



# Hosack Elementary School



**Hosack Elementary School**

Hosack Elementary School  
9275 Peebles Rd.  
Allison Park, PA 15101

412-366-9664

[www.northallegheny.org](http://www.northallegheny.org)

# 2021-2022 Hosack Elementary Student Handbook



Welcome

**W**elcome to Hosack Elementary School. We hope you had a safe and happy summer vacation and are ready to begin a productive school year of learning. We are happy you are attending Hosack Elementary School. Please help us to make Hosack Elementary a positive place to work and learn by being a positive, friendly person who takes pride in your school.

This handbook has been prepared to act as a guide for insuring a rewarding school year. Your knowledge of, and compliance with, the procedures, regulations and provisions outlined in this booklet are essential in providing and maintaining the safe and orderly environment necessary for the progress of all of the people in our school.

It is impossible to answer all questions in this handbook. However, it should help explain many of the procedures you will need to know during the year. If you or your parents have additional questions, please contact us at 412-366-9664.

Sincerely,

The Hosack Elementary Faculty and Staff

# **North Allegheny School District's Mission and Vision**

## **Mission:**

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

## **Vision:**

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 each 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.

## **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.

**2021-2022 Hosack Elementary Staff**

Dr. Amanda Mathieson	Principal
Mrs. Susan Miller	Secretary
Mrs. Danielle Cohen	School Counselor
Mrs. Donna Colucci	School Nurse
Mrs. Kathy Thompson	Support Nurse
Mrs. Courtney Lopez	Kindergarten - KA & KB
Mrs. Michelle Ware	First Grade – 1A
Mrs. Valerie Chandler	First Grade – 1B
Mr. Nicholas Castle	First Grade – 1C
Mrs. Kelly Holden	Second Grade – 2A
Mrs. Amy DeVenzio	Second Grade – 2B
Mrs. Kelly Shute	Second Grade – 2C
Mrs. Gabby Oliver	Third Grade – 3A
Ms. Caitlin Lamagna	Third Grade – 3B
Mr. Keith Gillis	Fourth Grade – 4A
Mrs. Cathy Gabriel	Fourth Grade – 4B
Mrs. Christy Casamento	Fourth Grade – 4C
Mr. Aaron Kokladas	Fifth Grade – 5A
Mr. Anthony Kremmel	Fifth Grade – 5B
Mrs. Christina Kralic	Fifth Grade – 5C
Mr. Kevin Cavlovich	Head Custodian
Mr. Brian Eckert	Custodian

Mr. John Klein	Custodian
Mrs. Kathy Hoel	Librarian
Mrs. Cathy Scalomogna	Library Secretary
Mrs. Tara Hagerman	Art
Mrs. Amy Kegel	Music
Ms. Tessa Filiano	Physical Education
Mr. Dan Klicker	Band
Ms. Rachel McGuire	Orchestra
Mrs. Kim Watton	Orchestra
Dr. Sarah Switalski	School Psychologist (Office at CAO)
Mr. Harry Yeakel	Reading Specialist/Title 1 Teacher
Ms. Karyl Dino	Title 1 Assistant
Mrs. Lauren Bowles	MTSS Intervention Specialist
Mrs. Ashley Adams	GOAL Teacher
Ms. Jaclyn Johns	Learning Support Teacher
Ms. Tori Pernell	Learning Support Teacher
Mrs. Allyson Dohn	Speech/Language
Mrs. Hannah Stiglitz	Multiple Disability/Autistic Support Teacher
Mrs. Lynne Penco	Student Services Assistant
Mrs. Donna Hozdic	Student Services Assistant
Ms. Ashley McDowell	Student Services Assistant
Mrs. Nancy Vandervoort	Special Education Assistant
Mrs. Noelle Evancho	Special Education Assistant
Mrs. Sidrah Yusuf	Special Education Assistant

Mrs. Autumn Runacres	Special Education Assistant
Mrs. Jenna Danka	Special Education Assistant
Ms. Mallory Fallert	Special Education Assistant
Mrs. Sue Louis	Special Education Assistant
Mrs. Karen Schreibeis	Special Education Assistant
Mrs. Anne Papulak	Special Education Assistant
Mrs. Susan Grawlewski	Special Education Assistant
Mrs. Leslie Miller	Food Service
Mrs. Hanny Moniaga	Food Service

## **Office Information**

**Phone:** 412-366-9664

**Fax:** 412-366-9010

**Website:** <http://www.northallegheny.org/Domain/320>

**Office Hours:** 8:00am to 4:00pm

**School Hours:** 9:00am to 3:30pm

**Kindergarten Hours:** 9:00am to 11:45am & 12:45pm to 3:30pm

\*Please Note: Office Staff is not available to answer the doorbell after 4:00pm



*Show your ROARS!*

**R**espect one another, ourselves, and our school!

**O**wn our actions when we make mistakes!

**A**ct safely to avoid getting hurt or hurting others!

**R**esponsible choices help us to succeed!

**S**how kindness, because Hosack is a place where everyone belongs!

## Table Of Contents

After School Programs – Subject to changes due to Covid guidelines .....	10
Address/Telephone Changes .....	10
Admissions .....	10
Animal Visits .....	10
Arrival.....	10
Assemblies - Subject to changes due to Covid guidelines .....	10
Assignment Books.....	11
Attendance .....	11
Request for Family Educational Trip.....	11
Birthday Treats - Subject to changes due to Covid guidelines .....	12
Bus Behavior .....	12
Bus Safety School.....	13
Cafeteria .....	13
Lunch Guests.....	14
Overdue Cafeteria Balances .....	14
Communication.....	14
Weekly Building-Level Emails .....	14
Conferences .....	14
Custody/Court Orders.....	15
Discipline Issues/Positive Recognition Program .....	15
Who’s Got Hosack Tiger Pride? .....	16
Dismissal .....	16
Dress Code .....	17
Driving Reminders.....	18
Early Dismissal .....	18
Electronic Devices.....	18
Emergency Drills .....	18
Field Trips - Subject to changes due to Covid guidelines.....	19
Food in the Classroom .....	19



Health/Emergency Information.....	19
Immunizations .....	20
Medications .....	20
Illness and Communicable Disease.....	20
Lice Facts:.....	21
Homework .....	21
Make-Up Work.....	22
MTSS .....	23
Internet.....	23
Items Brought From Home .....	23
Kindergarten Day and Transportation .....	24
Library/Computer Lab.....	24
Lost and Found .....	24
Parent Faculty Association Executive Board.....	24
Pictures .....	24
Recess .....	25
Report Cards .....	25
School Closings or Delays.....	26
Smoking .....	26
Specials: .....	26
Special Education Services.....	27
Study Island Access.....	27
Study Skills .....	27
Support Services .....	28
McKinney-Vento Homeless Assistance Act .....	28
SAP .....	28
Well-Check.....	28
Tardiness.....	29
Technology/Use of Electronic Devices.....	29
Testing.....	30
AIMSwebPlus .....	30
PSSA .....	30
Text Book Responsibility.....	31

Threats .....	31
Tyler Student Information System/Electronic Parent Portal .....	31
Visitors - Subject to changes due to Covid guidelines .....	31
Volunteer Clearances.....	32
Weapons Policy.....	32
Wellness Policy .....	32

## **After School Programs – Subject to changes due to Covid guidelines**

North Allegheny School District and Hosack Elementary School offer several after-school programs for our students. For any of the programs, students will be called to the appropriately assigned area at dismissal time. Due to building security, access to the building will not be granted during the after-school programs. Specific pick-up information will be provided by the program sponsors. Transportation home is then the responsibility of the parent. Students are not permitted to wander the parking lot.

## **Address/Telephone Changes**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. If you have a change in address or telephone number during the school year, notify the school immediately.

## **Admissions**

New kindergarten students must be five (5) years old and new first grade students must be six (6) years old on or before September 1<sup>st</sup> of the school year in which they are enrolling. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and immunization records must be complete along with proof of residency.

## **Animal Visits**

Due to health concerns for students throughout the building, animals are not permitted to be brought into the building without permission from the office. On the day of the visit, you are to register at the office and at that time will be given any further specific instructions regarding access to certain areas of the building.

## **Arrival**

The children will report directly to their classrooms upon arrival at school. The building is officially open to children by 8:45 a.m. Students are not permitted in the building prior to 8:45. Adult supervision is not provided prior to this time. The school day begins at 9:00 a.m. and the instructional day begins at 9:05 a.m. Students who arrive after 9:05 will be listed as tardy. **Students are not to arrive prior to 8:45 a.m. since proper supervision is not available.** Please also see the section “Driving Reminders” for additional instructions.

## **Assemblies - Subject to changes due to Covid guidelines**

Several assemblies will be scheduled throughout the school year. Announcements for the assemblies will be made on the website. Special attention to etiquette and good citizenship is expected of all students during assemblies.

## Assignment Books

Students in grades 3, 4, and 5 are expected to use the Homework Assignment Book. Students in these grades will receive an assignment book on the first day of school. Students will be responsible for recording all homework assignments under the correct subject area and day.

Parents should review the assignment book nightly and must sign the book at least once a week. The purpose of this is to ensure that parents are aware of their child's assignments and other communications from the teacher that may be recorded in the book.

All teachers will record homework assignments in the classroom on a class chart to assist students in organizing assignments. Extra time at the beginning of the year will be spent on assisting students in establishing a routine for organizing and recording all assignments.

## 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/guardian neglect
3. Illegal employment
4. Family Education Trips not approved by the Administration

## Request for Family Educational Trip

In order to request approval for a Family Education Trip, parents/guardians 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. **No absences will be approved during standardized testing windows.**

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 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: severe weather conditions; bus transportation difficulties; and 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 - Subject to changes due to Covid guidelines**

On their birthdays, children often want to share a treat with their classmates. Non-edible treats are allowable (*pencil, eraser, stickers, etc*).

Due to the number of life threatening food allergies and attention to improved health and wellness, food treats are not permitted.

## **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.



### **Students' responsibilities are as follows:**

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 will not be tolerated.
3. Board the bus in a safe, orderly manner and go directly to your seat.
4. Cross fifteen feet in front of the bus only 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 normal tone of voice so the driver can concentrate and hear warning sounds.
7. Ask the driver for permission to open windows. You must keep your arms and head inside the bus at all times.
8. Eating, drinking, smoking, or chewing gum is prohibited on the bus.
9. Help keep your bus clean. No littering. Throwing objects inside or outside is prohibited.
10. When the bus arrives at school, exit in an orderly fashion and go directly to your assigned room.

**NOTE:** Students must ride their assigned bus. If it is necessary for your child to ride a different bus due to extenuating circumstances on any given day, please send a note or call the school office. Parents no longer need to contact the Transportation Department.

## Bus Safety School

Bus discipline is a topic of serious conversation 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 inappropriate 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 District for that child.

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

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

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 at the discretion of the building principal.

Parents will be notified if their child must attend Bus Safety School and 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 may purchase a lunch daily using either cash or funds that they have on the Point of Sale (P.O.S.) system. All students buying lunch or snacks will enter his or her Personal Identification Number (P.I.N.) as they purchase their lunch or snack. Assistance will be given to all students at the beginning of the year as they enter their P.I.N. The price for a school lunch is \$2.45.



Parents may send in cash or a check payable to NASD Cafeteria Fund at any time to deposit money into their child’s P.O.S. account. Cafeteria Payment envelopes should be used to include student name, Personal Identification Number (P.I.N.), and payment option. For those families with more than one child attending HES, please remember to use separate envelopes for each child.

Parents have the ability 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). This resource accepts credit card and checking account prepayments 24 hours a day. For more information, follow the quick link at [www.northallegheeny.org](http://www.northallegheeny.org).

## **Lunch Guests**

Due to Covid mitigation efforts and space constraints, visitors/guests are not permitted.

## **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. Parent/guardians are responsible for assuring that a student's P.O.S. account remains up-to-date with a positive balance.

Cafeteria time is meant to be a pleasant break in the day. Every boy and girl is expected to use proper table manners, and speak in a normal tone of voice so that everyone may enjoy their lunch break. Restaurant-like behavior is expected and students are to clean up after themselves.

All students are expected to eat daily - either a packed lunch or a lunch from the cafeteria. Students who do not have a bagged lunch or money to purchase a lunch will be given a lunch from the cafeteria. The cost of the lunch will be billed to the student's P.O.S. account.

## **Communication**

### **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 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.

## **Conferences**

During the 2021/22 school year, Elementary Conference Days are scheduled for the following dates and times:

Monday, November 1, 2021

12:00 p.m. until 7:45 p.m.

Open and continuous communication between parents and teachers has proven to be vital to the success of students in the classroom. It is important for both parents/guardians and school personnel to continue to communicate regularly with regards to student success in school. While report cards offer one means of communication, the ability to meet face-to-face and collaborate on a child's progress is invaluable.

For this school year, teachers will be available for conferencing from 8:00 a.m. until 3:45 p.m. on Monday, November 4, 2019 and from 12:00 p.m. until 7:45 p.m. on Tuesday, November 5, 2019. Please note that it may be necessary for teachers to schedule conferences on other days.

Prior to the fall conference dates, grades will be finalized for the first marking period. Report cards will be available online on Friday, November 1, 2019.

Throughout the year, you should always feel comfortable in contacting your child's teacher to discuss academic progress or any other concerning issues. While you are encouraged to attend the fall conferences, these two days are by no means the only days that are available to you for discussion. You can schedule a conference with school staff at any time throughout the course of the school year.

## **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.

## **Discipline Issues/Positive Recognition Program**

Normal discipline issues that occur will be handled by the classroom teacher in conjunction with the guidelines established in the North Allegheny School District's **Code of Conduct**. For more serious infractions, a Discipline Report will be completed and sent to the office along with the student. The students will meet with the Principal to discuss the behavior. Consequences will be assigned depending on the severity of the behavior and whether the behavior is a repeated behavior. Students will sign the completed Discipline Report and also have their parent or guardian sign the form before returning it to the office as an additional means of communication.

Possible consequences include:

- Conferences with the Principal
- Letter or phone call to parents
- Loss of recess period
- Loss of grade level or school wide event/PAW Activity



- Detention before or after school
- In school suspension during lunch and recess period or suspension from school



## Who's Got Hosack Tiger Pride?

"Pride" is defined as going beyond the typical expectations to follow the school rules.

"Pride" is also defined as showing "above and beyond" behavior to demonstrate the monthly kindness themes (i.e., empathy, caring, individuality, etc.).

Students who show Tiger Pride will receive a golden "tiger" to place in a treasure box in the office and to receive praise and recognition. Students will also be recognized for their efforts through class meetings, announcements, and a "Tiger Pride" display in the cafeteria.

## Dismissal

- Requests for early dismissal (prior to 3:20) should be provided in written form to your child's teacher the day of the early dismissal. Please make every effort to convey this written request in advance rather than calling the school so as to help avoid interruptions to class instruction.
- At the beginning of the school year, all Hosack families will be assigned a number and will receive a laminated card to be used for all end-of-the-day pickups. You will be asked to display the number card in the front window or dashboard of your vehicle, so that the staff members on duty can view it. Your child will also have a duplicate number card with the same assigned number to your family.
- All students with a scheduled "pick-up" will leave the classroom at 3:25, when called over the public address system. The students who are being picked up instead of riding the school bus home will be dismissed through the exit doors on the side of the building near the first grade hallway.
- When arriving at Hosack to pick up your child/children, please continue to drive straight past the right side of the building and proceed around the back circle. As you drive your car forward, Hosack staff members will be at the door near the first grade classrooms to escort your child to your vehicle. This new procedure will allow you to remain in your vehicle and we will bring your child to you!
- During pickup, parents/guardians may be asked to show their driver's license or photo identification to the Hosack staff members on duty. These safety measures will enable the staff to know which child matches the parent/guardian.
- If your child is going to be a pickup at the end of the school day on a regular basis or on a situational basis, please remember to write a note to your child's teacher and inform the main office. ***A separate note should be written for each child in the family.***
- If an adult other than the child's parent/guardian is picking up the student, please designate the full name of the individual on the note to school that day. Additionally, please provide the

laminated number card to the adult that will be picking up your child. They will also be asked to show a driver's license or photo identification.

***Please remember:***

A note **MUST** be sent to the child's teacher on the day the parent/guardian is planning on picking the student up from school. As written above, **a separate note should be written for each child in the family**. For regular walker pick-ups one note can be sent to the teacher. All pick-up messages should be received prior to 3:00 p.m. **Emails should not be sent since it is not guaranteed that the email will be received in time.**



## **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.
9. Students are **NOT** permitted to wear hats during the school day inside of the building. This also includes bandannas and head scarves (unless the head covering is based on religious reasons).

## Driving Reminders

We encourage our children to ride district transportation to and from school. However, if you find that on occasion you must either bring your child to school in the morning or take your child in the afternoon, please observe the following procedures.

**AM** – Drive to the upper auto loop, proceed down the driveway and leave your child off at the sidewalk. Instruct your child to walk along the walkway and into the building at the main entrance. Proceed along the drive to Peebles Road. **Please do not bring your child before 8:45 a.m.**

**PM** – Please see information under “Dismissal” regarding the “Walker Pick-up” procedures.

**\*\*\*Please DO NOT enter the bus loop during morning arrival (8:45 – 9:15) or afternoon dismissal (3:25 – 3:45)**

## Early Dismissal

If a situation should arise that would require a student to leave the school at any time other than the normal dismissal time, the parent or guardian must send a note to the homeroom teacher who will then forward it to the office. **Emails should not be sent since it is not guaranteed that the email will be received in time.** All students must be signed out at the office by the parent or guardian. When the parent/guardian comes into the office, the Visitor’s Dismissal Sign-out Log on the counter should be signed to indicate that they’ve picked up their child. Children are not permitted to leave the building early and wait outside. Parents are encouraged to schedule normal medical and dental appointments after school hours if at all possible.

## Electronic Devices

Students are NOT permitted to bring personal electronic devices, such as Smart Watches, cell phones, digital games, or any other emerging technology that meets the definition of non-essential technology not required for learning and instruction. If an item has been confiscated from a student, the item will be housed in the Main Office and not returned directly to the student. Parents must pick up confiscated items from the office.

## 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 (one per 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.

### **Field Trips - Subject to changes due to Covid guidelines**

Field trips that reinforce and enhance the North Allegheny curriculum are scheduled by various grade levels 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. These trips are funded by the Hosack PFA. There are times that a small amount of money may be requested from each student to defray transportation or facility use costs if they exceed the PFA's budgeted amount.

### **Food in the Classroom**

There are an increased number of students in our schools who have serious food allergies. Out of concern and respect for their well-being and an overall emphasis on health and wellness across our District, guidelines related to food items that may be brought into our classrooms have been reviewed and refined. In some schools, there may be more stringent guidelines, due to specific circumstances. Instructional activities that include food items to support and enhance the curriculum, and treats selected for holiday parties are subjected to a review of ingredients by the health office. Approved items will be communicated with families in advance of the instructional activities, in addition to holiday parties.



### **Health/Emergency Information**

At all times you can refer to the North Allegheny web site under "Health Services" for forms, medication policy, immunization requirements and health care information. During the first week of school or upon enrolling your child, the parent/guardian is requested to complete and return an emergency form for each student. This form is to be returned ASAP. This information is required for your child's care in case of illness or injury.

- It is **important that we have your current home, work and emergency phone numbers**. In case of 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 changes 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 on the emergency form. Without this consent, we cannot release your child to this caretaker.

## **Immunizations**

State Law requires every student who intends to enroll in a public school to provide evidence of a successful vaccination history. At various ages, different vaccinations are necessary for enrollment. Some of the immunizations necessary for K-12 students are diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, varicella, and meningitis. Should you have a question regarding the immunizations necessary for your child, please contact the Health Office, at extension 14020.

## **Medications**

Medications will be administered by health office personnel according to school policy which includes written parental permission, and a Doctor's order for both prescription and nonprescription (OTC - over the counter) medications. A copy of this policy will be sent home the first week of school. Please review this as it includes information on both prescription and nonprescription medications (OTC) and the parent/guardian responsibility with both.

The following are a few important points to remember:

- Students are not permitted to carry medication with them at school. All medication is to be dispensed from the health office.
- Medication is to be brought to school by the parent/guardian in the original container. The health office cannot/will not administer any medication in a baggie, paper towel, etc. This is for your child's safety and is against school policy for medications.
- Tylenol may be administered with parental permission and at the discretion of the school nurse. Please remember to circle the appropriate response on the bottom of the emergency form.

## **Illness and Communicable Disease**

### **Illness:**

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

- Temperature of 100 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.
- Head Lice (Pediculosis) - 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 and 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 do they 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](#)

**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.
- 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.

## **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 9:00 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.

## **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.

## **Internet**

All students and staff members have access to the Internet. The Internet is accessible through the classroom computers, computer lab, and in the library.

Each child grades K-5 will be working at some time during the year on the Internet. All work is done with the supervision of a teacher. If for some reason you do not wish your child to use or have access to the Internet, you will need to notify the North Allegheny Information Technology Department. You can contact the IT Department by calling 412-366-2100.

When the students are on-line at Hosack, they are closely monitored and the sites they are accessing are screened by the HES staff members.

The students have benefited greatly from this new technology that is available to them. It has become another valuable resource that enhances their core curriculum.

## **Items Brought From Home**

Questions often arise regarding what toys or game-like items students may bring to school. We recommend that students leave all valuables at home, including toys, jewelry, and personal electronic equipment. Students should not bring large sums (over \$5.00) of money to school. Hosack 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. This includes fidget devices that are not approved by the teacher or part of a formal support plan.

## **Kindergarten Day and Transportation**

AM Kindergarten begins at 9:00 a.m. and concludes at 11:45 a.m.  
PM Kindergarten begins at 12:45 p.m. and concludes at 3:30 p.m.

The District provides bus transportation to AM Kindergarten and from PM Kindergarten. The noontime transportation is the responsibility of the parents/guardians.

## **Library/Computer Lab**

The library is open on a regularly scheduled basis and is supervised by the librarian or the library secretary. Library classes are held for all grade levels in the school, with the purpose of enhancing literacy skills, introducing students to research, and engaging them in the use of technological tools.

Students are allowed to access the library with permission of their classroom teacher. They may use the library to read, check out books, use audio materials, access their electronic files or projects, and to complete research. Each student may check out books for a one-week period and renew anytime there is not an outstanding hold. There is no fine for overdue books, but lost or damaged books must be paid for.

## **Lost and Found**

All clothing, lunch boxes, etc. found at school are placed in the Lost and Found Box near the office. Money, jewelry or any other articles of value are turned into the office. Students and/or parents may claim them after proper identification. Names and identification on items and clothing brought to school greatly helps in returning these items. All unclaimed items are delivered to a local charity at the end of the school year.

## **Parent Faculty Association Executive Board**

<b>Officers:</b>	
<b>President:</b>	Gina Anetakis
<b>Vice President:</b>	Carrie Wirth
<b>Secretary:</b>	Tina Green
<b>Treasurer:</b>	Michelle Fallon

## **Pictures**

Individual student pictures will be taken on **Friday, October 8, 2021**. These pictures will be utilized in the Hosack Elementary School yearbook and are available for purchase by families within six weeks of the photography session. Picture re-takes, group, and make-up pictures will be taken on Friday, November 15, 2019. Additionally, Spring Pictures are scheduled for March 13, 2020.

## Recess

We are fortunate at HES to have a large playground area. The teachers and playground assistants will explain rules for this area to all students. They are to be followed with no exceptions. Failure to follow these rules may result in the loss of playground privileges. Follow directions of assistant when given.

- Playground equipment will be used properly, in the manner for which it was intended and designed.
- Each child will show respect for adults and other children.
- Watch out for others/equipment.
- Use equipment only when dry.
- Children will stay in assigned areas.

On days with inclement weather, recess is held in the classroom. We will not go outside if it is raining or storming or if the wind chill factor is below 20 degrees. However, we try to go out as often as possible, so **dress appropriately on cold-weather days**.

## Report Cards

The school year is divided into four nine week periods. Report cards are available online through the Tyler Student Information System at the end of each nine week period for grades 1 - 5. Kindergarten students will have online report cards available at the end of each semester.

REPORT CARD DATES 2021 - 2022

<b>Grading Period</b>	<b>Last Day of Grading Period</b>	<b>Report Card Availability Date</b>
First Nine Weeks	October 26, 2021	October 29, 2021
Second Nine Weeks	January 13, 2022	January 24, 2022
Third Nine Weeks	March 22, 2022	March 31, 2022
Fourth Nine Weeks	June 3, 2022	June 13, 2022

Please note that the end of the grading periods occur approximately one week before report cards are issued. This allows the teachers the opportunity to finalize any assignments that must be graded and recorded, along with submitting final grades for each grading period. While grades are accessible to parents through the electronic grade book, parents should be aware that grades may change from the last

day of the grading period until the availability of the report cards. Any concerns should be addressed with the classroom teachers.

## School Closings or Delays

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:

- District website ([www.northallegheny.org](http://www.northallegheny.org))
- NATV Cable (Armstrong 50, Comcast 98, Consolidated 406, Verizon 33)
- Local television and radio stations.
- 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.

***Kindergarten will follow a special delay schedule:***

A.M. 11:00-12:45 and P.M. 1:45-3:30. All bus schedules will be delayed by the same amount of time.

## Smoking

Hosack Elementary School is a smoke-free environment. Smoking is forbidden at school (including e-Cigarettes and vaping), as is the possession of tobacco, alcohol, or illegal substances.



## Specials: Art, Library, \*Music, & Physical Education Courses

The art, library, music, and physical education courses make up the special area class rotations. We believe these courses to be an important part of each student's educational experience.

**Art** – Students are encouraged to express themselves creatively using a variety of means and materials including drawing, painting, sculpting, constructing crafts and creating graphics. They are also taught and learn to apply skills in art criticism, art history and art appreciation. Most art projects relate to the Integrated Arts theme for the year, with each grade working at its own developmental level. Art can be messy and students should dress accordingly on their scheduled art class days.

**Music** – Students learn the fundamental components of music: Rhythm, Melody, Harmony/Texture/Form, Expression/Style. Skill focus is on rhythm reading, melody reading and music vocabulary. Repertoire includes American and International folk songs, as well as, listening examples from a wide range of styles and historical periods. Class activities include instrument playing (classroom percussion), use of manipulatives and a variety of singing games. The emphasis is on movement, learning, fun and use of the voice as one's primary instrument.

**Physical Education** – Students will learn the significance of developing and maintaining a healthy body, both physically and mentally. We will also create an atmosphere for the development of their leadership, sportsmanship, and congeniality through our program. Your child should wear or bring athletic shoes on their regularly scheduled P.E. day. Since the students have P.E. every third Integrated Arts Day (Monday), it is a good practice to wear or bring athletic shoes on these days as well.

\*Subject to changes due to Covid guidelines\*

\* Students in grades 4 and 5 are encouraged to participate in the school's **chorus** program. Two concerts are held during the school year for students, parents, and interested community members. Chorus is scheduled as a regular class period for 45 minutes each week.

\* Students in grades 3 through 5 are encouraged to participate in the school's **band** and **orchestra** programs. Band and Orchestra are scheduled pull-outs twice a week (30 minute small group lesson, 45 minute large group instruction.)

## **Special Education Services**

The following special education services are available for those students who meet the requirements: GOAL, Speech, and Learning Support. Contact the school counselor, principal, or Special Education Department if there are any questions about these programs.

## **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

## **Study Skills**

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

1. Be prepared with necessary materials during class time.
2. Be an active participant in class. Listen well and take part in discussions.
3. Ask questions to understand information.
4. Do not be afraid to make mistakes; they are a path to learning.
5. Plan your day and schedule time for homework in a place conducive to thinking.
6. Use what is learned and apply it to new situations.
7. Strive to do the very best work possible.



## Support Services

### 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 North Allegheny Homeless Liaison (Dr. James Bradley, Assistant Superintendent of Elementary Education at 412-369-5896 or [jbradley@northalleghey.org](mailto:jbradley@northalleghey.org)) so that the District can assist and provide resources to impacted individuals.

### 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.

## **Tardiness**

A child who arrives at school after 9:05 a.m. is considered **tardy**. The parent/guardian must sign in at the office upon arrival. All students entering school after 9:05 a.m. **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. ***If your child is going to be late and is planning on buying a school lunch, please call the office prior to 9:15 to place their lunch order.***

## **Technology/Use of Electronic Devices**

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, 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.

## Testing

Various kinds of testing are administered throughout the school year. Results are used to help determine individual student progress and also to make adjustments to curriculum and instruction if necessary. Within the Elementary Schools of the North Allegheny School District, four standardized tests are administered:

### AIMSwebPlus

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.

### PSSA

The State's assessment system is known as the *Pennsylvania System of School Assessment (PSSA)*. Tests are required under the Chapter 4 Regulations of the Pennsylvania State Board of Education and the federal guidelines that are outlined in the Elementary and Secondary Education Act (ESEA). The tests are based on the Pennsylvania Academic Standards in Mathematics, Reading, Writing, and Science. The

focus of the assessment is to determine the degree to which the students and schools in the State of Pennsylvania are proficient in achieving the content contained in the Pennsylvania Academic Standards in the areas of Mathematics, Reading, Writing, and Science. Additionally, the PSSA provides information to teachers and schools to guide the redesign of curriculum and instructional strategies to enable students to master the Pennsylvania Academic Standards.

Students are to be in school during the District assessments and State (PSSA) testing, except in cases of illnesses. The dates for all of the tests are listed in the school calendar, as well as notification by the school. These tests are important. **No vacation requests can be approved for the weeks of these tests.**

Information about standardized testing, including anticipated testing timelines, is available at <http://www.northallegheny.org/Page/465> in addition to communications in Hosack Happenings, the Thursday eblast, and the Hosack Elementary School website.

### **Text Book Responsibility**

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.

### **Threats**

All threats - verbal or written - must be taken seriously. For the safety of our students, all threats will be thoroughly investigated and the School District's Code of Conduct strictly enforced.

### **Tyler Student Information System/Electronic Parent Portal**

The District offers a Student Information System called Tyler SIS. This electronic Parent Portal is a web-based gradebook and reporting system that provides parents access to student records related to their schedule and academic performance. The new Parent Portal will also provide parents with expanded capabilities, such as the opportunity to update demographic and contact information. Please be sure to maintain current contact and demographic information in Tyler SIS in order to receive important District information and email blasts.

### **Visitors - Subject to changes due to Covid guidelines**

Individuals who arrive at Hosack Elementary for a pre-planned and approved visit will use the videophone system for entry into the main office. Upon entering the 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 data base 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.

To ensure the safety of the children, visitors will not be permitted to wander through the building. Messages for students or teachers may be given to the secretary in the office so that classroom instruction is not interrupted. No one will be permitted to go to a classroom unless prior arrangements have been made with the classroom teachers. In the event of special occasions, such as holiday parties and Field Day, alternative procedures for visitors will be communicated prior to the date of the event.

## **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**

The North Allegheny School District strictly prohibits the possession or storage of weapons by students on school property. For the purpose of this policy, the definition of a weapon also includes weapon "look-alikes." The District's Code of Conduct will be strictly adhered to if a weapon is brought to school.

## **Wellness Policy**

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. As stated in the "Birthday Treat" section of this handbook, non-edible treats are **not permitted** due to life threatening allergy-related concerns



## Hosack Elementary School

9275 Peebles Road

Allison Park, PA 15101

412-366-9664

Principal: Dr. Amanda M. Mathieson