessment tests are administered to all students in grades 3, 4, and 5.

ELA (Grades 3, 4, and 5) - April 20-24

MATH - (Grades 3, 4, and 5) Science - (Grade 4 only) - April 27- May 1

### **PUBLICATIONS**

Peebles School takes great pride in the number and volume of publications made available to families. The PTA publishes a student telephone directory, made available to all who join the PTA. Our school yearbook is always a treasure and is organized and sold by the PTA.

### **RECESS**

- **First Grade** 12:00 - 12:30 p.m.
- **Second Grade** 11:30 - 12:00 p.m.
- **Third Grade** 11:30 - 12:00 p.m.
- **Fourth Grade** 12:00 - 12:30 p.m.
- **Fifth Grade** 1:00 - 1:30 p.m.

Recess is scheduled for thirty minutes each day, and as often as possible, the children are taken outdoors for this time. Proper outerwear and footwear is expected. Our PTA donates funds for playground equipment and children have access to all play areas. Children are supervised by our assistants and playground safety is stressed at all times.

### **REPORT CARDS**

The school year is divided into four nine-week periods. Report cards are sent home with the student at the end of each nine-week period. Skills Check lists or a parent/teacher conference will supplement the report card throughout the year. Parents are encouraged to speak with their child's teacher as questions and concerns arise.

### **SECURITY**

Peebles Elementary is a safe and secure school. We enjoy welcoming guests, visitors and volunteers to our building, but must require **ALL** visitors to register in the Main Office prior to proceeding through the school. Please be sure to have your license or picture ID for identification. All North Allegheny School District employees are required to wear photo identification name badges throughout the school day.

## **SPECIAL EDUCATION PROGRAMS**

A variety of special education classes are available to any child who has an identified need as determined by individualized testing, teacher or parent referral, and/or emotional behaviors. The following services are available to students in need: Learning Support, Emotional Support, Gifted Support, and Speech/Language Support. All North Allegheny elementary students in need of Hearing or Deaf support are assigned to Peebles Elementary. Additionally, the North Allegheny School District contracts with the Allegheny Intermediate Unit for services rendered by Physical Therapists and Occupational Therapists,

## **STANDARDIZED TESTS**

The IOWA Test of Basic Skills is given annually to students in grades 2 through 5. (January 13 - January 17, 2020).

## **STUDY ISLAND ACCESS**

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

## **TARDY STUDENTS**

A child who arrives at school after 9:05 a.m. is considered tardy. If your child is tardy, a note to school signed by a parent or guardian is required. The tardy bell will ring at 9:05 a.m. Students **MUST** check into 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. These students must also bring a packed lunch or order a lunch by calling the office prior to 9:05 a.m.

## **TEXTBOOKS/SCHOOL ISSUED 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.

## **VISITOR SIGN-IN**

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.

## **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)

## **WALKERS**

Walkers will be dismissed at the 3:25 p.m. bell. They are to go directly home and not remain on school property.

## **WELLNESS**

Please refer to NASD Policy #3441 on Student Wellness. More information will be forwarded throughout the school year.

## **WEAPONS POLICY**

School Board Policy 3520 prohibits the possession, conveyance, use or storage of weapons, or weapon look-alike by students, school employees, or visitors on school property. Appropriate disciplinary action will be taken if a student violates this policy.

**PEEBLES ELEMENTARY SCHOOL**

**FAST FACTS**

**Principal:** Mrs. Susie Bjalobok

**School Address:** Peebles Elementary  
8625 Peebles Road  
Pittsburgh, PA 15237

**School Phone:** 412-366-9667

**School Fax:** 412-635-2464

**Email address:** [sbjalobok@northallegheny.org](mailto:sbjalobok@northallegheny.org)

**Web Site:**

<http://www.northallegheny.org/schools/pes>

**2019-20 Student Enrollment:** 417

**First Day of School:** Tuesday, August 27, 2019