

Mt. Lebanon School District



Elementary Handbook

**MT. LEBANON SCHOOL DISTRICT
ELEMENTARY HANDBOOK**

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The purpose of this handbook is to provide information about the Mt. Lebanon School District's elementary schools. The complete Mt. Lebanon School Policy Manual is available online at www.mtlsd.org and in the principals' offices.

There are seven elementary school buildings housing students from kindergarten through grade five. Students from the seven elementary schools feed into two middle schools. Students from Foster, Howe, and Washington Schools attend Mellon Middle School. Students from Hoover, Jefferson, and Lincoln Schools attend Jefferson Middle School. Students from Markham attend Jefferson Middle School, with a limited numbers of spaces available for transfer requests to Mellon Middle School. All students attend the Mt. Lebanon High School.



ABSENCES

Absences from School

School attendance is an integral part of the instructional process because the involvement and interaction of all students are needed to make classes interesting and productive. It is the parents' responsibility for all students to attend school regularly.

Students must meet attendance requirements to be able to fully benefit from instruction, achieve expected progress, and matriculate to the next instructional level. All attendance records are to be maintained and updated using the student information system or such other system as the District may adopt and reported on the Elementary Report Card, permanent record cards, and Dashboard. It is essential that homeroom teachers maintain accurate records of each student's school attendance.

Types of Absences

All school attendance falls into one of the four (4) categories:

- Excused absence
- School sanctioned activity (e.g., field trip, co-curricular activity)
- Unexcused absence (truancy)
- Unexcused absence due to suspension

Excused Absences

The reasons for which absence, tardiness, and early dismissal may be excused are:

- Personal illness
- Tutorial programs not offered by the district
- Quarantine
- Death in the immediate family
- Traditionally recognized religious holidays
- Approved educational travel
- Court appearances
- Other urgent reasons as approved by the District

There may be other reasons for a student's absence which supersede the importance of a day in school. However, the school administrator is obligated to classify the absence according to school regulations.

Pre-Approved Absences Including Educational Travel

Parents requesting permission for such travel must complete a Pre-Approved Absence Request Form at least five days in advance of the proposed trip. All trips must have some educational or family value for the students as predetermined by the building principal to be counted as an excused absence. Students absent ten or more times per semester will be

refused permission. Students, who in the opinion of the professional staff, are performing less than satisfactory, will not be given permission to leave on a pre-approved absence. Any absence denied for such reasons will be treated as an unexcused/unlawful absence. The Elementary Principal's judgment to approve or disapprove this absence for such reasons stated above is final.

Pre-approved absences are strongly discouraged during standardized testing and should be arranged according to our school calendar. Only five days of absence will be pre-approved per student per year.

Re-admittance to School

In every case of absence, a student must bring a written excuse (e-mail excuses accepted) to the homeroom teacher within ten (10) school days. This should show the date or dates of absence, the reason for absence, and the parent's signature. Excuses should be submitted in advance when an absence is anticipated. If the excuse is not given to the homeroom teacher by the tenth day after return, the absence will be considered unexcused. The excuse must include the following information:

- Full name of student
- Date of absence
- Reason for absence
- Signature of parent/guardian (and/or licensed health care provider, where applicable)

Unexcused Absences

The following constitutes unexcused absences:

- Lack of a valid written excuse from the parent/guardian (and/or licensed health care deemed appropriate by the Principal)
- Absence because of parental neglect
- Unapproved educational travel
- Oversleeping
- Working at home
- Other reasons not sanctioned under excused absences

Unlawful Absences

Any unexcused absence for students of compulsory school age is also unlawful. Except as may be provided otherwise by applicable law, compulsory school age is the time from when the student enters first grade (but no later than age 8) to age 17 or graduation from high school, whichever occurs first. There are exceptions: in unusual circumstances, a student may not be able to attend school for severe psychological or medical reasons. In such cases, parents must notify the Principal, provide supporting documentation from a licensed health care provider, and work with school officials to develop a plan to ensure that the child receives an appropriate education and that the parent does not violate state attendance laws. Temporary excuses based on medical, psychological or other urgent

reasons may not exceed three (3) months. Excusals anticipated to be over three (3) months shall be reviewed in consultation with the Pennsylvania Department of Education guidelines.

When absent, it is the student's responsibility to complete those assignments deemed necessary by the teacher. Arrangements to have daily work picked up or sent home with another student should be made by calling or e-mailing the office before 11:00 am on the day of the absence.

Penalties for Unlawful Absence for Students of Compulsory School Age

- **First Offense:** When a student has accumulated three (3) days (or their equivalent) of unlawful absence as verified by the Principal or his/her designee, the parent is notified by certified mail by the Superintendent (or a Principal as the Superintendent's designee) with the First Offense Notice. The First Offense Notice shall advise the parent of the dates of unexcused absences, that if another unlawful absence occurs more than three days after the date of the First Notice, the District will refer the matter to the district justice who may find a parent, guardian, etc. or student, guilty of a summary offense for failure to comply with compulsory attendance laws.
- **Subsequent Offenses:** Any additional unlawful student absence occurring more than three (3) days after the date of the First Notice becomes a Subsequent Offense. The District will file the case with the district justice pursuant to applicable law without further notice.

Early Dismissals

The allowed reasons for early dismissal are the same as for absences. To arrange an early dismissal, the student or parent should bring a written parental request (e-mail requests accepted) which includes the reason for the early dismissal to the school office before school on the day of the dismissal. In emergency situations, the parent may call the school office to arrange the early dismissal. Students will only be released to parents in the school office. Students returning from early dismissals should report to the school office before going to the classroom.

Release Time for Religious Instruction

Students may be released from school for a total of not more than 36 hours per year in order to attend classes for religious instruction. In advance of the student's release, the parent or person acting in a parental role must identify and describe the instruction and the dates and hours for which the release time is requested. The parent must, following each such absence, furnish in writing to the Superintendent (or a Principal as the Superintendent's designee) a statement attesting that the student did in fact attend the instruction and the dates and hours for which such attendance took place.

Release time for religious instruction is considered an excused absence. The student is responsible for making up the work, quizzes, and/or tests missed during the released time.

Tardiness

Students who are not inside their homeroom class when the bell rings are considered tardy. Tardiness is considered excused or unexcused for the same reasons as excused or unexcused absences. Students who are tardy without an excuse are subject to academic and/or disciplinary consequences such as loss of recess time, school detention, etc.

ARRIVAL/DISMISSAL

All K-5 students will be admitted to the building at 8:30 am for morning classes. Students are considered tardy starting at 8:35 am. Lunchtime dismissal is 11:15 am for morning Kindergarten and 12:00 pm for Grades 1-5.

Afternoon Kindergarten students will be admitted to the building at 12:45 pm. Afternoon kindergarten students are considered tardy starting at 12:50 pm. Grades 1-5 students must be in their homerooms by 1:00 pm for afternoon classes. End of the day dismissal is 3:30 pm for all students.

ASSEMBLY PROGRAMS

Several cultural and educational programs are presented for elementary students by outside groups. Also, students are given the opportunity to showcase their skills with instrumental and vocal numbers.

B

BOOKS AND EQUIPMENT

Each student is responsible for the proper care and return of all books and equipment received from the school. Payment must be made for lost or damaged books and equipment. In Pennsylvania, all textbooks are provided without charge. Textbooks may be borrowed through the principal's office during vacation periods. Students may borrow a wide variety of books from the school's library. Grade level teachers will post recommended supply lists on individual school websites.

C

CALENDAR

The school calendar is posted on Dashboard and the District website at www.mtlsd.org.

CELL PHONE USE

Cell phone use is prohibited during the school day. Students who use a cell phone (including the use of a camera phone) or have a cell phone visible but may not be using it will be subject to disciplinary action and confiscation of the cell phone/camera phone.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

Parents are asked to notify the office immediately of any change in the home address or home cell phone and work telephone numbers. The office will notify the health office of these changes.

CHARACTER EDUCATION

The Mt. Lebanon School District provides character education in the elementary schools in grades K-5 based on a literature-based character education program that aims to promote the understanding and practice of seven universal ethical attributes: Courage, Loyalty, Justice, Respect, Hope, Honesty, and Love. Students focus on one attribute each month, usually through the study of quality literature. Service learning projects in the elementary schools are also based on these lessons.

COMMUNITY USE OF BUILDINGS

School facilities are available to residents. Applications and fee schedules for all facilities are available by calling the district building rental office at 412-344-2052 and can be found on the district website.

CONCERNS AND COMPLAINTS

According to School Board Policy KE, Parental Concerns and Complaints, parents/guardians, and students with a District complaint or concern should seek resolution as close as possible to the origin of the concern. Such complaints can be resolved most expeditiously if they are taken first to the staff member (i.e. teacher) or administrator immediately in charge of the area in which the problem arises. If necessary, complaints should then be raised, reviewed through successive administrative levels to the Superintendent, and subsequently to the School Board when appropriate.

CURRICULUM

At the elementary level, students receive the following: English Language Arts, Mathematics, Science, Social Studies, Art, Library, Spanish, Physical Education, Health, and Vocal Music. Detailed information can be found on the district website.



DASHBOARD

The Dashboard is a password secured website, accessible to parents, students, and teachers that includes email notifications, emergency care information,

student report cards, account balances, and the school calendar. The Dashboard link can be found on the school website. User names remain the same for the duration of the students' school years, unless a change is requested by the parent to the school principal. Parents and students must enter their email addresses on the Parent Contact page on the Dashboard in order to email school staff and to receive email notification from the school. Contact the principal's secretary for questions related to the Dashboard.

DISCIPLINE/SCHOOL RULES

Being courteous and orderly are the underlying goals of the rules and regulations that govern student behavior at elementary school. Positive reinforcement of desired behavior is provided by the staff through teaching, discussion, and role modeling. Students are expected to demonstrate good citizenship at school as well as during the time they are traveling from home to school and back. In the event that students disobey the rules, disciplinary action may include a reprimand, withdrawal of privileges, or notification to parents. In-school suspension and out-of-school suspension may occur depending on the seriousness of the offense depending on school policy. All school board policies can be reviewed in the principal's office and at www.mtisd.org. For more information, read the Student Conduct section at the back of this handbook.

DRESS CODE

Students should be dressed in an appropriate and acceptable manner in terms of modesty, safety, and personal hygiene as appropriate for instructional activities. A student's dress should not interfere with the learning process or create danger to the student's safety. It is important for students to be appropriately dressed according to the weather.

E

ELECTRONIC DEVICES

Electronic devices are defined as any item needing batteries or electricity to operate. Students are prohibited from having electronic devices in the school building. Calculators and other educational devices approved by the classroom teacher are the only exceptions. Please see cell phone use on page 7.

EMERGENCY PROCEDURES

In partnership with the community emergency responders, the Mt. Lebanon School District engages in emergency preparedness on an ongoing basis.

Although it is impossible to anticipate every type of crisis that might occur, the District has developed many detailed procedures for use by employees in response to critical incidents. Please refer to Appendix VII for further information.

In the event of a delay, dismissal, lockdown, partial/total building evacuation, parents should follow these procedures:

- Access all information from: the District website at www.mtlds.org; School District Cable Channels 19 (Comcast) and 33 (Verizon); Mt. Lebanon Public Access Channels 17 (Comcast) and 34 (Verizon); KDKA TV, www.kdka.com; WPXI TV, www.wpxi.com; WTAE TV, www.thepittsburghchannel.com; and KDKA Radio, 1020AM.
- **Students will not be dismissed early.** Do not come to the school as this will interfere with the ability of District personnel to manage the situation.
- Do not call the school as this will disrupt our communication with emergency service providers.
- Email notification will be available to those users who have entered their email addresses on the Dashboard.

Safety Drills

State law requires drills for fire, severe weather, and evacuation emergencies. A fire evacuation plan is posted in each room. Teachers will instruct students on these procedures. There will be ten (10) fire drills, one (1) weather emergency drill as well as lock-down, shelter-in-place or other emergency drills at the discretion of the district.

ENGLISH LANGUAGE LEARNER (ELL)

ELL instruction is provided to students with limited proficiency in speaking, listening to or reading or writing English due to their status as immigrants, refugees, foreign exchange students or American born students from non-English speaking homes. Parents of students who may require ELL instruction should alert the principal when enrolling the student in school. The principal will refer the student for an ELL evaluation, and if eligible, the student will be scheduled for services. At registration, each parent will complete a Home Language Survey to determine English as a Second Language eligibility. A special note about student participation in the district sponsored ESL program for the Pennsylvania Department of Education website:

- the Pennsylvania State Board of Education regulations requires school entities to adopt policies that permit parents to have their children excused from specific instruction only in the limited circumstance described below: *The right to have their children excused from specific instruction that conflicts with their religious beliefs, upon receipt by the schoolentity of a written request from the parents or guardians.*
- Consequently, a parent may not seek to have his or her child excused from a LEA's ESL/Bilingual program unless the instruction conflicts with the family's religious belief.

HEALTH SERVICES

Child Abuse

The Child Protective Services Law in Pennsylvania requires all school employees to report suspected child abuse. Any school district employee who has reasonable cause to suspect that a child is the victim of child abuse must make a report of suspected child abuse to the Childline and Abuse Registry (per state law). It is not the responsibility of school officials to determine if there has been abuse or neglect. The principal may permit authorized personnel from the Department of Public Welfare or Child Protective Services to interview the student at school without prior parental consent if the suspected abuser is unknown or may be the parents. If the student has suffered injuries so severe that immediate medical attention is needed, the principal will call the police and/or paramedics to take the child to the hospital. The police will investigate the matter if the suspected child abuse involves law violations under the Crimes Code.

Emergency Information for Sudden Illness or Injury

The Health Office maintains an Emergency /Release Information Sheet for each student. This information facilitates the care of the ill or injured student. Only those persons indicated on the sheet will be contacted and can give permission for the student to leave the building. It is essential that parents keep this information current. If a parent's routine is permanently or temporarily changed, be sure that the child and school office has accurate information as to where the parent can be contacted. Facilities are available for temporary care only. Parents should develop a plan that would allow their child to be picked up from school within a half hour of notification of an illness or an injury. The Emergency/Release information sheet can be found under the parents tab on Dashboard. This sheet must be reviewed and updated at least annually and/or anytime there is a change in information.

Food and Environmental Allergies

Because of the increasing number of children with nut allergies, the PTA and parents who are providing snacks/treats for sharing at school should provide foods that do not contain nuts or peanuts. Students with food allergies will need to have a completed Dietary Permission Form on file with the school health office which includes information about the alternative snack that will be provided by the parent. An Allergy Action Plan is established in collaboration with the student's parent, physician, and certified school nurse for students with potentially life threatening allergies. Parents are asked to contact their certified school nurse to discuss the health and safety procedures for their child at the beginning and as needed throughout the school year.

Gym Excuses

Students may not participate in gym or recess while they are under medical supervision that requires stitches, crutches, slings, casts, etc. A medical release is required for students to resume restricted physical activities.

Head Lice

All cases of head lice should be reported to the health office so that the required examination procedures may begin. The student is not permitted to return to the classroom until the proper treatment has been completed and the student has been checked by a member of the health office staff and deemed to be nit free. Any student found to have nits after treatment will be excluded from school until found to be nit free. The positive action of reporting, to the health office, an incidence of head lice cannot be overstated. Parents who treat their child for lice, yet do not report it to the health office, risk the infestation of others and/or the re-infestation of their own child. All reports are kept confidential and when classes are checked by the health office staff, no student is singled out.

Health Insurance

If your child does not have health insurance, free or low cost coverage is available through Pennsylvania's Children's Health Insurance Program, (CHIP). CHIP is administered by the Pennsylvania Insurance Department, and the coverage is for quality medical services through regular health insurance companies. Applications for CHIP are available in all the school health offices or you may call 1-800-986-KIDS.

Homebound Instruction

When lengthy illness (more than 10 days) prevents a student from attending school, homebound instruction may be requested by the parent. The parent must obtain a written statement from a physician describing the need for homebound instruction. When approved, the school arranges for certified teachers to instruct a student at home or in the hospital for up to five (5) hours per week. During homebound instruction, the student is considered present in school for attendance purposes. Forms to request instruction are available in the principal's office. Homebound instruction is intended for short term absences of a month or less.

Illness or Injury

Emergency care is available in the Health Office for any illness or injury that is sustained during school hours. The health office cannot address injuries that occur at home. By law, a nurse is not permitted to make a diagnosis or prescribe treatment. Students who have an elevated temperature, vomiting or diarrhea, should remain at home until symptom free for 24 hours. Students that have a suspected contagious disease will be sent home with a diagnostic referral. The school district follows Allegheny County Health Department Guidelines for re-admittance to school following a contagious disease referral. The diagnostic referral must be completed and the student cleared for re-admittance to school by a physician prior to the student returning to school.

The District is not equipped to provide advanced emergency care. Students needing urgent medical attention will be transported to an emergency care facility by the Medical Rescue Team South Authority Ambulance Service. Please notify the certified school nurse if your child has any health concerns that could result in the need for emergency services, or that need to be communicated to emergency personnel.

The district maintains a policy of Universal or Standard Precautions (procedures that are designed to reduce the risk of transmission of blood-borne pathogens regardless of the presumed infection status of the individual) to insure the health, safety, and welfare of our students and staff. Students and faculty/staff are taught about possible disease transmission through exposure to blood/body fluids. Students and faculty/staff are to report any blood or body fluid spill to a teacher and are never to touch or clean-up another person's blood/body fluid.

Immunizations

ALLEGHENY COUNTY SCHOOL IMMUNIZATION REQUIREMENTS

Pennsylvania and Allegheny County Health Departments as per 28 Pa. Code, Chapter 23, Subchapter C, require that all children show proof of immunization **before** they can attend any public, private, charter or home school in the Commonwealth. **Your child will not be permitted to attend school until you have submitted documentation of the required immunizations.**

Students who are in GRADES K – 12 are required to have the following properly spaced vaccines:

- 4 doses of tetanus* (1 dose on or after the 4th birthday); 3 doses, if series started after 7 years of age
- 4 doses of diphtheria* (1 dose on or after the 4th birthday); 3 doses, if series started after 7 years of age
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles)**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine
 - or written statement from MD indicating month/year of disease
 - or proof of immunity by blood test

* Usually given as DTP or DTaP or DT or TD

** Usually given as MMR

Students who are in GRADES 7 – 12 are required to have the following vaccines in addition to the above vaccines:

- 1 dose of tetanus/diphtheria/pertussis (Tdap)

- 1 dose of meningitis (MCV4)

Medical exemptions: If the physical condition of your child is such that immunization would endanger life or health, a medical exemption must be submitted. Only licensed medical doctors and doctors of osteopathy and designated Health Department personnel may waive immunization requirements. Chiropractors' certifications for medical exemptions are not acceptable by law. If a medical exemption is for a specific antigen(s) this should be indicated in the statement of exemption. All other immunizations will still be required. These statements of exemption must be written by the appropriate medical personnel and submitted to the school nurse.

Religious exemption: This includes a strong moral or ethical conviction similar to a religious belief. The school nurse must be notified by the parent or guardian in writing of the reasons for this exemption.

If a child is exempt from immunizations and a vaccine preventable disease outbreak occurs, he/she may be excluded from school per the direction from the Allegheny County Health Department.

Entering from Outside our District

Students entering the district from other countries, states or districts, may be enrolled provisionally if evidence is provided that the child has received at least one (1) dose of each vaccine and a plan is provided to complete the remaining doses within the timeframe mandated by the state. The exception to this rule is for the Tdap and Meningitis vaccine - both **MUST** be completed prior to a student entering the mandated grades for these. If requirements are not met within the mandated timeframe, exclusion procedures will be taken.

Allegheny County Health Department (412 578-8060) will provide school required vaccines, free of charge, to children if they are uninsured, have Medicaid, or are an American Indian or Alaskan Native.

Mandated Procedures

Pennsylvania school code 28; section 23 mandates the following screenings on school age children - public, private and homeschooled be completed

- Vision – Grades K-12 annually
- Hearing – Grades K-3, 7, 11. Also per parent or teacher referrals and students who have a known hearing loss.
- Height & Weight – Grades K-12 annually
- Scoliosis – Grade 6 & 7

Parents/Guardians are notified only if a student does not pass the school screening. A referral is then sent home for the student to have a more thorough examination by his/her private health care provider.

Pennsylvania school code 1402 mandates the following examinations be completed:

- Physical – Grades 1, 6, 11
- Dental – Grades 1, 3, 7

New students are required to provide proof of being up to date on their Pennsylvania school mandates.

Parents are encouraged to have the physical/dental examinations performed by their child's healthcare provider, since he/she is aware of their child's health history and status. Proof of these examinations are required to be on file in the student's health record. Only the following licensed personnel in Pennsylvania may complete and sign a child's physical: Medical Doctor (MD); Doctor of Osteopathy (DO); Certified Registered Nurse Practitioner (CRNP); Physician's Assistant (PA). These examinations are at the parent/guardian expense. If you prefer, the school doctor or dentist will complete these examinations during the school year at the expense of the district. If you choose this option, a parent/guardian will be required to sign for his/her child to have the required examinations completed at school.

Medication (prescription & non prescription)

The administration of student medication, both prescription and non-prescription, (including herbal forms), during school hours is strongly discouraged as there are safety concerns about students forgetting to take the medication, having a reaction to the medication or another student taking the medication. If a physician deems it medically necessary for a student to take medication, either prescription or nonprescription during the school day, the Authorization for Medications Form (Form #440), signed by the parent and completed by the physician must be returned to the Health Office with the medication in a pharmacy labeled container or unopened bottle for non prescription. **Parent/guardian/adult must transport the medication each time to the student's school.** The medication must be FDA approved for the use it is being prescribed for. If it is not FDA approved for the specific prescription use, the certified school nurse will contact the physician, parent/guardian/pharmacist, chairman of health services and the superintendent to review the specified usage and a determination will be made for its usage. A new form is required for each medication change, dose change, time change and for each school year. It is the responsibility of the student to report to the Health Office for his/her medication. Parents should remember that their child may not receive his/her medication if these procedures are not followed.

Re-admittance After Five (5) Days of Absence

After five (5) or more days of absence, students are required to re-enter school through the health office. The health office will obtain information pertinent to the student's Pennsylvania Health Record and will submit the completed readmission form to the attendance personnel and teacher. A parent's written statement for a school absence related to illness is generally all that is required. However, in special circumstances a physician's written statement may be requested. Parents are encouraged to notify the health office of any illness or injury which results in a long absence from school.

Staffing

The health office is staffed by a certified school nurse and/or a health aide depending on the day of the week. The health aide is either a registered nurse or licensed practical nurse. The certified school nurse is responsible for the building and is on call for her/his assigned buildings during school hours.

Health Care Treatments:

First Aid care is available in the health office for any illness or injury sustained during school hours. The nurse cannot address injuries that occur outside of the school day. By law, a nurse is not permitted to make a diagnosis or prescribe treatment. Children may be sent home for the following reasons: (including but not limited to):

- Elevated temperature - 100 degrees or above
- Vomiting
- Diarrhea
- Undiagnosed Rash
- Communicable Disease

Children are required to be home 24 hours fever free without the use of fever reducing medication or 24 hours symptom free to help prevent the spread of any illnesses. The school district adheres to the Allegheny County Health Department Guidelines for Schools. The school district is not equipped to provide advanced emergency care. Children needing emergent medical attention will be transported to an emergency care facility by Medical Rescue Team South Authority Ambulance Service. Please notify your child's school health office of any health concerns your child may have.

HOMEWORK

Homework is extra practice/review which develops responsibility and good work habits and increases parent involvement. Assignments should accomplish one or more of these purposes:

- Provide a review of class activities,
- Provide systematic practice,
- Provide students with opportunities for original work, and/or
- Provide for exploration of special interest through appropriate research.

Although amounts of homework may vary based on the work in any given day, the District recommends the following:

Grades 1 & 2	10 – 20 minutes
Grade 3	20 – 30 minutes
Grade 4	30 – 40 minutes
Grade 5	50 – 60 minutes

To request homework for a student who is absent due to illness, call the office before 11:00 am and plan to pick up the homework in the office between 3:30 and 4:30 pm. When students have received assignments for pre-approved

absences, they are expected to complete them before returning to school (unless there are extenuating circumstances approved by the principal).

K

KINDERGARTEN

The district offers a half-day kindergarten program which provides opportunities for children to grow cognitively, physically, socially, and emotionally. Every content area is begun in kindergarten with specific goals and objectives geared to the different developmental levels of the children.

Per district policy JEB, children who reach the age of five before September 8th or the first student day of school (whichever occurs later) are eligible to enter kindergarten in September of that school year. Parents are encouraged to notify the school of their child's eligibility for the kindergarten program.

A birth or baptismal certificate and evidence of basic immunization must be presented before a child's entrance to school.

New entrants to kindergarten must be enrolled prior to the end of the first two weeks of school, transfer students excepted.

L

LOST AND FOUND

All articles which are found at school are taken to a depository in the building where they may be claimed. At designated times during the school year, unclaimed items will be donated to charity.

LUNCH PERIODS

The elementary lunch period is from 12:00 – 1:00 pm. Students that go home for lunch must have written permission (e-mail accepted) from their parent. Children that stay in the school building for lunch have the opportunity to bring a lunch from home or purchase one from the cafeteria. It is acceptable to have one note that encompasses an entire week/month/year. A student is not permitted to differ from his/her plans unless it is in writing (e-mail accepted); the parent must provide a new note with any changes in the student's lunch schedule.

At Lincoln and Washington Elementary Schools, students (4th and 5th graders only) that are going out to lunch require daily parent permission. The schools are not responsible for any misconduct that occurs while in the community during the lunch hour.

M

MIDDLE SCHOOL ORIENTATION

Orientation programs are conducted during the spring for all fifth grade students who will attend Jefferson or Mellon Middle Schools.

O

OLWEUS PROGRAM

The Olweus (OI-VAY-us) Bullying Prevention Program is a comprehensive framework for educating staff, students, and parents about bullying behaviors and implementing concrete, measurable action plans for reducing bullying behaviors in schools and improving school climate. Two key pieces of this framework are teacher-led, weekly classroom meetings with students about bullying behaviors and pro-social alternatives and bi-monthly discussion groups among faculty and staff about their building's educational climate.

As a result of implementation across the elementary program, all Mt. Lebanon students (K – 5) participate in a weekly meeting with their classroom teacher and an additional support person (principal, counselor, instructional support teacher, special education teacher, special subject teacher or instructional aide). These two adults co-facilitate a classroom meeting with students that address student concerns around bullying behaviors at school. Classroom meetings take place at the same time each week as decided upon by respective building staffs. These meetings help students to build relationships in the classroom among themselves and with educational professionals. Typically, the teacher and co-facilitator join students in circle discussions. During the initial nine weeks, significant time is spent defining bullying behaviors with students:

- Bullying is purposeful words or actions that are mean or hurtful.
- Bullying happens repeatedly.
- Bullying happens when there is an imbalance of power.

P

PARENT/SCHOOL COMMUNICATION

Research has proven that students whose parents are involved in their education are more successful at school. Listed below are a variety of ways for parents to access school and student information.

Calendar

A comprehensive District Activities Calendar is available on Dashboard and at www.mtlsd.org.

Dashboard – Dashboard is the primary source for district communication and report cards. It is a password secured website accessible to parents, students, and teachers that displays class and school information. Dashboard login can be found on the school website. Please contact your building secretary for questions related to Dashboard.

Email

Email communication is intended as an efficient way for parents to contact teachers regarding specific class/student information. All teacher email addresses are available on the Dashboard.

Newsletters

Each PTA unit publishes and distributes an electronic school newsletter (typically on a monthly basis).

Voicemail

All elementary schools have voicemail. Parents may leave voicemails for teachers.

Website

The school website provides constantly updated information about our schools. Notice of a late start or school cancellation due to the weather will be posted on the website by 6:00 am. The website is also a valuable source of information for parents during a school emergency.

PARENTAL RIGHTS – Separated and Divorced Parents

The District recognizes the wide responsibilities parents have with respect to the education of their children. In instances of separation and divorce, the following procedures govern communication practices with parents:

- **It is the responsibility of the parent to keep the school informed of court decisions regarding custody.**
- Unless there are court-imposed restrictions, the non-custodial parent may request and receive copies of all progress reports, scholastic records, and any other information provided to the custodial parent. Non-custodial parents wishing to receive such materials should contact the school office.
- Should a court order curtail the right of the non-custodial parent, the custodial parent must provide the principal with a certified copy of the court order. If a parent falsely claims restriction of the other parent's rights concerning the child, the non-custodial parent may file with the principal a certified copy of the most recent court order on the matter. At all times, the school abides by the most recent court order.
- Unless there are court-imposed restrictions, the non-custodial parent is entitled to participate in all school activities to which the custodial parent is invited, but only the parent who has been awarded legal

custody by the court has the right to be involved in decisions regarding the education of the child.

- When the court has awarded legal custody to both parents on a shared basis and when no legal custody arrangements have been awarded by the courts to either parent of a disabled child enrolled in special education, both parents are encouraged and permitted to be involved in all educational decisions affecting the child.
- The non-custodial parent may not visit the child during school hours, nor will the child be released to a non-custodial parent unless such visits or releases are specifically permitted by court order and a certified copy of the order is on file with the principal.

PARENT-TEACHER ASSOCIATION (PTA)

PTA's mission is to foster the health and well being of all students. Research has proven that students whose parents are involved in their education are more successful at school. Mt. Lebanon PTA is committed to strengthening meaningful parental involvement in the schools. Each PTA unit holds regularly scheduled meetings at their school. Each PTA unit publishes a student directory for members, has a website, publishes a monthly newsletter or weekly flyer for all school families, and jointly publishes the school calendar with the school district. PTA funds provide academic enhancements, Cultural Art programs, and many other activities for all students. A current list of PTA committees, officers, and chairpersons are listed in the School District calendar. Meeting information can be found in the School District calendar and on the District website.

PARTIES

There are three school sponsored parties a year. Requests for parties at other times must be approved by the principal.

PHOTOGRAPHS AND VIDEOTAPES OF STUDENTS

The instructional staff and audiovisual department photographs and records videos of numerous school activities throughout the school year. Parents who do not wish to have their child photographed or videotaped should notify the principal, in writing, of this request.

PLAYGROUNDS

A play area is provided at each building. The playground is supervised from 8:20 am to 8:30 am and from 12:00 pm to 1:00 pm. Students arriving at school before the entrance bells should go to the play area and remain there until it is time to enter the building. When weather is inclement, students are to go to the shelter area designated by the playground supervisor. The playgrounds are not supervised after 3:30 pm. After dismissal, students should report directly home, while the crossing guards are on duty. If the parent/guardian permits the student to play at the playground with no supervision, they may return only after reporting home first. **All school playground facilities are not available for public use during school hours.**

POLICIES

For copies of the School District Policies, contact your principal or visit the School Board link at www.mtlds.org.

R

RECESS

Recess is an opportunity for students to interact with their peers. Recess may occur in or outdoors. Students need to dress appropriately for recess. Lunchtime recess is typically 30 - 40 minutes daily. Grades 1 - 3 have an additional 15 minutes of recess on days on which the homeroom classes are not scheduled for physical education class.

REPORTING STUDENT PROGRESS

Student progress is reported once every nine weeks in grades 1-5, and at the end of the first and second semesters in kindergarten. Student report cards are available via the student and parent Dashboard accounts. Families without computer access can contact the school principal to obtain printed copies of the student's report card. Parent-Teacher Conferences are held twice yearly at the end of the first and third report periods. Parents and teachers are encouraged to schedule conferences as needs arise throughout the year.

S

SAFETY

Mt. Lebanon School District has an emergency management plan with specific details pertaining to each school. The safety of the children is our highest priority.

SCHOOL COUNSELORS

What is School Counseling?

School counseling describes a comprehensive, developmental and systemic program of services based on the American School Counseling Association's (ASCA) National Standards for Students offered to all children in Mt. Lebanon's elementary schools. Elementary school counselors are professional educators who understand and respond to the challenges presented by today's diverse student population. Elementary school counselors do not work in isolation; rather they are integral to the total educational program. School counseling services focus on academic, social/emotional, and behavioral concerns related to academic success.

What do School Counselors do?

School counselors are an integral component of the District's total educational system. Through a comprehensive school counseling program, all students have the opportunity to recognize their significant role in the school community and

learn the skills necessary to maximize their educational potential. School counselors implement comprehensive supports in the realms of personal/social development, academic development, and career development by teaching classroom guidance lessons based on developmental skills necessary for student success.

School counselors provide short-term small group and individual counseling for students, including those identified through the IST/RTI-I (Instructional Support Team) or an IEP (Individualized Education Plan) process. In addition to the IST/IEP referral process, parents, teachers, and students may make referrals to the school counselor. Counselors also work collaboratively with teachers and administrators to support students and families. Additionally, school counselors provide referrals for community medical/mental health resources as requested by parents. Finally, school counselors collaborate with community medical/mental health professionals to support students in the academic environment.

The Elementary School Counseling program includes the following delivery methods to support all students in our district while meeting the expectations of the Mt. Lebanon School District policies and procedures.

- Guidance Curriculum (ASCA)
 - School-wide Activities
 - Classroom Guidance Lessons
 - Small Group Lessons
 - Individual Student Support and Intervention
- Individual Student Planning (ASCA) – School counselors coordinate ongoing systematic activities designed to assist students individually in establishing personal goals and developing future plans.
- Responsive Services (ASCA) – Responsive services consist of activities that meet individual students’ immediate needs. These needs may require counseling consultation, referral and/or additional medical/mental health related information.
- Systems Support (ASCA) – Like any organized activity, a School Counseling program requires administration to establish, maintain, and enhance programming for students. This component provides support for the preceding delivery methods.

SCHOOL PERFORMANCE PROFILE

The Pennsylvania School Performance Profile (SPP) offers a web-based resource for districts and schools to communicate performance results to various constituencies and assist districts and schools in aligning and focusing resources for continuous improvement.

The PA School Performance Profile also serves several other purposes:

- Provides a building level academic score for educators as part of the Educator Effectiveness System as required by 24 P.S. § 11-1123 – Act 82 – 2012

- Provides information used in determining federal accountability status for Title I schools as required by the Federal Elementary and Secondary Education Act section 1111(h)(1) and (h)2
- Informs the public of the academic performance measures of each school, comprehensive career and technical center, cyber charter and charter school in Pennsylvania
- Provides resources to support schools as they seek to improve academic performance

To review your school's most current School Performance Profile (SPP), visit paschoolperformance.org.

SCHOOL WELLNESS

The Mt. Lebanon School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board 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 and assist in reducing childhood obesity and reduce the risk for diet-related chronic diseases.

Parents with questions regarding the school wellness policy and how it is being implemented within a particular school should contact the appropriate building principal or refer to district policy JIJ. Additional wellness policy information can be found on the district's food service webpage at <http://www.mtlsd.org/foodservices/>.

SMOKING

Mt. Lebanon School District is a smoke-free environment. All tobacco products are prohibited for employees, students, and all persons using or visiting school property.

STANDARDIZED TESTS

At the elementary school, group standardized tests are utilized to supplement teacher evaluation. The Pennsylvania System of School Assessment (PSSA) will test all third, fourth, and fifth grade students in reading and math. Other standardized assessments are utilized. A testing calendar can be found on the district website.

STUDENT EVENTS

Field Trips

Field trips are an important part of the educational program. They are arranged by classroom teachers to provide a firsthand educational experience designed to enrich classroom teaching. Prior to the scheduled trip, parental consent forms are sent home with students, along with an explanation of the specific details. Some trips require a nominal fee, which is the responsibility of each student. The permission form and any

fees will need to be returned to school before the trip occurs. If any field trip fee presents a family with an undue financial hardship, a confidential request for assistance may be directed to the principal.

School Pictures

Students are photographed each year by a professional photographer either in September or October. Parents will be notified of the date the student's picture will be taken and of the package options. Pictures must be paid for at the time of the sitting. Retakes are offered for students who were absent. The district does use these images for other relevant student identification purposes (i.e., permanent files, student information system, cafeteria/food service accounts).

STUDENT SUPPORT SERVICES

Mt. Lebanon School District provides support for students with a broad range of educational needs. The majority of students are educated without any modifications to the regular education program. A small percentage of students may need minor accommodations to enable them to progress in the regular classroom. Other students may need more extensive support offered through a special education program. For additional information, contact the building principal or the Director of Special Education at 412-344-2012.

Crisis Intervention

In each building, teams of professional school personnel are trained and available to provide short-term counseling and support to students, parents, and school staff in the event of a crisis.

Health Services

The Health Office maintains emergency information for each student. A certified school nurse or first aid certified adult is available to address student medical needs.

Intervention Specialist

The Mt. Lebanon School District provides an academic intervention model that is a success-oriented process that identifies students experiencing academic and/or life skills difficulties in the school setting. The team, consisting of school staff and parent(s), identifies problems, establishes goals, implements intervention strategies, and monitors student performance within the regular education program.

Students must meet eligibility requirements. The program is not a tutoring service to support the regular curriculum; instead it is a research-based intervention program that teaches the skills necessary to attain proficiency in academic skills. Progress monitoring and diagnostic assessments will be administered by the intervention specialists throughout the year.

Special Education Services-Elementary

Meeting the Needs of All Students

The Mt. Lebanon School District provides support for students with a broad range of educational needs. The majority of students are educated with minor modifications to the regular education program. A small percentage of students may need additional accommodations to enable them to progress in the regular education classroom. Other students may need more extensive support offered through a special education program. For additional information, contact your building principal or the Director of Special Education at 412-344-2012.

Special Education Services

Special education at each elementary school consists of services and programs designed to meet the educational needs of students who meet state and federal eligibility criteria. The District maintains a continuum of services for students with disabilities which include autistic support, blind or visually impaired support, deaf or hearing impaired support, emotional support, learning support, life skills support, multiple disabilities support, physical support, and speech and language support. The District also provides related services such as physical therapy, occupational therapy, speech and language support, and transportation required for the student to benefit from the special education program.

To identify a student with a disability, various screening activities are conducted. When screening results suggest a student might be a student in need of specially designed instruction, the District secures permission to evaluate from parent(s). A team comprised of District staff and the parent(s) gathers information for the evaluation. The evaluation report (ER) is written and reviewed by the team. If it is determined the child has a disability and also has a need for specially designed instruction, an individualized education plan (IEP) is developed.

The type of special education services, the amount of special education support, and the location of special education services are determined by the IEP team and based on the least restrictive environment in which the student's needs can be met.

Programs and Services for Student Identified as Mentally Gifted

All elementary schools located within the District provide services for mentally gifted students using the conceptual framework of continuous progress through the mainstream curriculum. A student may qualify for the mentally gifted program based on ability and/or achievement test scores, student performance, teacher input, and parent input. When a student qualifies for gifted programming,

school staff and parent(s) develop a program to address the student's needs. The team, assisted by the gifted coordinator, work together to provide the student with options that may include differentiated instruction, enrichment, acceleration, special academic events, or independent study.

Protected Handicapped Students

Each elementary school provides a protected handicapped student an equal opportunity to participate in and benefit from the school program and extracurricular activities, to the maximum extent appropriate to the student's abilities, by offering the services and accommodations needed by the student. In order to qualify as a protected handicapped student, a child must be of school age and have a physical or mental disability which substantially limits or prohibits his or her participation in or access to a part of the school program. Services and accommodations, which are developed by the school staff and in collaboration with parent(s), are provided without discrimination or cost to the student or the family.

SUMMER ENRICHMENT

The four week program provides enrichment opportunities to students in grades 3-7 to explore new learning frontiers on a voluntary basis. The classes range from acting, art, and scrapbooking to cheerleading, fencing, and percussion camp.

SUMMER LEARNING CENTER

The goal of the Summer Learning Center is to help students in grades K-5 maintain and improve reading and/or math skills. Eligibility for this program is based on information from district assessments and teacher referrals. The goal of the Summer Learning Center is to help students in grades K-8 maintain and improve reading and math skills. The program is designed to incorporate weekly themes in an inclusive setting where students have the opportunity to develop academic skills in an enjoyable summer setting.



TELEPHONE MESSAGES AND NON-ESSENTIAL USE OF OFFICE PHONES

Communication between parents and students using the school district's telephone system for non-essential messages is highly discouraged.

TUITION POLICY

Mt. Lebanon residents who live in the District are educated free of any tuition charge. Sixty days of tuition is waived for non-residents who will become residents by moving into the District within the school year. There is no tuition waiver for residents moving out of the District within the year except for seniors who were residents before their final semester of their senior year. These

seniors may complete the second semester with a tuition waiver. Residents with questions regarding tuition should contact the district business office or refer to district policy JID.



VISITORS

It is the policy of the District that all persons visiting any school building during school hours, other than students or employees assigned to such school building, shall promptly register at the principal's office. Visitors should wear school district badges when visiting the school.



WALKING TO SCHOOL

Mt. Lebanon is a walking district. Safe walking routes are established for all elementary schools. Refer to individual schools for specific routes and designated crossing areas. Parents are encouraged to review safe walking routes with their children.

WEATHER DELAYS/CLOSING

When emergencies such as weather conditions or power failures require the delay or closing of school, notice is given as early as possible. Typically when school is canceled, after-school and evening activities are not conducted. AM Kindergarten will remain in session until 12:00 pm on the days students have a 10:00 am start. Information sources for a delay or closing are: School District Website – www.mtlnsd.org; School District Cable channels 19 (Comcast) and 33 (Verizon); Mt. Lebanon Public Access channels 17 (Comcast) and 34 (Verizon); KDKA TV, www.kdka.com; WPXI TV, www.wpxi.com; WTAE TV, www.thepittsburghchannel.com; and KDKA Radio 1020 AM

Phone Alert System

In the event of a school delay or closing, parents will receive a phone call from the District's Emergency Phone Alert System to the primary phone number listed with the school. Only one call per family is made. Calls are made no later than 10:00 pm and no earlier than 6:00 am. Your caller ID will display "Mt. Lebanon School District" and the District's main number of 412-344-2000. Please update your contact information in the Dashboard or with your building secretary.

STUDENT CONDUCT AND BEHAVIOR GUIDELINES

A. STUDENT REPONSIBILITIES

According to the policy of the Mt. Lebanon School District, the following acts on school premises or activities are punishable by withdrawal of privileges including but not limited to extracurricular activities and other disciplinary action and by suspension and/or possible expulsion from school. In addition, students are prohibited from engaging in any conduct or activity contrary to, or in violation of, the Pennsylvania Crimes Code, the School Code, ordinances of Mt. Lebanon, published policies or regulations of the School District, or any other applicable statutes, regulations, ordinances, policies or rules. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. It is the responsibility of students to conform with the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Provide information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for all students enrolled.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

B. BEHAVIOR GUIDELINES

According to the policy JIC of the Mt. Lebanon School District Board of Directors, the following acts on school premises, or in relation to school premises or activities, are punishable by withdrawal of privileges and other disciplinary action and by suspension and/or possible expulsion from school. Students are prohibited from engaging in any conduct or activity contrary to, or in violation of the Pennsylvania Crimes Code, the School Code, ordinances of Mt. Lebanon, or published regulations of the School District, or any other applicable statutes, regulations, ordinances, policies, or rules. Further information and details about the current policies of the Mt. Lebanon School District Board of Directors can be located at www.mtlsd.org or in the school offices.

Abuse/Bullying/Harassment

Students are prohibited from engaging in violent, aggressive or abusive behavior, physically abusing an individual or harassment of an individual, including sexual harassment through conduct or communications. Students are prohibited from intimidation or bullying, including physical or verbal behavior. Incidents of bullying shall be reported by students, school personnel, and parents to a school official. The principal or designee shall interview students or others involved, undertake an investigation, and then contact parents. If the investigation results in a substantiated finding of bullying, the principal will administer disciplinary actions which may include but is not limited to: mediation, detention, suspension, and/or recommendation for expulsion.

Bomb Threat/Fire Alarm

Students are prohibited from turning in a bomb claim, false fire alarm, or any other false safety-related claim or report, or otherwise improperly causing or risking panic, injury or damage to property or disruption of school activities. State and federal laws could result in expulsion and/or criminal prosecution.

Defacement/Destruction/Theft of School or Private Property

Students are prohibited from littering, defacing school property, causing or attempting to cause willful destruction of school or private property, vandalism or attempted theft of school or private property on school grounds.

Drug & Alcohol Use

Students are prohibited from distributing, dispensing, possessing, using or being under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacturing, distributing, dispensing, possessing or using or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, either before, during or after school hours in any school building or on any school premises, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district. Students who fail to follow proper procedures for possession/use of medications are subject to discipline.

Fire/Explosion

Students are prohibited from carrying or possessing explosives or from intentionally starting a fire or causing an explosion and thereby recklessly placing a person in danger of death or bodily harm or intentionally frightening persons or with the intention to destroy or damage property.

Food/Beverages

Students are prohibited from consuming or taking food or beverages outside of the cafeterias unless permitted by the classroom teacher or the building principal.

Gambling

Students are prohibited from gambling on school property, including betting polls, card playing, pitching coins, etc.

Hazing

Students are prohibited from organizing, soliciting, aiding or participating in any type of hazing for any class, school-sponsored club, activity or athletic team. Hazing is any intentional knowing or reckless act directed against a student for the purpose of being initiated into, affiliation with, holding office or maintaining membership in any class, school-sponsored club, activity or athletic team. Hazing is any activity expected of someone joining or belonging to a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. Students are required to report any known or suspected form of hazing to a principal immediately. Disciplinary action including, but not limited to, permanent removal from the class, club, activity or athletic team, may be taken against any students who organize, participate in, and/or fail to report a hazing rite.

Insolence/Disrespect

Students are prohibited from showing insolence or callous disrespect, including indecent or obscene language to a member of the faculty, staff or other school district employees, guest of the school district, or other persons with whom the student has contact in connection with a school-related event.

Insubordination/Defiance

Students are prohibited from insubordination or defiance relating to directions from faculty, staff or other school district employees, guest of the school district, or other persons designated to be in a position of authority for school-related events.

Leaving School Grounds

Students are prohibited from leaving school grounds during the school day (except when going home for lunch) without administrative approval.

Loitering

Students are prohibited from loitering in the restrooms, halls, or stairwells at any time during the school day, including the lunch periods.

Slurs

Students are prohibited from racial, ethnic or religious slurs or other such comments that are insulting, disparaging or derogatory, whether made directly or by innuendo, regarding a person's race, ethnic origin or religion.

Stalking

Students are prohibited from stalking or persistently following, contacting, watching or any other such threatening actions that compromise peace of mind or personal safety.

Threats

Students are prohibited from engaging in conduct constituting a terroristic threat or terroristic Act.

Tobacco Use and Possession

Students are prohibited from smoking or the use of smokeless tobacco in any form before, during, or after school hours at school or in any other school district location or during activities under the direct supervision of the school district. School district location means in any school building or on any school premises, on any school-owned vehicle, or in any other school-approved vehicle used to transport students to and from school or school activities. Possession of a cigarette, cigar, pipe, smokeless tobacco, or smoking equipment is also prohibited.

Unexcused Absence/Tardiness

Students are prohibited from incurring an excessive number of unexcused absences or of late attendance which shall include failure to report to assigned classes, study halls or homerooms on time and as scheduled.

Weapons

It is the policy of the School Board of Directors that possession of a weapon by students is prohibited in any Mt. Lebanon School District building, on any grounds of the District, by a student on his or her way to or from school, in any vehicle providing authorized transportation to or from any Mt. Lebanon School District building or District sponsored function, activity or event and at any school function, activity or event, whether or not held on Mt. Lebanon School District grounds. The term “weapon” includes any knife.

Violation of the District’s weapons policy may result in expulsion from school for a year or more. See Appendix II of this handbook for more information. NOTE: Students are prohibited from aiding or abetting violations of the above behavior guidelines and/or impeding an investigation by the administration of a suspected violation of the guidelines.

GENERAL SCHOOL RULES

Academic Integrity

Academic Integrity is teaching and learning in an environment characterized by five fundamental values: honesty, trust, fairness, respect, and responsibility (The Center for Academic Integrity, 1999; affiliated with the Kenan Ethics Program, Duke University.)

Academic dishonesty is the attempt to give or obtain assistance in a formal academic exercise without due acknowledgement.

Examples of academic dishonesty may include but not be limited to a student:

- Copying or allowing another to copy a test, homework or assignment.
- Receiving assistance on any assignment that was meant to be completed independently.
- Allowing a project partner to do all of the work and claiming credit.
- Giving or receiving information on a test, quiz, or examination before, during or after it is administered.
- Using fabricated or forged information, images, documents or signatures.
- Multiple submissions of all or a substantive part of an assignment without prior permission.

Plagiarism, a form of cheating, is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Intentional plagiarism is when one knowingly submits someone else's words or ideas as if they were his/her own. Unintentional plagiarism is when one omits documentation, uses imprecise documentation or paraphrases or summarizes someone's ideas in one's own words without acknowledging the source.

Examples of plagiarism may include but are not limited to:

- Direct copying of another person's work (homework, reports, take-home exams, tests, research papers, music, art, etc.)
- Allowing false assumptions of authorship by failure to document sources or documenting inaccurately.
- Missing or incomplete documentation or citation of a direct quote or paraphrase as assigned.
- Failing to document the use of charts, graphs, diagrams or statistics not created or compiled on your own.

Computer Network/Internet

The district's electronic communications system (network) is available for instructional use by students under the supervision of instructors. Access to the network is a privilege and not a right. Users of the network are responsible for their behavior and communications over the network and may not use the network for obscene, pornographic or offensive matter; vulgarity, harassment or

misrepresenting one's identity; use for commercial or illegal purposes or any other use deemed inappropriate by the district. In addition to suspension or cancellation of network privileges, inappropriate use of the network may result in disciplinary action up to and including suspension or expulsion. Any and all material or information placed in any file on the network becomes district property. The district reserves the right to review, monitor, record or log network use. In order to protect the network, users may not use outside discs or programs on the network or transfer files, programs, shareware or software from information services, electronic bulletin boards or any other external source without permission of the network supervisor.

Corporal Punishment and Use of Reasonable Force

Corporal punishment, namely physically punishing a student for an offense, is prohibited in the Mt. Lebanon School District. Administrators and teachers may use reasonable force to quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense or for the protection of persons or property.

Delivery of Food to School

Is prohibited unless under the supervision of a staff member. Students are not permitted to sell food in school unless the sale is part of an administratively approved fund-raising activity.

Freedom of Expression

Students have the right to express themselves unless such expression materially and substantially interferes with the education process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Students wishing to post signs or announcements in the building must first have the written or stamped approval of the building principal.

Pledge of Allegiance

As part of the opening exercises directed by the School Board, all students are requested to participate in the Pledge of Allegiance or to stand quietly while the pledge is presented. If a student does not participate or does not stand quietly during the Pledge of Allegiance, the student will be requested to report to the teacher after class to offer the reason for refusal to conform to expected behavior. If the reason given is related to the student's assertion that participation or standing quietly would violate his or her rights of freedom of religion, speech or conscience, the student will thereafter be excused from participation or standing. In such instances, the school will notify parents of the student's decision to not participate and stand quietly, and that the school will respect the student's assertion of rights in this regard. The reasons given by the student should be related to constitutional rights.

Referral to Mt. Lebanon Police Department

Under the Crimes Code, school officials are required to report violations of law and certain other serious offenses to the Mt. Lebanon Police Department. When it is necessary for police officers to interview a student or to take a student into custody during school hours, school officials follow established procedures to protect the rights and interests of students and to assist police in the performance of their duties. School officials make every attempt to notify the parent or legal guardian of the situation, except in matters involving allegations of child abuse when the parent is the alleged offender.

School Violence, Terroristic Threats, and Terroristic Acts

The District is committed to providing education in a safe, secure, and caring environment and therefore strictly prohibits terroristic threats and terroristic acts, as well as violent, aggressive or abusive conduct because such conduct is known to lead to and/or is likely to cause physical attacks resulting in serious physical injury and even death.

Frequently, terroristic threats or acts are preceded by warning signs or rumors which, if promptly reported, investigated, and addressed may result in avoidance of tragedy. Accordingly, staff members and students are required to immediately inform the building principal regarding any knowledge relevant to actual, potential or rumored terroristic threats or terroristic acts or any prohibited acts of violence or violent, aggressive behavior. **Please refer to Appendix III of this handbook for additional important information about school violence, terroristic threats, and terroristic acts.**

Searches

School lockers, and other storage spaces, are school property. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings.

Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials. Random, periodic or sweeping searches of all lockers may be conducted by school officials without regard to any individualized suspicion.

Students are responsible for the contents of the locker assigned to them. The school does not assume responsibility for the loss or theft of personal items stored in lockers.

Sexual Harassment of or by Students

The District is committed to safeguarding the rights of all students/employees within the District to an education and work environment that is free from all forms of sexual harassment and sexual abuse, including sexual harassment of or by students. The District strictly prohibits all unwelcome behavior of a sexual nature including, in particular, unwelcome conduct of a sexual nature which is either designed to extort sexual favors from a student or employee as a term or

condition of education or employment or which has the purpose or effect of creating a hostile, intimidating or offensive educational or work environment. Sexual harassment may occur student to student, staff to student, student to staff, male to female, female to male, male to male or female to female. Examples of prohibited conduct of a sexual nature which may constitute prohibited sexual harassment include: unwelcome touching of an individual's body or clothing in a sexual way; unwelcome leering, staring, sexual flirtation, propositions or pressure for sexual activity; unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions; unwelcome graphic verbal comments about an individual's body or overly personal conversation; unwelcome sexual jokes, stories, drawings, picture, or gestures; unwelcome spreading of sexual rumors; cornering or blocking an individual's normal movement in a sexual way; displaying sexually explicit materials or suggestive objects in the educational environment; and repeated remarks to a person with sexual or demeaning implications. The District also condemns and prohibits any retaliatory behavior against any complainants or witnesses of such prohibited sexual misconduct. The District further prohibits intimate or sexual relations between any and all District employees and students. This specifically includes intimate or sexual relations between an administrator, teacher, counselor, coach, advisor, program director or any District staff member and a student. **Any student who believes that he or she has been subjected to sexual harassment should immediately report the incident to any principal, guidance counselor, teacher, school nurse or psychologist and an investigation by trained district staff members will be conducted. Students who are found to have engaged in sexual harassment of others will be subject to discipline. Please refer to Appendix IV in this handbook for additional important information.**

Skateboarding, Rollerblading, and Bike Riding on School Property

The District prohibits skateboarding, rollerblading, and bike riding on all school property 24 hours a day on sidewalks, roadways, parking lots, and building interiors. Skateboards that are held by employees may be returned only to a responsible adult. Students who use skateboards on school property may be cited by the Mt. Lebanon Police Department for defiant trespassing.

APPENDIX I

Drugs and Alcohol Policy

Alcohol and Other Drugs • Policies and Guidelines

The Mt. Lebanon School District is committed to the maintenance of an academic environment free from all forms of drugs and alcohol and has prescribed various educational and counseling programs and disciplinary actions to implement achievement of this goal.

The Board believes that although final authority and responsibility must rest with parents or guardians of students, school personnel at all levels with the best interest of the students in mind - - should make every effort through education, counseling, and/or referral to prevent or abate abuse of controlled substances.

Summary of Board Policy on Drug and Alcohol Curriculum and Program

It is the policy of the Board that a comprehensive, coordinated, preventive drug and alcohol education program will be provided to all students of the District. A program of early intervention by identification and referral for treatment will be provided for students. A support program will be provided to assist returning dependent students in making maximum use of the education setting. The District shall support appropriate community efforts directed toward solving problems connected with student misuse of drugs and alcohol.

Summary of Board Policy on Student Drug and Alcohol Offenses

It is the policy of the Board that this Drug and Alcohol Policy and administrative procedures will be disseminated so that students will realize the consequences of their behavior.

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence, except for a valid medical purpose, of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined by law, before, during or after school hours at school or in any other school district location. School district location means in any school building or on any school premises, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy may be disciplined, suspended, or expelled from school, at the discretion of the School Board in accordance with prescribed school policies, guidelines, and regulations applicable to student offenses.

In addition to all other prescribed disciplinary action by the school district, a student who violates the terms of this policy may be directed to satisfactorily participate in a drug abuse assistance or rehabilitation program. If such student fails to satisfactorily participate in such program, the student may be suspended or expelled from school at the discretion of the Board.

APPENDIX II

Weapons Policy

It is the policy of the Board that possession of a weapon by students, employees or visitors is prohibited in any Mt. Lebanon School District building, on any grounds of the district, by a student on his or her way to or from school, in any vehicle providing authorized transportation to or from any Mt. Lebanon School District building or district sponsored function, activity or event and at any school function, activity or event whether or not held on Mt. Lebanon School District grounds. This policy does not apply to police and licensed and approved security personnel in the performance of their duties, weapons possessed and/or used in conjunction with a lawful supervised school activity or course, instruments or implements possessed and used by authorized maintenance and construction personnel in conjunction with appropriate permission in connection with ceremonial events occurring on school property.

Further, in accord with Act 26 of 1995, it is the policy of the District that in the event any student is determined to have possessed a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to or from school or a school-sponsored activity, the student shall be expelled from school for not less than one year, provided that the superintendent may recommend discipline short of such expulsion on a case-by-case basis. In the case involving an exceptional student, the superintendent shall take all steps necessary to comply with the Individuals with Disabilities Education Act. Any student determined to have possessed a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to or from a school or school-sponsored activity shall be referred to the appropriate criminal justice or juvenile delinquency system.

The term "a weapon" shall include, but not be limited to, any knife, razor, razor blade or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, taser, shocker or stun gun, any explosive or incendiary device, firearm (including pellet guns and B.B. guns), gun, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. The term "a weapon" shall include any weapon

look-alikes, including any instrument or implement designed to look like a weapon.

“Possess” and “possession” shall mean being at any time on the person of any student, employee or visitor in a person’s motor vehicle, locker or otherwise under his or her control.

APPENDIX III

School Violence, Terrorist Threats, and Acts

The Mt. Lebanon School District recognizes that physical safety of students, employees, and visitors is essential to the proper operation of the school and for the establishment of a positive learning environment that develops the qualities of self-esteem and a respect for self and others. The District is committed to providing education in a safe, secure, and caring environment and therefore strictly prohibits all employees and students from communicating terrorist threats or committing terrorist acts or engaging in conduct constituting violent, aggressive or abusive behavior, whether such conduct occurs in an individual or group setting. The District further strictly prohibits students and staff from aiding, abetting or encouraging others to engage in improper prohibited conduct. A terrorist threat means a threat to commit violence communicated with the intent to terrorize another person, to cause evacuation of a building, place of assembly or facility of transportation or cause serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience. A terrorist act means an offense against another person or property or involving danger to another person. Examples of prohibited violent, aggressive or abusive conduct which may constitute a terrorist threat or act or which may lead to or result in a terrorist threat or act include, but are not limited to:

Possession of, threaten with or use of a weapon as defined in Policy GBGB/JICI. See Appendix II.

Physical assault. Physical assault is the act of striking or touching a person or that person’s property with a part of the anatomy or any object, with the intent of causing injury or harm.

Verbal Abuse and Harassment. Verbal abuse and harassment shall include but are not limited to swearing, screaming, obscene gestures; racial, ethnic or religious slurs; or threats when directed in a threatening or intimidating way intended to frighten the recipient. Such threatening or intimidating communication may be either orally, including by telephone, or in writing and includes communications directed at an individual, his/her family or a group.

Intimidation. Intimidation is an act intended to frighten or coerce someone into submission or obedience.

Extortion. Extortion is the use of verbal or physical coercion in order to obtain financial or material gain from others.

Bullying. Bullying is the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker.

Gang Activity. Gang activity is behavior exhibited by groups of youths who share common beliefs, attitudes, and/or attire and who associate with each other for unlawful purposes for mutual protection and/or profit.

Any act similar to any of the foregoing categories of prohibited conduct which violates any applicable law, ordinance, regulation, policy or rule concerning actual or threatened harm to persons or property.

Staff members and students are required to immediately inform the building principal regarding any knowledge relevant to an actual, potential or rumored terrorist threat or terrorist act or any prohibited act of violence or violent aggressive or abusive behavior.

Parents are strongly encouraged to promptly report to the building principal or superintendent any information they receive regarding any actual, potential, or rumored terrorist threat or act or prohibited violent, aggressive or abusive behavior.

Because such incidents and/or reports of actual or potential terrorist threats, terrorist acts or violent aggressive behavior frequently arise under emergency situations, the building principal shall have discretion to make an initial assessment of the situation and act immediately to diffuse/de-escalate the situation, preserve or restore peace, and to preserve the safety of students and staff.

Where appropriate, the building principal may act immediately to exclude the involved or suspected students from school either for their own safety or the safety of others. The parents/guardians of the students will be contacted and advised to pick up the students. Such exclusion for purposes of safety shall not be deemed as a suspension and will not be so reflected on the student's record unless investigation later reveals that the excluded student engaged in prohibited activities.

In addition, the building principal may immediately suspend the student. Based on further investigation, as may be necessary, the building principal and/or superintendent may report the student to law enforcement officials, as may be appropriate. If the incident involves a weapon, law enforcement officials will be contacted immediately. The building principal, superintendent or designee, shall undertake an investigation of the incident as may be necessary and impose appropriate disciplinary measures which may include notification of

parents/guardians, counseling, detention, suspension, or recommendation for expulsion.

If a student is suspended or expelled for violation of this policy, the Board may require, prior to readmission, that the student be evaluated by one or more of a school counselor, the building principal, a Mt. Lebanon police officer, school psychologist or other designated administrator or consultant to determine whether the student is experiencing psychological, emotional or substance abuse problems and whether the student poses a risk of harm to others. If it is determined that counseling, training or substance abuse treatment is needed, the student and his/her parent must agree to the counseling, training or treatment at parental expense before the student is permitted to return to class.

A student suspended or expelled for violation of this policy who is permitted to return to school shall be subject to random searches.

APPENDIX IV

Sexual Harassment of or by Students

The Mt. Lebanon School District is committed to safeguarding the right of all students and employees within the District to an education and work environment that is free from all forms of sexual harassment and sexual abuse, including sexual harassment of or by students.

The District strictly prohibits all unwelcome behavior of a sexual nature including, in particular, unwelcome conduct of a sexual nature which is either designed to extort sexual favors from a student or employee as a term or condition of education or employment or which has the purpose or effect of creating a hostile, intimidating or offensive educational or work environment. The District also condemns and prohibits any retaliatory behavior against any complainants or witnesses of such prohibited sexual misconduct.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and/or verbal, visual or physical conduct of a sexual nature when:

Submission to the unwelcome conduct is explicitly or implicitly made a term or condition of a student's academic status or progress;

submission to or rejection of the unwelcome conduct by a student is used as the basis for academic decisions affecting the student;

the unwelcome conduct has the purpose or effect of having a negative impact on academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for a student or district employee; or

submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs or activities available at or through the District.

Sexual harassment may occur from student to student, staff to student, student to staff, male to female, female to male, male to male or female to female. Examples of prohibited conduct of a sexual nature which may constitute prohibited sexual harassment include, but are not limited to:

Unwelcome touching of an individual's body or clothing in a sexual way; unwelcome leering, staring, sexual flirtation, propositions or pressure for sexual activity;

unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;

unwelcome graphic verbal comments about an individual's body or overly personal conversation;

unwelcome sexual jokes, stories, drawings, pictures or gestures;

cornering or blocking an individual's normal movement in a sexual way;

displaying sexually explicit materials or suggestive objects in the educational environment;

repeated remarks to a person with sexual or demeaning implications.

Any student who believes that he or she has been subjected to sexual harassment should immediately report the incident to any principal, guidance counselor, psychologist, teacher or school nurse. The student will be asked to prepare a statement in his or her own words, describing the alleged incident of sexual harassment. If the student declines to prepare a statement, the person receiving the report of the incident will prepare a report. Upon receipt of a student's statement alleging sexual misconduct or a report of alleged sexual misconduct, trained district personnel will conduct a prompt, thorough and impartial investigation in a manner that respects the privacy of all appropriate under the circumstances. The nature and extent of the investigation will vary by case according to the circumstances involved, the nature and severity of the alleged conduct, the existence and number of witnesses, and the existence of disputed facts.

Any parent or guardian who believes that his/her child may have been subjected to sexual harassment should immediately report the incident to the principal.

The initiation of a complaint of alleged sexual harassment or reporting an incident of alleged sexual harassment will not reflect negatively on the student

who initiates the complaint or makes a report, nor will it affect the student's academic standing, rights or privileges.

Occurrences of prohibited and/or inappropriate conduct of a sexual nature, which are not within the legal definition of sexual harassment or otherwise do not rise to the level of and/or constitute sexual harassment, will be addressed pursuant to applicable consequences for student misconduct.

Whenever it is found that a student has engaged in sexual harassment of another individual during or relative to school and school sponsored activities, the student will be subject to disciplinary action including but not limited to suspension or expulsion.

False allegations of sexual harassment will result in severe disciplinary action.

APPENDIX V

Student Records Policy – Annual Notification of Rights under FERPA

The Mt. Lebanon School District maintains a cumulative student record for each child. This information is kept in order to assist in the day-to-day operation of the educational programs and to meet the requirements of federal and state laws. The information regarding each child includes student identification and attendance data, information on academic progress and performance, and results of standardized group achievement and cognitive ability tests. Records of standardized tests taken by secondary students on a voluntary basis, usually for college entrance purposes, are also recorded. Disciplinary records, certain juvenile history record information, and student health records also are maintained as required by state law. The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District 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 principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. 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 District 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 District decides not to amend the record as requested by the parent or eligible student, the District 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.

3. 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 to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the District 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 District discloses education records without consent to officials of another school district or educational agency in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

DISCLOSURE OF DIRECTORY INFORMATION PUBLIC NOTICE

Under FERPA, the District also may disclose without consent "directory information" concerning a student. For example, directory information may be included in publications such as sports programs, newspapers, radio and television news releases, websites, awards and graduation programs, yearbooks, alumni directories, musical and play programs, and other school publications. Directory information is information not generally considered harmful of an invasion of privacy if disclosed, including but not limited to the student's name, address, telephone number, e-mail address, photograph, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and other similar information. Under certain Federal and Pennsylvania statutes, the District is required, upon request, to provide the names, addresses and telephone numbers of all secondary students to military recruitment offices and to institutions of higher education, including certain trade and vocational schools. Parents who wish to have their children exempted from publication or other disclosure of directory information, including disclosure to military recruiters and/or institutions of higher education, may do so by letter to the school principal within thirty days following the receipt of this notice.

CONFIDENTIALITY OF STUDENT RECORDS

Each building's principal is responsible for protecting the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accord with state and federal law and the school district's student records policy.

SERVICES FOR PRESCHOOL CHILDREN

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services. At-risk children are eligible for screening and tracking. The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through 2 years of age. For information, contact Alliance For Infants, Birmingham Towers, 2100 Wharton Street, Suite 705, Pittsburgh, PA 15203, 412-431-1905. The Pennsylvania Department of Education is responsible for providing services to preschool children from age 3 until eligible for kindergarten. For information, contact Project DART, 1400 Penn Avenue, Pittsburgh, PA 15222, 412-394-4736.

SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE SPECIAL EDUCATION STUDENTS

Mt. Lebanon School District provides a free, appropriate public education to special education students. To qualify as a special education student, the child must be of school age, in need of specially designed instruction, and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities as defined by Pennsylvania State standards: autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, specific learning disability, speech and language impairment, traumatic brain injury, and visual impairment including blindness.

The District utilizes identification procedures to ensure eligible students receive an appropriate education program consisting of special education and related services individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal law and are reasonably calculated to yield meaningful educational benefit and student progress.

To identify a student who may be eligible for special education services, various screening activities are conducted on an ongoing basis. These screening activities include review of group-based data (cumulative records, enrollment records, health records, report cards, ability and achievement test scores), hearing, vision, physical, a speech/language screening for first graders in January of each school year, and review by a building-level Instructional Support Team. School district personnel and/or parents may refer a student for screening to the school principal. When screening results suggest a student might be a student with a disability, the school district seeks parental consent to conduct a multi-disciplinary evaluation. Parents who suspect their child may be

a student with a disability may request an evaluation at any time through a written request to the school principal. The letter should indicate the parent's reason for the request. Parents who suspect their child may be eligible for gifted education may request an evaluation at any time, with a limit of one request per school term, through a written request to the school principal. Services designed to meet the needs of students with disabilities require a triennial evaluation report (ER) except for students diagnosed with mental retardation who require a biannual evaluation report. The Individualized Education Program (IEP) team uses the ER to develop the IEP which is reviewed at least annually. The Notice of Recommended Educational Placement (NOREP), signed by the parent, allows the school district to implement the IEP. The district maintains a continuum of services which include autistic support, blind and visually impaired support, deaf and hard of hearing support, emotional support, learning support, life skills support, physical support, and speech and language support. Services are provided on an itinerant, supplemental, and full time basis in a regular school or at a location other than the regular school as determined by the IEP team.

When screening results suggest a student may be eligible for gifted education, the school district seeks parental consent to conduct a multidisciplinary evaluation. The initial evaluation is summarized in the Gifted Written Report (GWR) and used by the Gifted Individualized Education Program (GIEP) team to develop the GIEP. After the initial evaluation, students identified as mentally gifted are reevaluated before a change in educational placement is recommended or under recommendation of the GIEP team. The Notice of Recommended Assignment (NORA), signed by the parent, gives the school district permission to provide services. Enrichment, acceleration, and specialized study activities are provided to students as part of their gifted education program to address their unique needs.

The extent of special education services and the location for the delivery of such services is determined by the IEP/GIEP team and are based on the student's identified abilities, needs, chronological age, and the level of intensity of the specified intervention. The school district also provides related services, such as transportation, physical therapy, occupational therapy, and speech and language support required for the student to benefit from the special education services and programs and parental rights by contacting the child's school principal or the Supervisor of Special Education at 412-344-2012.

SERVICES FOR PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, the Mt. Lebanon School District will provide to protected handicapped students services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These related aids are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability with substantially limits or prohibits participation in or access to an

aspect of the school program. Services and protections for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs. For further information about the evaluation procedures and provision of services to protected handicapped students, contact the Supervisor of Special Education at 412-344-2012.

APPENDIX VI DAILY SCHEDULE

MORNING SCHEDULE

8:00 am	Office opens
8:20 am	Playground supervision begins
8:30 am	Arrival for all grades K-5
8:35 am	Tardy Bell
11:15 am	Morning Kindergarten dismissal
12:00 pm	Dismissal for grades 1-5

AFTERNOON SCHEDULE

12:45 pm	Arrival for Kindergarten
12:50pm	Tardy Bell for Kindergarten
1:00 pm	Tardy Bell for grades 1-5
3:30 pm	Dismissal for all grades K-5
4:30 pm	Office closes

APPENDIX VII EMERGENCY PROCEDURES

In order for school emergency response plans to be effective, we depend on parents to support our efforts. Your cooperation and assistance is vital to help protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the following procedures during a crisis situation:

DO:

- Visit the District website at www.mtlsd.org, Channels 19 or 17 (Comcast) or Channels 33 or 34 (Verizon), for the most reliable and up-to-date information.
- Check for a call from the MTLSD Phone Alert system. A phone call will be sent from the District to notify parents of a school emergency.
- Keep your contact information current in the Dashboard.

- Check your email. Email notification will be sent to those who have entered their email addresses in the Dashboard.
- Talk to your children. Emphasize how important it is for them to follow instructions from their teachers and school and public safety officials during an emergency.

DON'T:

- Do not come to the school or evacuation location until you are instructed to do so. It may be necessary to keep streets and parking lots clear for emergency communications.
- Do not telephone the school. We understand and respect your concern but it is essential that the telephone system be available for emergency communications.

In the event of an emergency evacuation, each building has been assigned an alternate site or sister school depending on the situation. Parents will be informed of the site in a communication from the District.

Safe Walking Rules for Students

- Never step into the street from between parked cars.
- Watch for turning cars.
- Look all ways before crossing.
- Obey traffic signals.
- Walk! Don't run! Allow yourself plenty of time.
- Cross only at corners.
- Face traffic when walking on streets without sidewalks.
- Be extra alert on snow and rain days.
- Go directly to and from school.
- Have a partner to walk with if possible.

In the event a student is approached by someone when walking, they should do the following:

- Do not approach the car.
- Immediately run to a safe place.
- Inform parent or adult of the incident.
- Contact the police.
- Try to give a good description of the individual and the vehicle.

Mt. Lebanon School District does not discriminate on the basis of race, age, color, religion, sex, national origin, ancestry or handicap or disability in the administration of any of its education programs, services or activities or with respect to employment. The District adheres to the nondiscrimination provisions of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Age Discrimination in Employment Act, the Pennsylvania Human Relations Act, and all other applicable federal, state and local laws, regulations, and ordinances. Inquiries concerning Section 504 of the Rehabilitation Act should be directed to the Director of Facilities, Mt. Lebanon School District, 7 Horsman Drive, Pittsburgh, PA 15228, 412-344-2090. Inquiries concerning Title IX and the ADA should be directed to the Director of Human Resources, Mt. Lebanon School District, 7 Horsman Drive, Pittsburgh, PA 15228, 412-344-2080.

MT. LEBANON SCHOOL DISTRICT
7 Horsman Drive
Pittsburgh, PA 15228