

Welcome to the Avella Elementary Center 2009-2010



MISSION STATEMENT

“The mission of the Avella Area School District is to promote responsible citizenship and the pursuit of educational excellence for every student”.

INTRODUCTION

We are a Kindergarten through Grade 6 facility that focuses on small class sizes and increased academic achievement. The staff is dedicated to providing our students with a superior educational environment that fosters success and responsible citizenship. We believe that the key to student success lies in the open and productive communication between the home and school. If you have any questions or concerns, please don't hesitate to call me at 724-356-2294, extension 5500.

Sincerely,
Joel Kirsch
Elementary Principal

Avella Area School District Administration

Dr. Wayde Killmeyer, Superintendent
1000 Avella Road, Avella PA 15312-9699
(724) 356-2218, Fax (724) 356-2207

Ms. Laura Shola, Business Manager
1000 Avella Road, Avella PA 15312-9699
(724) 356-2218, Fax (724) 356-2207

Mr. Tim Beck, Principal Jr./Sr. High School
1000 Avella Road, Avella PA 15312-9699
(724) 356-2216, Fax (724) 356-7905

Ms. Kristi Dill, Food Service Director
1000 Avella Road, Avella PA 15312-9699
(724) 356-2216, Fax (724) 356-7892

GG & C Bus Company, Student Transportation
2924 Jefferson Avenue, Washington, PA 15301
(724) 222-2320, Fax (724) 228-3030

Elementary School Office Personnel

General Information

Avella Elementary Center
1000 Avella Road, Avella PA 15312-9699
Main Phone Number (724) 356-2294
Fax Number (724) 356-7892

Administration

Mr. Joel Kirsch
Elementary Principal, Ext. 5500

Guidance

Ms. Judith Ann Scott
Elementary Counselor, Ext. 5503

Office Personnel

Ms. Ann M. Andrews, Secretary, Ext. 5502
Ms. Lori Ragan, Secretary, Ext. 5501

School Nurse

Ms. Erika Bakaitis, Ext. 5505

ACADEMIC EXPECTATIONS

Avella Area School District has high expectations for *all* students from K to 6th grade. The staff wants all children to get the most out of their educational experiences. It is important that every student:

- Comes to class prepared.
- Follows the class and school rules.
- Shows respect to staff/students.
- Shows pride in their school.
- Does their BEST!

Standards have been set by the school board to advance from one grade to another. It is very important that students make every effort to meet and exceed these standards, which include the following components:

- Attendance
- Effort
- Scores achieved on the district assessment test
- Completion of the Pennsylvania Assessment Program
- Report Card Grades

Parents are encouraged to become a part of their child's educational experience and visit regularly with the teachers.

ATTENDANCE

Daily attendance is an integral part of an effective educational environment. Regular attendance is necessary for students to build upon previous information and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student to develop a sense of responsibility, self-discipline and good work habits.

If your child is absent from school:

- Parents/Guardians must send an excuse explaining the reason and the date(s) of the absence.
- The excuse must be returned within (3) school days or it will automatically become an Unexcused Absence.
- If a child is absent (5) or more days, they will be required to have a doctor's excuse or it will be considered an Unexcused Absence.
- If a child accrues (5) days of Unexcused Absences, the district may refer the parents/guardians to the local Magistrate's office for Illegal School Absences.

Special Days:

- Take your Child to Work Day – You may choose to have your child miss school to participate in this day usually held in April. For the absence to be considered excused, a brief report of their experience must be turned into the Principal. More information will be sent when this day approaches.

Perfect Attendance Award

- At the end of each school year, students with perfect attendance are recognized. To receive a “Perfect Attendance Award”, the district policy states:
“Perfect attendance means the student misses no school time. Excused tardies (after 8:55) and excused early dismissals (before 3:15) are counted. The student can have no tardies, no early dismissals, and no absences. Bus problems that may cause tardies will not count”

ABSENCE REPORTING BY PARENTS/GUARDIANS

All parents or guardians are requested to call Mrs. Ragan at extension 5501 before 9:15 a.m. to report the absence of their child. An attempt is made to check on all children absent from school. The school secretary will call to verify if parents do not call in. We anticipate your cooperation in our endeavor to maintain a loving and safe environment for our children by this method.

ACCEPTABLE REASONS FOR NON-ATTENDANCE

A student’s illness, an emergency in the family, and special religious ceremonies are considered valid reasons for missing school. Medical and dental appointments should be made outside of school hours. When this is not feasible, a child may be excused for such an appointment. Any child who leaves school during school hours for any reason must be released to the parent/guardian at the school office and must sign back in upon return.

AFTER-SCHOOL DETENTION

We believe students choose the actions they exhibit. We attempt to instill a sense of responsibility in our children by encouraging them to behave appropriately. Students who continually abuse rules are subject to after-school detention. Detention is scheduled from 3:30 p.m.– 4:30 p.m. on designated days. Parents/Guardians will be notified at least one day in advance in the event their child is assigned to detention. Parents/Guardians are responsible for picking up their child promptly at 4:30 p.m.

ARRIVAL AND DISMISSAL

School begins at 8:45 a.m. Students are permitted into the specific designated location in the building at 8:20 a.m. Adult supervision does not begin before 8:20 a.m. Please *do not* bring your child to school before that time as they cannot be supervised and their safety is a major concern. They may proceed to their classrooms at 8:45 a.m. Dismissal is at 3:15 p.m. Any parent or guardian wishing to pick up their child should wait at the cafeteria side of the Jr/Sr High School until all buses have been dismissed. At that time, all cars picking up will be signaled to move up to the front of the school.

BIRTHDAYS

A birthday is an important event in the life of an elementary school child and many children wish to treat their classmates at this time. Parents/Guardians should feel free to make arrangements with their child’s teacher if they desire to send a purchased treat to school. *No invitations are permitted to be distributed in school unless everyone in the class is to be invited.*

BREAKFAST, LUNCH AND MILK PROGRAMS

During the first few weeks of school, all children will be given an application for free and reduced lunches/breakfasts to be taken home to their parents/guardians. Only those who wish to apply need to return the forms. Please keep in mind that we are required to provide every family with this information. Breakfast and lunch prices are available in the elementary school office. A menu will be sent home on a monthly basis. Flavored and low-fat milk is available on a daily basis.

BREAKFAST/LUNCH BEHAVIOR

Our cafeteria is a pleasant and clean place to eat. It is a student's responsibility to observe and practice good manners. Cutting in line, throwing food, leaving trash at the tables, etc. will not be tolerated. A student who misbehaves in the cafeteria will face appropriate consequences.

The following behaviors are expected during breakfast and lunch times:

- Appropriate table manners are expected at all times.
- Children are to respect the rights and privileges of others.
- Misuse of food will not be permitted (throwing, mixing, etc.).
- All food and drinks are to be consumed in the cafeteria.
- A student must receive permission to leave the table or cafeteria from the supervisor.
- Mutual respect is expected between students and all adults supervising the meal periods.
- Talking in a low (restaurant) voice with immediate neighbors is acceptable.

BUSING REGULATIONS

Good behavior on the school bus is expected at all times. Any student not following bus rules will be subject to discipline by the Principal. Any questions regarding transportation should be directed to GG&C Bus Company at (724) 222-2320. Misbehavior on the bus may result in suspension of bus privileges. We expect our students to behave appropriately at all times.

Rules for the school bus stop:

- Arrive at least five (5) minutes early for a van or bus.
- Remain off the road and in a designated waiting area.
- Line up safely when the bus arrives.
- If the bus does not arrive at the prearranged time, all students should wait a minimum of 30 minutes before leaving the stop area.
- Board the bus and proceed directly to your assigned seat.
- Go directly home after departing the bus on the p.m. run.
- Parents/Guardians are responsible for their child's behavior at the bus stop.

Rules for riding the school bus:

- Obey the bus driver
- Remain seated while the bus is in motion
- Stay in assigned seat
- Do not throw objects in the bus or out of the window
- Do not extend any body parts out of the window
- Do not deface the appearance of the bus
- Talk only as loud as to not disrupt the driver and others around you
- Actions endangering the safe operation of the bus, other persons or property are prohibited

Disciplinary Responses for Students Who Fail to Follow Bus Rules:

1st Offense: Verbal warning by Administrator unless conduct endangers the health or safety of other passengers.

2nd Offense: One (1) day after school detention unless conduct endangers the health or safety of other passengers.

3rd Offense: Possible loss of riding privileges 1 day or 1 day after school day detention unless conduct endangers the health or safety of other passengers.

4th Offense: Possible loss of riding privileges 3 days or 2 days of after school detention unless conduct endangers the health or safety of other passengers.

5th Offense: Possible loss of riding privileges 5 days or 3 days of after school detention unless conduct endangers the health or safety of other passengers.

6th Offense: Possible loss of 10 days riding privileges and a meeting with the Principal, Bus Company, Parent and Student.

BUS CHANGES

Students are not allowed to ride a bus other than their assigned bus.

TRANSPORTATION CHANGES

Please notify the office in writing, in advance, and/or advise the teacher in writing, if there is to be a change in the permanent transporting of your child. If no written notification is received, your child will follow his/her regular method of getting home.

CHANGE OF ADDRESS OR PHONE NUMBER

All changes of addresses or phone numbers should be promptly reported to the school office to Mrs. Andrews or Mrs. Ragan. The information will also be given to the school nurse so that she can update your child's emergency card.

CAFETERIA

Breakfast and lunch services are provided by Avella Area School District. Any questions should be directed to Kristi Dill at extension 5504. Students are expected to keep their account balances positive at all times. The district reserves the right to provide alternative food items when students' cards have a negative balance.

CANCELLATION OF SCHOOL

In the event it is necessary to close or delay school, an announcement will be made over local radio and television stations. If the opening of school is delayed, pupils are to report to their building one or two hours after their normal reporting time, depending on the radio/TV message. It is advisable that families devise a plan in the event of a delay or early dismissal to ensure the care and safety of the children.

It is important that you do not drop your children off and leave the premises without first checking in the office. At times, school delays will change to cancellations.

CHILDREN WITH PARENTS HAVING SPLIT CUSTODY

Parents have the right to share in the education of their children, even when circumstances exist in which both parents do not live together with the child. Unless ordered otherwise by a court order, each parent will be provided with all records and information concerning their child. (Please note: children are only permitted to be removed from the school by the parent who has physical custody during school hours). It is the responsibility of the non-custodial parent to inform the school of the particular situation and request to be placed on a mailing list to receive a copy of all school correspondence.

CLASSROOM BEHAVIOR/CONSEQUENCES

Each teacher team will develop a classroom management plan that includes expected behavior and graduated consequences. Parents will receive this information in writing shortly after the beginning of the school year. Parents will be asked to review the form with their child and to return the form to the classroom teacher. We value the safety of our children. The school district is responsible for student welfare:

- During instructional hours of the school day.
- During instructional hours on district property.
- On school district vehicles.
- At events before, during, and/or after school when directly supervised by school personnel.

All Avella Area School District policies regarding student behavior that impact the safety and security of the school and/or disrupt the educational process will be upheld by the Principal. Infractions in any of these policies may result in after-school detention, removal from school programs, in-school suspension, out of school suspension, and in extreme cases, expulsion from school.

COMPUTER USE AND ELECTRONIC NETWORKING

With the advancement of technology, students are becoming more and more competent and comfortable using technology in their education as well as in their personal lives. Everyone who uses computers and other technological tools is entitled to do so free of unnecessary or unwarranted intervention from others. Tampering with computers or computer networks, whether or not permanent damage has resulted from the tampering, will result in disciplinary action. The computer electronic technology (i.e. Internet) is a worldwide telecommunications network. There are hundreds of resources on the

Internet. You will find libraries, government agencies, universities, software, technical information, as well as the missions of people who are part of this worldwide network. When applicable, your student account lets you use these resources. The purpose of your student account is to let you use the Internet for curriculum activities and classroom projects. You are expected to exercise responsible behavior when on the Internet. Responsible behavior includes but is not limited to the following:

- Being courteous
- Following the rules set by other groups on the Internet
- Using the Internet as a resource tool
- Avoiding inappropriate language and usage
- Staying on task

The Avella Area School District has made a commitment to prepare their students for entrance into a highly technological society by providing access to computer and electronic network technology. It is understood that the use of such technology is a privilege to be governed according to the Avella Area School District's *Acceptable Use of Internet and Computer Network Policy*. Students are responsible for reading and following these expectations. Note that additional rules and restrictions may be added if the need arises. The primary use of the Internet shall be reserved to those students who are obtaining material that is of educational value. Educational value shall be defined as those areas of network access that have a direct or indirect impact on the student's educational program. The use of the network for actions that are not part of a teacher-supervised curricular project is not permitted. Students are cautioned that inappropriate use of the Internet will result in disciplinary action. The Internet may not be used for profit purposes, non-school related activities, lobbying, advertising, transmitting or receiving inappropriate material. Illegal activity of any nature, including but not limited to copyright or trademark infringement, is prohibited. Students may be liable for spreading false information and making slanderous remarks. Any violation of the above will result in disciplinary action. (Any attempt to circumvent system security, guess passwords, gain unauthorized access to network resources, harm the network, or infect it with a virus is forbidden.) All users of the network must comply with the Electronic Communications Privacy Act of 1986, as amended, and Communications Decency Act. These acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties. These statutes do recognize the right of the school district to monitor a student's e-mail messages provided the interception device is included in the email equipment. Students who use the network must recognize that the District retains the right to intercept e-mail messages of all users. There will be no privacy right construed by the District to exist in the statements made in the network. In order to effectively monitor the student's use of the Internet, the District has installed various security and filtering systems. Students should be aware that a report of all websites visited by students is available to be routinely reviewed by the administration. In no event shall the Avella Area School District be liable to any users for any damages, whether direct, indirect, special, or consequential, arising in any way out of the use of the Internet, including but not limited to, accuracy or correctness of databases of information contained therein or related, directly or indirectly, to any failure or delay of the district and/or the district's Network/Internet access provider(s).

CONFERENCES

Parent /Teacher conferences are scheduled twice a year. All parents are encouraged to attend the first conference, which is scheduled during the first semester. The second conference is more optional in nature and should be attended mainly by those parents with a specific concern about their child's progress. Specific information regarding conferences will be forthcoming from the school office. Additional conferences may be arranged at *any time* by calling the school office and making an appointment.

CUMULATIVE RECORDS

A cumulative record will be maintained for each student from entrance into school through the twelfth grade. All material in each cumulative record shall be treated as confidential. All students and their parents/guardians have the right to examine the student's cumulative record and to challenge or correct any information they believe to be inaccurate. FERPA: Family Educational Rights and Privacy Act-The Family Educational Rights and Privacy Act affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review

an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

A copy is available in each school office for parents/guardians to review. Elementary students wishing to examine records must be accompanied by parents/guardians.

DISCIPLINE

Good discipline is more than the maintenance of school and classroom order. Good discipline has as its ultimate objective the development of socially approved self-control in pupils. Policies and practices of discipline in the district's schools are designed to help achieve this broad objective while at the same time, achieving the immediate objective of maintaining the desired degree of order in the school.

The following actions by students will not be condoned and students involved will be liable for appropriate action:

- **Smoking and Use of Tobacco** – As stated in Act 145 of 1996, the use or possession of tobacco in school buildings, on school grounds, or on school buses
- **Drinking and Drugs** – Under the influence or in possession of intoxicating beverages or illegal or non-prescription drugs.
- **Stealing** – Those pupils caught stealing shall also be liable for restitution and may be referred to the police
- **Vandalism** – Willfully defacing or destroying school property; shall also be liable for payment, repair or replacement of equipment damaged
- **Fighting** – Physical contact with another student. If no adult witness is present, both students will be punished equally; involved parties may be subject to suspension from school
- **Inappropriate Language** – The use of vulgar/offensive language is prohibited
- **Harassment** – Physical or verbal harassment of staff or students is prohibited

DRESS CODE

As adopted by the Avella Area School Board in the *Dress and Grooming Policy*, the Avella Area School District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Avella Area School District believes that the manner in which a student is dressed does not reflect the abilities or qualities of that student, but that attire which is clean, non-disruptive and in good taste enhances the educational environment and promotes learning. While the

Avella Area School District does not intend to interfere with the rights of students and their parents to make decisions regarding their appearance, it is appropriate to do so when their choices affect the educational program of the schools or the health, safety or security of themselves or others. Accordingly, the Board of Directors of the Avella Area School District authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

- Present a hazard to health, safety or security of the student himself/herself or to others in the school
- Interfere with school work, create disorder or disrupt the educational process
- Cause excessive wear or damage to school property
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement
- Impede the School Districts legitimate educational concerns
- Are plainly offensive

EMERGENCY CARDS

The safety of your child is a concern of the school. The Emergency Cards issued to your child at the beginning of the year have important information needed so that the school can contact the parents in case of an emergency. To eliminate any delays in contacting parents in emergency situations, **this card must be returned on the second day of school each year.**

ELECTRONIC DEVICES

Electronic devices are not permitted in school. Electronic devices include cellular phones, pagers, radios, games, and any other electronic devices that emit sounds. Not only do these items have the potential to disrupt learning, they are costly, and therefore offer a greater potential for loss or theft.

FIELD TRIPS

Annual field trips within our community and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Families will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form.

FIGHTING

Fighting is not allowed on school grounds. Students who fight will receive a suspension. Injury to a teacher or other staff member while fighting will result in appropriate action, which may include a full suspension, and legal action. Students who participate in a fight and refuse to stop when ordered by an administrator or teacher or who attempt to restart a fight (verbally or physically) after it has been broken up will receive a full suspension and face possible expulsion and/or legal proceedings. Students will not threaten or force a staff member or other student to do anything against his/her will. Threatening any member of the staff or other student will result in a full suspension and possible expulsion hearings. Students assaulting any member of the school staff will face an

expulsion hearing and, in addition, potential criminal charges. All threats of physical harm must be reported to school personnel. The Principal or his/her designee will investigate these threats. Offenders will be disciplined using the guidelines that are consistent with Avella Area School District's *Suspension and Expulsion Policy*. Any physical confrontation that may result in disciplinary action by the administration may result in the involvement of local law enforcement as well as a severe fine involving the magistrate or juvenile court system.

FIRE DRILLS/SAFETY DRILLS

Fire drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information regarding fire drills must be posted in each room. The elementary school will regularly practice safe and appropriate evacuation procedures to ensure the absolute safety of our children. In addition to fire drills, safety drills are also practiced as part of our proactive safety and security plan. The Principal of the elementary school will disseminate information regarding these procedures appropriately.

- Drills are held monthly
- All procedures are posted in the classroom
- When the alarm sounds, **ALL STUDENTS AND ADULTS** are expected to move quickly and quietly to the designated areas
- The loudspeaker or a bell will sound for everyone to return to the school

FLAG SALUTE AND NATIONAL ANTHEM

Students are responsible to demonstrate proper respect for the country and the flag. If they choose not to participate in these activities, they must maintain respectful silence.

FORGERY

Any student using a falsely signed excuse, report card, class assignment, or any other form requiring a parental, teacher, or principal signature will be given appropriate disciplinary consequences.

FREEDOM OF EXPRESSION

Students have the right to speak or publish and distribute their opinions. However, they have the responsibility to observe the following whenever speaking or writing:

- Do not be obscene or possess pornographic materials.
- Do not ridicule a person.
- Do not injure a person's reputation.
- Do not cause disruption of the school operation.

The Principal will review any material considered for distribution to see that legal standards are met and that approved areas for posting are utilized. Students are also responsible for cleaning any litter related to their publications. Students may also hold their own meetings in the school because they have the right to peaceful assembly. To do this, permission must be requested from the Principal. To obtain permission, an

agreement must be made to take proper care of the building and not disrupt other school activities.

GRADING SCALE

The Avella Elementary Center uses the following marking key when determining grades

- A – 94%-100% (Excellent)
- B – 85%-93% (Above Average)
- C – 74%-84% (Average)
- D – 65%-73% (Below Average)
- E – 0%-64% (Failing)

GUM

Gum chewing is not permitted in the Avella Elementary Center.

HARASSMENT

Our schools are fair places where people treat each other with respect. Harassment of any type will not be tolerated from anyone under any circumstances. It is wrong and unfair for anyone to:

- Make someone feel uncomfortable or threatened;
- Humiliate or insult another person;
- Force themselves on anyone who doesn't want physical contact with them;
- Cause a person to lose confidence, self-respect or self-esteem.

Verbal complaints of harassment should be put in writing by the individual complaining or by the person who receives the complaint and signed. All complaints regarding harassment will be investigated. Offenders will be disciplined. All threats of physical harm must be reported to school personnel. The Principal or his/her designee will investigate these threats. Offenders will be disciplined using the guidelines that are consistent with Avella Area School District's *Unlawful Harassment Policy*.

HOMEBOUND INSTRUCTION

If a child has suffered an illness that has lasted longer than five days, he/she may require homebound instruction (instruction in the home by certified tutors). Please contact the building Principal to obtain a "Homebound Instruction Application" to be filled out by the physician verifying the need for this process if this circumstance occurs to your child.

HOMEWORK

Homework refers to school assignments which aid the educational program during periods of supervised study in class or outside of the classroom may necessitate independent work in the home. Assignments are given regularly and are regulated in length of time according to grade level. All homework assignments should be meaningful and aid to reinforce concepts developed in class.

ILLNESS OR INJURY

In case of illness or injury a child will be cared for temporarily by the school nurse or a member of the school staff. We will make him/her comfortable and render first aid treatment only. If emergency treatment is necessary the parents will be contacted. If parents/guardians cannot be reached, we will attempt to contact the emergency numbers that are listed on the Emergency Medical Card completed at the beginning of the year. In extreme emergencies, if parents are not available, the child will be taken to the emergency room at the hospital.

INSTRUCTIONAL SUPPORT

The Instructional Support Team (IST) is a program whose goals are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may be in need of special educational services. IST is a positive, success-oriented program, which uses specific assessment and intervention techniques to help remove educational, behavioral, or affective stumbling blocks for all students in the regular classroom.

JOURNAL WRITING CONFIDENTIALITY

Journal writing is a good language arts technique. Teachers may not read your journal on a regular basis or even randomly. However, if the journal is read and found to contain anything that may deal with abuse, harm to you or harm to others, there will be no such thing as confidentiality. Your parents and/or responsible school officials will be contacted immediately.

LIBRARY MEDIA CENTER

The library is open on a regular scheduled basis and is supervised by the librarian, instructional aide, or classroom teacher. Library classes are held weekly for grades K-4. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books. All materials checked out are expected to be cared for and returned on the due date in like condition. To avoid inadvertent charges, students are expected to check materials prior to leaving the library/media center and report any damages to the librarian. Materials that are lost or stolen must be paid for at replacement cost. Materials that are misused will be charged a fine or the replacement cost at the discretion of the librarian for such things as: torn pages; bar codes; coloring/writing on pages; pocket/date due slips; covers torn; wet pages; or spine damage. If materials have been damaged, none will be checked out on the day of return until the parent/guardian has been notified of the damage and the fine paid. Afterward, any student owing a fine will not be permitted to borrow any materials from the library.

LOST AND DAMAGED BOOKS/MATERIALS

We believe that students have a responsibility to maintain and secure school property issued to them. If any books or materials issued to a student are damaged, they will be charged a rebinding fee or full replacement fee depending on the severity of the damage.

LOST AND FOUND

A place housing lost/found articles is provided for in the elementary school. Check with your office for a detailed location. Students missing any articles are encouraged to check in the lost/found for their belongings. Please label all of your child's articles (coats, backpacks, lunch boxes, etc.) to facilitate their return. Unclaimed items will be given to a charitable organization after a reasonable length of time. The school is not responsible for items left in the lost/found area.

MEDICATION

Students needing to take medication during the school day should secure a copy of the form, "Authorization for Prescription and Non-Prescription Medication During School Hours" from the school office or the nurse. This form must be signed by the student's physician and returned to school before the student will be permitted to bring medication to school. All medication is to be kept in the nurse's office and obtained by the student when needed. No medication is to be kept in student desks or carried around the building. (See Avella Area School District's Use of Medication Policy)

NURSE/HEALTH ROOM

The school nurse is NOT to be used instead of the family physician. An injury/illness occurring out of school should be taken care of at home. Any student in need of seeing the school nurse should obtain permission from his/her classroom teacher in accordance with school procedures. A student should report to the health room or school office under the following conditions:

- *If he/she has a physical defect or is under doctor's care.*
- *If a doctor advises that the student not take gym class or must have limited activities. (A note from the doctor must be submitted.)*
- *If an injury is received during school hours or going to and from school or in athletics.*
- *If he/she is in need of first aid or in an emergency.*

PERSONAL BELONGINGS

The bringing of personal belongings to school is discouraged. Any audio equipment (radios, tape players, cell phone, beeper, etc.) is *not* allowed at school. Not only can they disturb classes, but also they are often lost or stolen. Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom. Unauthorized articles that are brought to school that are lost/ broken will be the family's responsibility.

PICTURES

Individual student pictures will be taken during the fall. Families will receive notices in advance of the photo session. Picture money and necessary forms must be returned in a timely fashion in order to purchase pictures. Class pictures will be taken in early spring and will also be available for purchase. Photos/videotape footage of Avella students involved in school-related activities are often used in district publications, video

productions, newspapers, yearbooks, on television, and the district's website. *If for any reason you do not want photographs or videotapes of your child(ren) used in this manner, please notify the Principal in writing of your wishes.*

PLAYGROUND/RECESS GUIDELINES

We expect everyone in our school to use good manners and treat both people and property with kindness and respect. Consequently, the following guidelines are to be followed when our children have access to our playgrounds:

All activities should be safe. Activities which could result in student injury will not be allowed.

- Throwing of foreign objects is obviously unsafe and will not be tolerated.
- Snowballing is also not safe and, therefore, not permitted.
- All children will be expected to go outdoors for recess periods. This rule may be waived if a written request is received from parent/guardian. Please be sure to dress your child appropriately for the weather.

During winter months, either temperatures and/or ground conditions, will dictate whether or not recess is held outside. Playground supervisors will use their judgment in deciding this issue by considering such things as groundcover, wind chill, and temperature.

- The school playground will be available to children for recreational purposes during the daytime hours when school is in session. However, the school is *not* responsible for children on the playground when school is not in session or immediately before or after the regular school hours.
- Motorized vehicles are not to be used on school property except for school related purposes.
- Students continually failing to follow playground guidelines will be withheld from playground activities and the parents/guardians will be notified.

PHYSICAL EDUCATION

Students are expected to participate in physical education classes on a weekly basis. A student may be excused from active participation in physical education classes for a certain period of time only with written permission from a physician indicating that such activity would be detrimental to the student's health.

PROGRESS REPORTS

Progress Reports will be issued to students at the midpoint of each grading period. Reports will keep you informed of your child's academic growth and personal growth.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, social and emotional growth. The primary reasons for considering retention are indifference or lack of effort on the part of a capable student and frequent or long absences. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

RELEASE FROM SCHOOL FOR TRIPS

Parents/guardians who wish to obtain the release of their children from school for family trips, family business or other family activities must submit a written request *prior* to their child's release. Parents must define the nature of the activity and its duration. All such absences are considered unexcused unless a journal about the trip is submitted to the principal. It is the responsibility of the student to make up all missed classwork.

REPORT CARDS

Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain marks for both academics and personal growth. Attendance will also be reported on the card. After the report cards are reviewed, parents/guardians need only to sign the report card envelope and return the envelope to the school within 2 days.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a student in the Avella Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Part of the **No Child Left Behind** law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact the Principal of your child's school.

SCHOOL CALENDAR

Notices of special school events are printed monthly on a calendar update and distributed to the students to be attached to their district calendar. This calendar keeps everyone informed of the quality activities ongoing in our elementary school.

SCHOOL SECURITY

We value the safety of our children. The school district is responsible for student welfare:

1. During instructional hours of the school day.
2. During instructional hours on school district property.
3. On school district vehicles.
4. At events before, during, and/or after school when directly supervised by school personnel. The elementary school has a security system. All doors are locked; in order to gain admittance to the building, please ring the doorbell. At this time, be prepared to identify yourself and state the purpose of your visit. Upon entering the building, all

visitors must report to the school office and sign in. A visitor's badge must be obtained prior to visiting other areas in the school. We care about the safety of our children and believe precautions such as these demonstrate our concern.

SEARCHES

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may conduct searches according to the Avella Area School District's *Searches* Policy and may seize any illegal, prohibited or contraband materials discovered in the search. An Administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule, that the Administrator may find as a result of a search of a student's property, clothed body or areas designated for a student's use if the search is proper and reasonable. A student who refuses the request for a search by an Administrator that is proper and reasonable may be disciplined under the District's Student Discipline Policy. Action may include suspension or referral to the board for an expulsion hearing.

SMOKING

Students may not smoke or use snuff on school property or school buses, nor may they possess these items. First and second offenses will result in disciplinary action. Further offenses will result in a temporary/full suspension or expulsion.

SPECIAL EDUCATION SERVICES

The Avella Area School District is very proud of the fine services offered through our special education programs. These include special education resource teachers, speech/language therapists, vision/hearing therapists, psychologists, and teachers of the gifted. Children may be referred by a parent or teacher and then screened to determine their needs. For further information, contact your child's school or our Special Education Department at extension 3196.

STUDENT WELLNESS

The Avella Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The district is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.

- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencil, paper and other necessary materials.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

TARDY

Students must report to the Principal’s office if they are not in class by the 8:55 a.m. bell. The following tardy policy is in effect:

- Parents are requested to send a note to school stating the reason for their child’s tardiness.
- Unexcused tardies may result in disciplinary action.
Parents should sign their students in at the office when they are arriving after 8:55 a.m.

TELEPHONE USE

Cooperation is needed to minimize the use of the phone by children so that the telephone is available for urgent calls. All emergency calls (illness, injury) are conducted via the school telephone by school personnel. Please arrange with your child at home as to transportation, meeting places, etc. so that our school telephones do not have to be used for these reasons. Because responsibility is an important measure of learning, students should not use the phone to call home for forgotten things. You may pick up your child by coming to the school office. Messages to students will be placed in their teacher’s mailbox. Emergency messages will be delivered at once. Please help by limiting your requests.

TREATMENT AND CONTROL OF HEAD LICE

Every effort will be made to prevent the spread of lice in our schools. If a lice problem occurs, a written notification will be sent home to the parents/guardians of students in the affected classrooms. Parents will be given guidance regarding treatment methods. The school nurse must inspect the child’s hair to be sure proper treatment has been carried out before the child will be readmitted to school. Your cooperation in our effort to maintain a healthy environment for our children is appreciated. Absences in excess of two days will be considered illegal. Subsequent absences could result in referrals to the appropriate authorities, i.e. Magistrate, CYS, Public Health.

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate disciplinary action. If a student accidentally causes damage, he/she should report it to school personnel immediately so that the damage is not misconstrued as vandalism.

VISITS TO SCHOOL

Families are always welcome in our schools. Upon entering the building, all visitors must report to the school office and sign in. A visitor's badge must be obtained prior to visiting other areas in the school. To avoid interruptions in our educational program, please contact the teacher in advance to make an appointment. Visits to school by other children are discouraged unless an adult accompanies them and/or have made prior arrangements with the Principal.

WEAPONS

Weapons offenses are serious issues in our schools' community. (Please refer to the Weapons Policy)

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or contact the school at least two weeks prior to the withdrawal date. This will enable us to have ample time to complete required paperwork. All library books and textbooks must be returned and all outstanding charges paid before your child leaves. Your child's records will be forwarded upon request to the new school. No withdrawal will be made without official notice from the parents/guardians to the school. As always, your cooperation is appreciated.

ZERO TOLERANCE

The Chief School Officer (or his/her designee), on an individualized case basis, may appeal to the board in writing, requesting that the action called for in the District's policy may be changed or adjusted based on extenuating and mitigating factors of the individual case directly related to the policy.

The Avella Area School District does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. For more information or to report allegations of discrimination, please contact the Compliance Officer, Dr. Wayde Killmeyer, Superintendent, 1000 Avella Road, Avella, PA 15312. Dr. Killmeyer can be contacted by telephone at 724-356-2218, or by email at killmeyerw@avella.k12.pa.us. If the complaint is about the Compliance Officer, then please contact the School Board Secretary, Debra Bentz, at the same address or phone number as above, or by email at bentzd@avella.k12.pa.us.

<p style="text-align: center;"><u>Level I Violations</u></p> <ol style="list-style-type: none"> 1. Violating individual classroom rules 2. Hall disruption 3. Dress code violation 4. Loitering 5. Cafeteria disruption <p style="text-align: center;">Examples</p> <p>Throwing food, out of seat, excessive, noise, cutting line, etc.</p> <ol style="list-style-type: none"> 6. Tardy to class 2 times and each tardy thereafter 7. Misuse of classroom office restroom pass 8. Consuming food or drink outside of the cafeteria without authorization during and after school hours 9. Forgery 10. Lying 11. Bus violations 12. Unauthorized use of classroom phones 13. Gambling 14. Insubordination (minor infraction)* <p style="text-align: center;"><u>Disciplinary Responses</u></p> <ol style="list-style-type: none"> 1. Warning 2. Detention 3. 3rd violation- parent notification <p>* Depending on severity and Administrative Prerogative</p>	<p style="text-align: center;"><u>Level II Violations</u></p> <ol style="list-style-type: none"> 1. 3 violations of Level I violations 2. Defacing school property 3. Cutting after school detention 4. Computer violations 5. Violations of Smoking Policy 6. Cheating (see School Policy) 7. Cutting class 8. Bullying/ Harassment 9. Fighting 10. Insubordination 11. Profanity/vulgarity <p style="text-align: center;"><u>Discipline Responses</u></p> <ol style="list-style-type: none"> 1. Notify parents 2. Discipline Committee 3. Suspension 4. Magistrate <p>*Depending on Severity and Administrative prerogative</p> <p style="text-align: center;">Student Driving</p> <ol style="list-style-type: none"> 1. Taking home students without permission 2. Picking up students in unassigned areas 3. Not following traffic flow 4. Not obeying the speed limit 5. Reckless driving on school property 6. Violation of suspended driving privileges 7. Other safety violations <p style="text-align: center;"><u>Disciplinary Responses</u></p> <ol style="list-style-type: none"> 1. Warning 2. Detention/Extended Day 3. Loss of driving privileges (from 1 day up to remainder of the year) <p>*Depending on severity and Administrative prerogative</p>	<p style="text-align: center;"><u>Level III Violations</u></p> <ol style="list-style-type: none"> 1. Stealing/possession of stolen property. 2. Fighting (attempt to injure another student) 3. Verbal assault on any staff member or student 4. Harassment/Sexual Harassment 5. Indecent Exposure 6. Tampering with the Emergency Call System 7. Insubordination 8. Cutting School or Leaving School grounds without permission. <p style="text-align: center;"><u>Discipline Responses</u></p> <ol style="list-style-type: none"> 1. Discipline Committee and conference with parents 2. Out-of-School 3. Suspensions 4. Conference with counselor and/or SAP Team as stated in current policy 5. Suspension 6. Call Authorities or 7. Magistrate <p style="text-align: center;"><u>Further Discipline Responses</u></p> <ol style="list-style-type: none"> 1. Formal hearing with Superintendent and School Board 2. Expulsion 3. Juvenile Petition Probation Office 4. Washington County Alternative School <p>*Depending on severity and Administrative prerogative</p>	<p style="text-align: center;"><u>Level IV Violations</u></p> <ol style="list-style-type: none"> 1. Distribution of drugs or alcohol/Under the influence or in possession of alcohol or under the influence or in possession of drugs or related paraphernalia 2. Possession of and/or use of lethal weapons or look-alike weapons 3. Physical and/or verbal assault on staff members or students 4. Extortion 5. Arson 6. Terroristic Threats 7. Reckless endangerment 8. Fireworks 9. Fire Alarm/ Calling in a false alarm <p style="text-align: center;"><u>Discipline Responses</u></p> <ol style="list-style-type: none"> 1. Suspensions 2. Call Authorities 3. Magistrate citations 4. Referral to SAP/IST Teams <p style="text-align: center;"><u>Further Discipline Responses</u></p> <ol style="list-style-type: none"> 1. Formal hearing with Superintendent 2. Expulsion 3. Juvenile Petition/Probation Office 4. Washington County Alternative School <p>*Depending on severity and Administrative prerogative</p> <p>*Immediate notification of Principal and Superintendent. Steps determined by school policy.</p> <p>* Additional offenses may be included in each of the violation categories as needed</p> <p>* You will be notified of any revisions.</p> <p style="text-align: right;">REVISED: AUGUST 2003</p>
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**AVELLA ELEMENTARY SCHOOL
2009-2010 Schedule**

PERIOD	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Teacher Arrival	8:05					
Student Arrival/ Breakfast	8:20 8:45					
Homeroom	8:45 (8:55 Tardy) 9:00					
1	9:00 9:40					
2	9:40 10:20					
3	10:20 11:00					
1 st Lunch (K-2 nd)	11:00 11:35					
	11:35-11:45					
2 nd Lunch (3 rd -4 th)	11:45 12:15					
	12:15-12:25					
3 rd Lunch (5 th -6 th)	12:25 12:55					
7	12:55 1:35					
8	1:35 2:15					
9	2:15 2:55					
Homeroom/ Pack-Up	2:55 3:15					
Transportation	3:15 3:35					
Teacher Dismissal	3:35					

PROGRESS REPORTS ISSUED:
September 25, 2009
December 8, 2009
February 24, 2010
May 4, 2010

END OF NINE WEEK PERIOD:
October 29, 2009
January 20, 2010
March 29, 2010
June 9, 2010

Date	Activity
August 24, 2009	Teacher Clerical Day
August 25, 2009	Teacher In-Service Day
August 26, 2009	First Day for Students
September 7, 2009	NO SCHOOL – Labor Day
October 7, 2009	Open House – Elementary Center
October 8, 2009	Open House – Jr. Sr. High School
October 12, 2009	NO SCHOOL Teacher In-Service Day
October 30, 2009	NO SCHOOL
November 11, 2009	NO SCHOOL – Veteran’s Day
November 16, 2009	NO SCHOOL – Parent Conferences
November 25, 2009	2 Hour Early Dismissal
Nov 26-Nov 30, 2009	NO SCHOOL – Thanksgiving Break
December 1, 2009	NO SCHOOL – Act 80 Day
Dec 23-Jan 1, 2010	NO SCHOOL – Winter Holiday
January 18, 2010	NO SCHOOL – MLK Day or Snow Make up Day
January 21, 2010	NO SCHOOL or Snow Make up Day
January 22, 2010	NO SCHOOL or Snow Make up Day
February 15, 2010	NO SCHOOL – President’s Day or Snow Make up Day
March 30, 2010	NO SCHOOL – Act 80 Day
March 31-April 5, 2010	NO SCHOOL – Spring Break or Snow Make up Days
May 10, 2010	NO SCHOOL – In-Service Day
May 28, 2010	NO SCHOOL – In-Service Day
May 31, 2010	NO SCHOOL – Memorial Day or Snow Make up Day
June 9, 2010	Last Day for Students
June 10, 2010	Teacher Clerical Day
June 21, 2010	<i>Avella Kennywood Day</i>