



IES

2022 - 2023
OFFICIAL HANDBOOK



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Ingomar Elementary School
602 West Ingomar Road
Pittsburgh, PA 15237
412-366-9665
412-366-5679 Fax

Main Office Hours
Office hours: 7:30 a.m. - 4:00 p.m.
School hours: 9:00 a.m. - 3:30 p.m.

Kindergarten Hours:
9:00-11:45 a.m.
12:45-3:30 p.m.

Ingomar Elementary School Student/Parent Handbook

Welcome

Welcome to Ingomar Elementary School! We are happy you are part of the Ingomar Elementary School family. Please help make Ingomar Elementary School a place to learn and thrive by being a positive, friendly student who takes pride in your school.

This Student/Parent handbook has been prepared to act as a guide for ensuring a rewarding school year. Your knowledge of, and compliance with, the procedures, regulations and provisions outlined in this handbook are essential in providing and maintaining a safe and orderly environment necessary for the academic, social, and emotional progress of all the individuals at Ingomar Elementary School.

The Student/Parent Handbook should help explain many of the procedures you will need to know during the year. If you or your parents have additional questions, please call the Ingomar Elementary School Front Office at **412-366-9665** or email Dr. Michalowski at Tmichalowski@northallegheny.org.

Sincerely,
The Ingomar Elementary School Staff

Principal: Dr. Tracie V. Michalowski, Tmichalowski@northallegheny.org
Secretary: Mrs. Kelly Yatcko, Kyatcko@northallegheny.org

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 every student every day.

Ingomar Elementary School Positive Behavior Interventions and Supports

PAWS

We focus on a positive behavior reward system that teaches students about pride, accountability, wise choices, and self-control in all areas of the school while reinforcing how to be a good citizen in the community.

1. **PRIDE**
2. **ACCOUNTABILITY**
3. **WISE CHOICES**
4. **SELF-CONTROL.**

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 to assure efficient communication between school and home and to update your child's transportation services. Emails are often not updated and lead to loss of electronic notifications if not maintained.

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 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 approval 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

Students who are dropped off or walk will enter the lobby upon arrival to school and await the cue to go to their classrooms. The building is open to children at 8:45 a.m. Students are not permitted in the building prior to 8:45. Adult supervision is not provided prior to this time. Busses usually begin to arrive at 8:50. The school day begins at 9:00 a.m. Students who arrive after 9:05 will be listed as tardy. Parents transporting students to school should adhere to the 8:45 a.m. arrival time and use the drop off areas in the parking lot, with students entering through the front doors for K-2 and the lower lot drop off zone for students in grades 3-5.

*******Students are not to arrive prior to 8:45 a.m. since supervision is not available.**

Assemblies

Assemblies will be scheduled periodically throughout the school year to enhance or reinforce the North Allegheny School District's curriculum. Announcements for the assemblies will be made and posted on the website. Special attention to etiquette and good citizenship is expected of all students during assemblies.

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 Educational Trips not approved by the Administration

When students return to school after any absence, they must bring a written excuse signed by their parent or guardian, stating the reason for dates of the absence. An email is acceptable, but it must be addressed to both the homeroom teacher and the school secretary. The written excuse should be given to the homeroom teacher for record keeping purposes. It will then be sent to the front office. If no excuse is provided, absences are considered illegal. The most efficient manner to excuse your child from school is through Tyler SIS Parent Portal.

Absences --Forms via Tyler SIS Parent Portal

Student excuses can be submitted through an "E-Form," creating a touchless submission option for parents/guardians. This will reduce the amount of paper transmissions between parents/guardians, students, and our staff. Please review the directions to submit an electronic student excuse below and contact your student's building secretary with any questions.

Instructions for submitting student absences electronically (See diagram on next page):

1. **Log in** to Tiger ID at login.northallegheny.org and click on the "Tyler SIS" tile.
2. Select **e-Forms**.
3. Select **Optional** and Create New by clicking on the blue link titled **Absence e-Form**.
4. Fill out the Electronic Absence Form for the student by selecting the appropriate **date, reason** and any other information you feel the school should know. You may attach accompanying documentation if needed by clicking Browse. Click **Submit** when finished to send to the school.

Tyler SIS

Current Academics

- Assignments
- Grades

Daily Student Activity

- Attendance
- Student Schedule

School Life

- Announcements
- Calendar
- eForms
- Send Email

Student History

- Academic History
- Documents

Student Information

- Health

Student Name 1 of 1

New optional e-Forms are available [View](#)

Announcements 02/16/21 [GO TO ANNOUNCEMENTS](#)

District (?)

01/04/21 - Spread the word- Kindergarten Registration is Open!!
If you have children of school age that in the community please share with those families that Kindergarten Registration is open for the 21/22 school year. Families can visit the North Allegheny School District website [HERE](#).

01/07/20 - How to Add a Student
Click [HERE](#) for further instructions

Today's Attendance

Tardy 0 Absent 0

Tyler SIS

REQUIRED **OPTIONAL**

Name ↑ Type Student

[Elec. Absence Excuse](#) [Create new]

Elec. Absence Excuse

Electronic Absence form for Student Name

Date of Absence: *

Reason for Absence: Please check the corresponding box associated with your child's absence. *

- Bereavement
- Medical Appointment
- Other Urgent Reason
- Personal Illness
- Religious Holiday/Instruction
- Required Court Attendance

For College Visits and Family Educational Trips please submit [Form 060A](#) five days prior to absence.

Please list any additional information you feel the school should know

Attach any accompanying documentation for the absence.

Drop file to attach, or browse. [BROWSE](#)

Absences shall be treated as unlawful/unexcused until the district receives an excuse explaining the absence, to be submitted within three (3) days of the absence. Please see [Board Policy 204](#) or the [Student Handbook](#) for additional information.

Submit Save and Finish Later Cancel

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. These days are considered legal absences when approved. No absences will be approved during standardized testing windows.

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

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.

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, typically equal to the number of days they were absent. The Blackboard agendas posted by all teachers allows access to daily assignments.

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

Birthday Treats

On their birthdays, children often want to share a treat with their classmates. Due to life-threatening food allergies and our commitment to improve health and wellness, edible birthday treats of any kind are not permitted. If you would like to send a non-edible birthday treat, please contact the homeroom teacher. Items should be individually wrapped.

Blackboard

Students K-12 will be using the Student Management System Blackboard Learn. Blackboard Learn is a web-based teaching and learning environment which enables teachers to build and manage a Web component for their classes. For students, this can mean:

- access to course materials such as handouts or copies of classroom presentation, which often can be downloaded for further review
- access to announcements
- opportunities to communicate and collaborate with classmates through tools such as discussion boards, wikis, and blogs
- online assessments (surveys and quizzes where teachers can provide feedback)

For additional parent information, please visit the district website, [Blackboard for Parents](#).

Bullying Prevention

Being proactive to create an anti-bullying school environment is the best way to prevent bullying and conflict. Staff educates students on inclusiveness and tolerance. Various lessons and modeling are completed throughout the school year to support students to make school the best environment for everyone in the school community. The Positive Behavior Interventions and Supports Program provides realistic expectations necessary to take a proactive rather than a reactive approach when responding to behavioral and social issues including bullying. Any bullying observed or reported is addressed to resolve conflict quickly. Please see the Positive Behavior Interventions and Supports section. Please review [249 Anti-Bullying/Cyberbullying School Board Policy](#).

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 entire body and all objects 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 area.

NOTE: Students must ride their assigned bus. If a one-time change is necessary due to an emergency situation, please print the Transportation Permission Notice from the IES website

(forms are also in the front office). Please send this from to the homeroom teacher. The note will be recorded in the front office and passed to Mrs. Flo Giglio, the IES bus monitor.

Any request for a permanent change of a bus stop must be approved through 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 OffenseWarning
- Second OffenseConsequence like detention at lunch/recess
- Third Offense.....Bus Safety School
- Fourth OffenseBus Suspension * - 3 days
- Fifth OffenseBus Suspension * - 5 days
- Sixth OffenseBus 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 on the third Thursday of every month from 3:45 p.m. to 4:45 p.m. at one assigned building in the District.

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 Elementary Lunch is \$2.45.

Parents may send in cash or a check payable to NA 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 IES, please remember to use separate envelopes for each child.

Reminders will be sent home with the student when their Point of Service [P.O.S.] account accrues a negative balance. If there are any questions or concerns, please contact the Food Service Office at 724-934-7201 or 7236.

Parent/guardians are responsible for assuring that a student's [POS] account remains up to date with a positive balance.

The District also has an online payment system called **PaySchools Central**. Log in to PaySchools Central at payschoolscentral.com. More information on PaySchools Central can be found at PaySchools.com.

Cafeteria time is meant to be a pleasant break in the day. Every student 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.

Ingomar Elementary School serves lunches in 30-minute blocks, and all students receive a 30-minute recess. Cleaning of tables occurs between each student group.

*Please refer to the menu on the district website.

Calendar/Newsletter

Each year the North Allegheny School District publishes and distributes an Activities Calendar to each family. We hope that you will utilize this calendar, the District and Ingomar Elementary School websites, and District publications to stay on top of upcoming opportunities and events. A weekly newsletter is sent with current events listed.

Cancellation/Modification of School Hours

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Such information will be communicated via the District website, SchoolMessenger, and local media, such as television and radio stations. If special activities were planned on the day of a cancellation or delay, specific information will be posted in the headlines on the website and may also be communicated through an eBlast.

Kindergarten will follow a special 2-hour 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.

Conferences

Parent/teacher conferences are scheduled in November or by parent request throughout the year. Parents are asked to make an appointment with the teacher(s) of each of their children, regardless of the progress of their child. These conference times are very valuable to the overall educational program.

Counselor

Our school counselor, Mrs. Julia Sweeney, is a part of the Ingomar Elementary School staff and is available to assist students, parents, and staff with academic, social, and emotional needs of students. To make an appointment with the counselor, please call the main office or email her at jsweeney@northallegheny.org.

Crisis/Emergency Information

In the event 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. SchoolMessenger and the District website www.northallegheny.org are great resources and have

current information. Local television and radio stations also communicate delays and closing in a timely manner.

The District utilizes SchoolMessenger, an automated telephone notification system that will deliver a personalized message to parents and employees in minutes. As it is a web-based program, its reliability and availability will not be affected by local power or equipment failures.

Parents can 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, 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. Please review the link for [SchoolMessenger](#).

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. Parents must provide any initial custody agreements/court orders to the school office. If parents/guardians are aware of modification of existing paperwork, it is their responsibility to provide the updated paperwork to the school office. If the school office is not aware of changes, the last copy provided is the copy that will be the official copy. A notarized copy of any of these forms may be presented to the school office annually. Even if the paperwork isn't modified or canceled, parents/guardians may be required to submit copies at the start of each school year to assume that any necessary paperwork is up-to-date.

Discipline

Normal discipline issues that occur will be handled by the classroom teacher in conjunction with the guidelines established for our Positive Behavior Interventions and Supports program (please review that section) and the North Allegheny School District's Code of Conduct. Behavior is expected to be positive throughout the entire school setting including the classroom, arts classes, cafeteria, playground, hallways, field trips, concerts, bus, and assemblies. Students will be made aware of the expectations at the beginning of the year. If a student chooses to break a rule, the student's behavior will be addressed and documented on a Paws-itive Behavior Think Sheet. Parents/guardians will be notified to continue communication. Consequences may be assigned depending on the severity of the behavior and whether the behavior is a repeated behavior. Students, teachers, and parents are all part of the process allowing a student to learn and improve behavior. We want to assist students with maintaining positive behavior as students learn and grow. Possible consequences include:

- Conferences with the Principal
- Apology
- Letter or phone call to parents
- Loss of recess period(s)
- Recess and/or lunch in the office with Principal
- Loss of grade level or school-wide assembly, event, or PAW Activity
- Detention before or after school
- In-school suspension for ½ of school day
- In-school suspension for the entire school day
- Out of school suspension

Teachers and staff members are also encouraged to recognize and respond to positive behavior, as all behavior is monitored in all areas of the school.

Dismissal

The instructional day ends at 3:20 p.m., followed by pack-up for the end of the day. All students walking to their homes or with a scheduled "pick-up" will leave the classroom at 3:25, when called over the public address system. Parents requesting "pick-up" must adhere to the following procedures to assure the safety and welfare of our students:

A note/email MUST be sent to the child's teacher (please copy the front office secretary) on the day the parent/guardian is planning on picking the student up from school. A "blanket note" can be submitted to the homeroom teacher and school secretary detailing a regular pick-up schedule (e.g. "every Tuesday"). Emails must be copied to the homeroom teacher and school secretary. All pick-up messages must be received prior to 3:00 p.m. Emails should not be sent after 3:00 pm because it cannot be guaranteed that the email will be received in time for clear communication. In the event of an emergency close to 3:00, please call the school secretary.

Parents coming to pick a child up prior to 3:15 for an early dismissal, MUST report to the office before 3:15 p.m. and adhere to the office policy of signing students out and waiting for their child to meet them in the main office. **Under no circumstances are parents/guardians permitted to go directly to the classrooms or bus lines.**

Parents, who will be picking their children up regularly or semi-regularly, will be assigned a number and provided with a corresponding school sign for their vehicle students to their vehicles. Please be patient as a monitor may check ID in cases where the monitor is unfamiliar with the person picking a student up from school.

Parents will be directed to stay in their cars and follow a traffic pattern (below) to circle around the block, pulling through the lower lot to alleviate any jams on the main roadways and prevent parents with small children from having to take them out of their vehicles. This procedure will replace the need for individuals to be inside the school building, creating a more controlled dismissal environment.

Please see picture below:



- Cars should drive down Bellcrest Road, turn right on Ridge Road and then right on Grosick Road. Please be mindful to NOT block driveways on Grosick located by red box with XXXX.
- Wait on the corner of the road marked in blue box A. A staff member will allow cars to enter and move to the blue box with B.
- A staff member will assist your child to get to your car.
- We are hopeful to get 10 cars into the parking lot and quickly load students. Please be prepared to buckle your child/dren in and pull out. We will then allow another 10 cars to enter and load.
- If your child is late, we may ask you to pull into a spot allowing other cars to move through the line.
- Walkers will be united with parents by the tree located by the blue box marked with an A.

If a child is to go home with someone other than his/her parent/guardian, a written note must be sent to the school or the child will not be released to another individual without verbal consent from the parent over the phone. Identification will also be requested for anyone picking up this child other than the parent or assigned guardian. See the “Early Dismissal” section of the handbook for information.

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 tastes, 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. They may not depict illegal substances,

indecent writing, weapons, or indecent pictures. Please be mindful of video games depicting the use of weapons.

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. 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.

5. Items of dress that disrupt the educational process and climate are not permitted.

6. Footwear must be worn by all students. Wheelie shoes are not permitted.

7. Shorts or skirts must reach at the fingertips while arms are hanging naturally at the sides. 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.

8. Students are NOT permitted to wear hats during the school day inside of the building. This also includes bandannas and head scarves, unless the day has been approved for charity or spirit week or the head covering is based on religious reasons.

Driving Reminders/Drop-Off

Bringing students to school in the morning - Please enter the designated side parking lot off of Bellcrest Road (Students in Grades KG-2) or Grosick Road (Students in Grades 3-5) and circle around to the sidewalk to drop your child off in the designated area. If you have children in both grade spans, either lot may be utilized. Please do not park or pause longer than the few moments it takes for your child to exit your vehicle as traffic could be potentially affected and create unsafe circumstances.

Fire Lane - Parking in the fire lane is **not permitted** at any time.

Main Driveway in front of IES - This road is closed to car traffic during the following times:

8:45-9:10 and 3:15-3:45 – Buses only

11:30-12:00 and 12:30-1:00 – Kindergarten drop-off and pick-up only

Early Dismissal

If a situation should arise that would require a student to have an early dismissal, the parent or guardian must send a note to the homeroom teacher. An email is acceptable, but the email must be copied to the homeroom teacher and school secretary. All pick-up messages must be received prior to 3:00 p.m. Emails should not be sent after 3:00 pm because it cannot be guaranteed that the email will be received in time for clear communication; please call the school secretary if the timing of notification is after 3:00 p.m.

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 have picked up their child. Children are not permitted to leave the building early and wait outside.

Electronic Devices

Students are NOT permitted to bring personal electronic devices to school. Cell phones should not be brought to school unless there are extenuating circumstances. A cell phone MUST be turned off during instructional hours when permission is granted. If an item has been confiscated from a student, the item will be housed in the office and not returned directly to the student. Parents must pick up confiscated item from the office.

School iPads are permitted and considered District property. Use of electronic devices must follow the [Responsible Computer, Telecommunications, and Information Technology Use](#) policy 224.1.





In addition, more and more students are wearing smartwatches. Please do not contact your child throughout the school day. It is disruptive to the school environment. Please contact your child's teacher or the front office if an emergency arises.

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 and symbols used with staff, students, parents, and responders:

- **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.

ESAP (Elementary Student Assistance Program)

We operate an Elementary Student Assistance Program (ESAP) at Ingomar Elementary School, which is led by **the school counselor, Mrs. Julia Sweeney**. If your child is experiencing academic or social difficulty, you can make a referral through a teacher or the school counselor. The ESAP team meets throughout the school year to find interventions to promote student success in partnership with the parents and key school personnel. Teachers may also recommend a student receives support through ESAP. Parent permission is required for a child to receive support through ESAP.

Field Trips

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 typically funded in full by the

Ingomar Elementary School PTO. 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 PTO's budgeted amount.

Fundraising/Community Service

All fundraising at Ingomar Elementary is voluntary for students and their families. An effort is being made to streamline these fundraisers and to shift more towards service projects by students, as opposed to only monetary donations. Each time a fundraiser is conducted approval at both the building and District level must be sought. Forms requesting approval for solicitation are available in the school office and on the forms library of the school's website.

Health/Emergency Information

At all times you can refer to the North Allegheny web site by visiting the Health Services page of our website, under the Pupil Services webpage from the Administration tab for health forms, our 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.
- If there is a change in the custodianship of your child, please notify the office and provide copies of any pertinent court agreements in order for this change to be honored.

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 School Nurse at (412) 369-2802. These can also be found at <http://www.northallegheny.org/page/297>.

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. Never allow your child to transport medication. The health office cannot and will not administer any medication in a baggy, 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, Communicable Disease, and Lice

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 length of time indicated below. In addition, a call to the nurse's office is warranted to help us prevent the spreading of any illnesses throughout the student population.

- 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 you suspect your child may have head lice, please notify the Health Office. When head lice are found, the student must receive proper treatment before returning to school; this includes use of a special shampoo and removal of all nits. A student will only be readmitted to school the following day after a head check by the School Nurse is completed.

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 pediculicidal agent and nit removal), the School Nurse will examine your child's head. Proof of treatment (pediculicidal 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. Please see some important facts about lice below:

- **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.

*Please see the NA website <http://www.northalleghey.org/page/297>

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.

Homeless Assistance–McKinney-Vento 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. Michele Dowell Director of Student Service at Mdowell@northalleghey.org) so that the District can assist and provide resources to assist the situation.

Homework Assignments on Blackboard

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.

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

Grade 1 – 10 minutes

Grade 3 – 30 minutes

Grade 5 – 50 minutes

Grade 2 – 20 minutes

Grade 4 – 40 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.

Homework Guidelines

Student Responsibilities

A. The student will:

1. Budget time to complete assignments made.
2. Arrange to make up missed assignments as required by the teacher.
3. Ask for further explanation if original directions are not completely understood.
4. Homework assignments can be reviewed daily on the Blackboard agendas.
5. Initiate the request for help when needed.
6. Properly manage time and task completion on long term assignments.

Parent Responsibilities

B. The parent will:

1. Provide a quiet, well-lighted study area with a desk or table and comfortable chair.
2. Keep study tools available: pencils, sharpener, pen, crayons, paper, ruler, and dictionary.
3. Establish a regular time for homework.
4. Limit television viewing and avoid TV or radio listening during study time.
5. Inquire about your child's homework and help him/her to budget time for completion and get ample sleep.
6. Encourage step-by-step work on long term or major projects to avoid last minute, careless work.
7. Review homework on the Blackboard agenda and correspond with teacher if needed.

Internet

All students and staff members have access to the Internet. The Internet is accessible through the classroom computer(s), computer lab, iPads, and the library. All work is done with the supervision of a teacher. When the students are on-line at Ingomar, they are closely monitored and the sites they are accessing are screened by the IES staff members. Each year, we recognize Cyber Safety Day and hold lessons with the students on navigating the Internet safely in accordance with the CIPA legislation. All students use iPads at the elementary level, and Internet safety is highlighted throughout the entire school year. The students have benefited greatly from this technology, which has become another valuable resource to enhance our core curriculum.

Intramurals

After school intramural sport activities are offered to all 4th and 5th grade students. The purpose of this intramural program is to provide every student with a foundation for an active and healthy lifestyle, in which

athletic competition is only a component of overall wellness. Our program stresses cooperative skills and team activities, such as basketball, soccer, hockey, and kickball.

Items Brought From Home (Water bottles are permitted.)

Items like toys, sports equipment, trading cards, or game-like items from home should not be brought to school. Students are NOT permitted to bring electronic equipment to school without the permission from the principal. Some students may have a need to use sensory items. Teachers can ask students to place spinners or other sensory items distracting from instruction in their backpacks. Children should not bring valuables or large sums of money to school. Water bottles should be brought to school, and filling stations are available to all students.

Kindergarten Day and Transportation

AM Kindergarten begins at 9:00 AM and concludes at 11:45 AM.

PM Kindergarten begins at 12:45 PM and concludes at 3:30 PM.

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

Library

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 a set amount of books for a one-week period. There is no fine for overdue books, but lost or damaged books must be paid for to keep the library up to date.

Our library collection is constantly updated and expanded. Books are chosen for their educational or leisure value. A variety of audio-visual material is also available through the library for teacher use in the classroom. Students are encouraged to find “just right” books to match and challenge their reading level. Should you have any questions regarding the library, please contact our Librarian.

Litter Policy/Recycling

Students are encouraged to help keep the building clean by depositing litter and garbage in the provided receptacles and to discard any litter that they see. We recycle at Ingomar Elementary School and work with students to instill in them an appreciation for the Earth and its care. Paper materials and bottles are recycled regularly and bins are made available to the students for use throughout the building.

Students are not permitted to chew gum in or on the school property, as a preventative measure to avoid vandalism, an unclean environment, and the potential for choking.

Lost and Found

All clothing, lunch boxes, etc. found at school are placed in the lost and found box. Money, jewelry or any other articles of value are turned into the office. Students and/or parents may claim items after proper

identification. Those items which are not claimed will be donated to a charity mid-year and at the conclusion of the school year.

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, students will be provided services based on the evaluation of individual needs through a universal screener (aimswebPlus), consistent progress monitoring, and collaborative problem-solving efforts.

aimswebPlus –

The aimswebPlus program is a web-based system that provides teachers data to identify students who will benefit from early intervention strategies and targeted instruction (remediation and enrichment). The screener is used in grades K-2, but it can be used in grades 3-5 when needed. AimswebPlus uses brief, valid, and reliable measures of foundational skills in reading and math. The system is designed to universally screen and progress monitor students. The assessment is given three times a year.

Parent Teacher Organization [\(PTO Website\)](#)

The IES Parent Teacher Organization is an active part of the Ingomar Elementary School community. The PTO members volunteer and assist in many school functions, organize holiday parties, fund grade level field trips and capital projects, as well as fulfilling the role of liaisons for our school.

All parents are automatically active members of the PTO, simply by enrolling their child at Ingomar Elementary. As such, you are invited to become involved and to voice your opinions about how we could work as a team to better our school.

We have a wonderful PTO Executive Board, who would welcome communications from you and would be honored to have you present at our monthly meetings at Ingomar Elementary School. The executive includes:

Megan Masztak/Jill Rogers, Co- Presidents
Julie Dubis/Jonathan Berner, Co-Vice Presidents
Leann Bridge, Technology Officer

Kristen Bowman, Treasurer
Wendy Gilch, Secretary

For a complete listing of PTO meeting dates, Committee Chairpersons, and ideas for how to become more involved, please visit the Ingomar Elementary School website and click on PTO under the Resources tab. We are always looking to get the parents and community as involved as possible in our educational offerings.


Ingomar also has a very productive volunteer program. You may volunteer directly to work with students or indirectly by helping prepare materials that will be used in the classrooms. Please contact the PTO, your child's teacher, or the main office at 412-366-9665. Any amount of time you volunteer is greatly appreciated. Thanks in advance for your dedication!

Pictures

Individual student pictures will be taken on **Tuesday, October 4, 2022**. These pictures will be utilized in the Ingomar Elementary School yearbook and are available for purchase by families within six weeks of the photography session. Spring pictures are also offered as a service to families, for which details will be announced later in the year.

Positive Behavior Interventions and Supports (PBIS)


The Positive Behavior Interventions and Supports Program provides realistic expectations necessary to take a proactive rather than a reactive approach when responding to behavioral and social issues. We maintain an inclusive environment for all students. A school environment that promotes No Bullying and resolves any type of conflict quickly. Expectations are taught, modeled, and communicated to all students throughout the school day:

	P PRIDE	A ACCOUNTABILITY	W WISE CHOICES	S SELF-CONTROL
BUS	<ul style="list-style-type: none"> Use kind words 	<ul style="list-style-type: none"> Voice level 1 Be safe in your seat 	<ul style="list-style-type: none"> Be respectful to the driver Keep all items in your backpack 	<ul style="list-style-type: none"> Keep hands and feet to self
CAFETERIA	<ul style="list-style-type: none"> Use good table manners 	<ul style="list-style-type: none"> Voice level 2 Stay in your permitted area 	<ul style="list-style-type: none"> Remain in your seat Shake your hand if you need something 	<ul style="list-style-type: none"> Walk Keep hands and feet to self
RESTROOM	Voice Level 0 Go Flush Wash Leave			
RECESS	<ul style="list-style-type: none"> Include everyone Use kind words 	<ul style="list-style-type: none"> Voice level 3 (outside) Listen to directions 	<ul style="list-style-type: none"> Follow equipment guidelines Be a good sport 	<ul style="list-style-type: none"> Keep hands and feet to self
HALLWAY	<ul style="list-style-type: none"> Respect classes that are working 	<ul style="list-style-type: none"> Voice level 0 Walk correctly 	<ul style="list-style-type: none"> Use stairs safely Keep hallways clear 	<ul style="list-style-type: none"> Keep hands and feet to self
CLASSROOM	<ul style="list-style-type: none"> Respect yourself and others 	<ul style="list-style-type: none"> Appropriate voice level Learn from mistakes 	<ul style="list-style-type: none"> Listen and follow directions Respect materials 	<ul style="list-style-type: none"> Keep hands and feet to self Raise your hand

As part of the program, students receive Tiger Tickets used for classroom and school-wide rewards. Teachers can determine rewards within his or her classroom including extra privileges, additional recess, PAWS movies (end of 9-weeks), prizes, lunch with the teacher, and notes home. Teachers may set incentives within the classroom. **For example**, students who receive three or less Paws-itive Behavior Think Sheets may participate in a fun activity during a 9-week period.

Parents are integral in the process. Positive communication from the staff will occur to parents, and notification when expectations are not being followed will also occur. On occasions when students have not responded to verbal conversations, modeling, discussion, or jeopardized the safety or wellness of other students or themselves, a student may be given an IES PAWS-itive Behavior Think Sheet. This allows the student and staff to reflect on the concern, reinforce the importance of following clear expectations, and discuss ways to improve moving forward. This is a collaborative effort and parents/guardians are sent the Think Sheet for review and discussion at home. This allows school/home collaboration to occur throughout the school year.

Below is an example of a Paws-itive Behavior Think Sheet.

IES PAWS-itive Behavior Think Sheet 

Name: _____ Homeroom: _____ Date: _____

I am working on **P A W S**

1. I chose to _____

2. Next time I will _____


3. I can make things better by _____

*Adult at school helping me _____

*Adult at home helping me _____

(check the back for more information) ↓

Behavior Expectation to Improve (circle behavior area)

	P PRIDE	A ACCOUNTABILITY	W WISE CHOICES	S SELF-CONTROL
BUS	• USE BUS SEAT • DON'T TALK TO PEERS	• HOLD SEAT • BE RESPONSIBLE	• USE SEATBELT AT ALL TIMES • DON'T DRINK OR EAT ON THE BUS	• ASK TEACHER FOR HELP
CAFETERIA	• USE SEATBELT • DON'T TALK TO PEERS	• HOLD SEAT • BE RESPONSIBLE	• USE SEATBELT AT ALL TIMES • DON'T DRINK OR EAT ON THE BUS	• ASK TEACHER FOR HELP
RESTROOM	*Please refer to the back of this sheet for more information.			
RECESS	• HOLD SEAT • BE RESPONSIBLE	• HOLD SEAT • BE RESPONSIBLE	• USE SEATBELT AT ALL TIMES • DON'T DRINK OR EAT ON THE BUS	• ASK TEACHER FOR HELP
HALLWAY	• HOLD SEAT • BE RESPONSIBLE	• HOLD SEAT • BE RESPONSIBLE	• USE SEATBELT AT ALL TIMES • DON'T DRINK OR EAT ON THE BUS	• ASK TEACHER FOR HELP
CLASSROOM	• HOLD SEAT • BE RESPONSIBLE	• HOLD SEAT • BE RESPONSIBLE	• USE SEATBELT AT ALL TIMES • DON'T DRINK OR EAT ON THE BUS	• ASK TEACHER FOR HELP

Additional Notes:

Check for follow up

- Phone Call
- Email home
- Office Referral

*Please return to the teacher/staff who helped you at school.

Rewarding Positive Behavior is key to assisting in teaching expectations to students. However, in certain circumstances, students may receive more severe consequences for not following expectations. The principal will be involved with any of these discipline concerns. The North Allegheny Code of Conduct outlines discipline and consequences. At the elementary level, example of consequences that may occur include but are not limited to:

- Conferences with the principal
- Apology
- Letter or phone call to parents
- Loss of recess period(s)
- Recess and/or lunch in the office with Principal
- Loss of grade level or school-wide assembly, event, or PAW Activity
- Detention before or after school
- In-school suspension for 1/2 of school day
- In-school suspension for the entire school day
- Out of school suspension

*Behavior of a more serious nature including violations involving weapons, fighting, bullying and/or harassment are outlined in the North Allegheny Code of Conduct.

Recess

We are fortunate at IES to have a large playground area. The teachers and playground assistants will explain rules for this area to all students. The proper use of equipment is modeled to students. Equipment rules are to be followed with no exceptions keeping all students safe. Failure to follow these rules may result in the loss of playground privileges or a behavior slip.

- 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.
- When the whistle blows, children should put equipment away and get into a line.
- Toys from home should not be on the playground.
- Do not throw stones or other potentially dangerous objects.
- No chasing/tag games on the pavement area, only on grass or mulch surfaces.
- The area behind the shed is off limits.
- Stay away from classroom windows.
- Ask for adult assistance and permission when retrieving equipment from behind fence.
- No carrying other children.
- Stay in assigned areas.
- Snacks in lunchroom only.
- Adhere to Buddy Bench rules.

On days with inclement weather, recess is held in the classrooms. 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 posted on the student information system's Parent Portal at the end of each nine-week period for grades 1 - 5. Kindergarten students receive report cards at the end of each semester, amounting to two times a year.

School Programs

North Allegheny School District and the Ingomar Elementary School PTO 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. Transportation home is then the responsibility of the parent. Students are not permitted to wander the building or parking lot.

Smoking

Ingomar Elementary School is a smoke-free environment. Smoking is forbidden at school, 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.

Students in grades 4 and 5 may participate in the school's chorus program. Two concerts are held during the school year for students, parents, and interested community members. In addition, students in grades 3 through 5 are encouraged to participate in the school's orchestra program, and in grades 4 and 5 for the school's band program.

In PE, your son/daughter 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 PE every third Integrated Arts Day (Monday), it is a good practice to wear or bring athletic shoes on these days as well.

The IES website houses a calendar of the Integrated Arts schedule for the year to assist you in your preparation. It is posted at the start of the school year. Homeroom teachers will provide schedules as well.

Special Education Services

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

Tardy Students

A child who arrives at school **after 9:00 a.m.** is considered **tardy**. The parent/guardian must sign in at the office upon arrival. All students entering school after 9:00 a.m. **MUST** check into the office before going to the classroom. Failure to have the student sign in at the office may result in an absence being recorded for the student for the entire day.

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.

Technology

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, DVD players, handheld game consoles, Apple Watches, cellular phones and smart phones/watches, laptops or other student-owned computers, 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.

***PLEASE DO NOT EMAIL OR CONTACT YOUR CHILD DURING SCHOOL HOURS ON THEIR PERSONAL DEVICE SUCH AS A CELL PHONE OR SMART WATCH. CALL THE FRONT OFFICE.**

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 Policies:**

[#249- Anti-Bullying](#)

[#224.1 -Responsible Computer, Telecommunications, and Information Technology Usage](#)

[#237 Electronic Device](#)

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 in direct violation of the North Allegheny School Board Policies (detailed above) will result in violators being disciplined accordingly.

Testing and Screeners

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.

Exact Path

Students in grades 2-5 use this diagnostic program. Three times a year, students take an online diagnostic to then provide individualized practice. Exact Path adjusts lessons above or below grade level to best support students' individual learning paths.

Study Island Benchmark Assessments

The Study Island Benchmark Assessments are administered 2 or 3 times during the school year. This assessment is closely aligned with PSSA content, and is used to provide teachers in grades 3, 4, and 5 with additional information on the skill levels of individual students as well as to enhance **instruction and intervention strategies within the classroom specific to students' needs**. Students do not receive grades.

Pennsylvania System of School Assessment (PSSA)

The Pennsylvania System of School Assessment (PSSA) is a criterion referenced test used to measure students' progress toward mastering the Pennsylvania Academic Standards in grades 3 through 5. The academic standards identify proficiency levels in Reading and Math for grades 3 through 5, for Science in grade 4, and for Writing in grade 5. The dates for the PSSA tests are listed in the school calendar.

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 the notifications from the school. As these tests are important, vacations will rarely be approved for the weeks of these tests. Due to the necessity to complete the tests within a given window for all students as mandated by the Pennsylvania State Department of Education, make-ups will occur for students during instructional time if missed.

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.

Threats

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

Tyler Student Information System (SIS) 360/Electronic Parent Portal

The District has implemented a Student Information System call Tyler SIS. An electronic Parent Portal is available, providing parents a web-based gradebook and reporting system with access to student records schedules, and academic performance, as well as the opportunity to update demographic and contact information.

Vacations/Educational Tour or Trip

The parents or guardians of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the principal of the school in which the student is enrolled. Except for emergency situations, which must be fully explained, this request must be submitted at least five (5) calendar days prior to the date on which the student seeks to be excused for compulsory attendance. If a student will be absent for more than ten (10) school days, the student will be removed as a full-time student. The District will attempt to provide support to the student during the extended absence so that he/she is able to make successful reentry into the school upon their return. The family will need to reenroll the child upon return.

For students in grades 3-5, no vacations can be approved during the standardized tests, such as during the 3rd-5th grade PSSA testing. Please check the school calendar for the specific test dates. Upon request by a parent/guardian, teachers shall submit a list of student assignments/responsibilities for the period of absence during an approved absence. Assignments/responsibilities may be completed either prior to the absence or upon return to school. All assignments which are to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable time period as designated by the teacher(s).

Days absent for vacation count as days absent from school since students are not present for the learning experience. Parents/Guardians are strongly encouraged to schedule vacations outside of the school year. Parents/Guardians are also encouraged to monitor days absent to avoid excessive absenteeism. [Educational Tour Form](#)

Visitors

The only daytime entrance to school is the main office entrance. All other doors are locked during the school day. Visitors must buzz in through the 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 kiosk. For those visitors/volunteers who forget their license, the Raptor kiosk is set up to receive information manually as well. 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 PA Act 153/PA Act 15. 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. Visitors will retrieve this tag from the secretary in the office.

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.

Walkers

Walkers will be dismissed via the Public Address System. Students walk to the cafeteria and are dismissed via the cafeteria doors. Students should exit and begin walking home immediately. Remaining on school property may jeopardize their safety and cause stress to families when a student does not promptly arrive home.

Parents/Guardians requesting for their child to walk home from school must send a note in stating that their child has permission to walk home. Notes must be sent in on the day that the child is to walk home, or for reoccurring instances one note can be sent to the teacher (i.e. walking home daily, or every Wednesday).

Weapons Policy

The North Allegheny School District strictly prohibits the possession or storage of weapons by students on school property. This is detailed in School Board Policy [No. 218.1](#). 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.

Weekly Communication

The North Allegheny School District strives to improve the efficiency of communication with and access to information for parents/guardians. 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.

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 [No. 246](#). As stated in the Birthday section of this handbook, non-edible treats are **strongly recommended**. Due to life-threatening allergy-related concerns, Edible Treat Request forms must be completed 48 hours in advance.

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, as long as an allergy to one of these items does not exist in the classroom. Our school nurses will be able to check on the allergies for you.

Additionally, the District's Food Service Department can provide healthy alternative snacks at a reasonable cost. They can be contacted through calling our main office. Healthy food choices increase our children's awareness of nutrition. During a child's growth period, it is essential to emphasize this component of personal wellness.