



2024-2025 | 7-8

# PINE-RICHLAND MIDDLE SCHOOL HANDBOOK



**FOCUSED ON LEARNING FOR  
EVERY STUDENT EVERY DAY**

# PINE-RICHLAND MIDDLE SCHOOL

100 Logan Road \* Gibsonia, PA 15044

724-625-3111

www.pinerichland.org

Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Dr. David Kristofic, Principal  
Ms. Nicole Berezo, Assistant Principal  
Mr. Michael Rose, Guidance Counselor (7<sup>th</sup> Grade Students)  
Mrs. Jennifer Mullaugh, Guidance Counselor (8<sup>th</sup> Grade Students)

## TABLE OF CONTENTS

<a href="#"><u>RESPONSIBLE REPORTING</u></a> (Page 3)	<a href="#"><u>EMERGENCY DRILLS</u></a> (Page 13)
<a href="#"><u>2024-25 CALENDAR</u></a> (Page 4)	<a href="#"><u>EMERGENCY SCHOOL CLOSINGS</u></a> (Page 13)
<a href="#"><u>ACADEMIC PROGRAM</u></a> (Page 5)	<a href="#"><u>FOOD AND BEVERAGES</u></a> (Page 13)
<a href="#"><u>ACCESS TO THE BUILDING</u></a> (Page 5)	<a href="#"><u>GRADE REPORTING</u></a> (Page 13)
After School Hours	Grading Scale
<a href="#"><u>ATHLETICS</u></a> (Page 5)	Honor Roll
Interscholastic and Club Athletics	Merit Scholars Program
Academic Eligibility	Incomplete Grades
<a href="#"><u>ATTENDANCE</u></a> (Page 6)	Academic Integrity
Absence from and Tardiness to School	<a href="#"><u>HALL PASSES</u></a> (Page 13)
Unexcused Absences	<a href="#"><u>HEALTH SERVICES</u></a> (Page 13)
Tardiness	Accidents
Unexcused Tardiness	Diabetes Management
Early Dismissal	Epinephrine Administration
Concussions	Health Examinations
Educational Trip Requests	Health Screening
<a href="#"><u>BACKPACKS</u></a> (Page 7)	Illness
<a href="#"><u>BUSES</u></a> (Page 7)	Immunizations
Bus Passes	Lead Testing
Passes to Ride Home	Medication
<a href="#"><u>CAFETERIA</u></a> (Page 7)	<a href="#"><u>HOMEWORK</u></a> (Page 15)
Meal Program	<a href="#"><u>LIBRARY</u></a> (Page 15)
Paying for Cafeteria Purchases	<a href="#"><u>LOCKERS</u></a> (Page 15)
Meal Price	<a href="#"><u>LOCKER ROOMS</u></a> (Page 16)
Cafeteria Rules	<a href="#"><u>LOST AND FOUND</u></a> (Page 16)
<a href="#"><u>CAREER READINESS</u></a> (Page 8)	<a href="#"><u>LUNCH/FOOD DELIVERIES</u></a> (Page 16)
<a href="#"><u>CLUBS AND ACTIVITIES</u></a> (Page 8)	<a href="#"><u>MESSAGES/ITEMS FROM HOME</u></a> (Page 16)
<a href="#"><u>COMMUNICATION</u></a> (Page 11)	<a href="#"><u>MTSS</u></a> (Page 16)
Assignment Notebooks	<a href="#"><u>PARENT STAFF ASSOCIATION</u></a> (Page 16)
Teacher Email/Voicemail	<a href="#"><u>RAMS WAY</u></a> (Page 16)
Meet the Teacher Night	<a href="#"><u>SALE OR TRANSACTIONS</u></a> (Page 17)
Community Web Portal (CWP)	<a href="#"><u>SCHOOL COUNSELING SERVICES</u></a> (Page 17)
Parent Conferences	<a href="#"><u>SEARCHES</u></a> (Page 17)
Parent Meetings	<a href="#"><u>SNACKS/TREATS FROM HOME</u></a> (Page 17)
E-Newsletter (Friday Flash)	<a href="#"><u>STUDENT ASSISTANCE PROGRAM</u></a> (Page 17)
Website	<a href="#"><u>SURVEILLANCE CAMERAS AND AUDIO</u></a>
<a href="#"><u>DAILY ANNOUNCEMENTS</u></a> (Page 11)	<a href="#"><u>RECORDING</u></a> (Page 18)
<a href="#"><u>DISCIPLINE AT PRMS</u></a> (Page 12)	<a href="#"><u>TELEPHONES</u></a> (Page 18)
<a href="#"><u>DISCRIMINATION/HARASSMENT</u></a> (Page 12)	<a href="#"><u>TEXTBOOKS</u></a> (Page 18)
<a href="#"><u>EDUCATION FOR HOMELESS YOUTH</u></a> (Page 12)	<a href="#"><u>TIPS HOTLINE</u></a> (Page 18)
<a href="#"><u>ELECTRONIC DEVICES</u></a> (Page 12)	<a href="#"><u>VENDING MACHINES</u></a> (Page 18)
<a href="#"><u>EMERGENCY DATA</u></a> (Page 12)	<a href="#"><u>VISITORS</u></a> (Page 18)

## **RESPONSIBLE REPORTING**

If you are aware of what is going on around you and sensing a potentially harmful situation, tell a Trusted Adult, One at Home and One at School. Below are resources for reporting and resources for yourself.

### **Re: Solve**

1-888-796-8226

### **Pine-Richland TIPS Line**

724-449-TIPS

(Your message is recorded and immediately reviewed and delivered to NRPD.  
Calls can be made anonymously.)

### **988 Suicide and Crisis Lifeline**

Dial: 988

(Calls are answered by a mental health counselor 24/7)

### **Crisis Text Line**

Text START to 741-741 to text with a crisis counselor.

### **Safe 2 Say Something Mobile App**

1-844-SAF-2SAY

1-844-723-2729

# School Calendar

## 2024-25 CALENDAR

### **AUGUST**

22 - Thursday

First Day of School for Students

### **SEPTEMBER**

2- Monday

No School – Labor Day

### **OCTOBER**

25 - Friday

No School for Students (Staff In-Service/Clerical Day)

### **NOVEMBER**

4 – Thursday

VIRTUAL 1/2 day for Students (Parent Teacher Conferences)

5 – Friday

No School for Students (Parent Teacher Conferences)

28-29 – Thursday - Friday

No School – Thanksgiving Break

### **DECEMBER**

2 - Monday

No School – Thanksgiving Break

23-31 – Monday through Tuesday

No School – Winter Break

### **JANUARY**

1 – Monday

Winter Break

2 – Tuesday

School Resumes

13 – Monday

No School for Students – (Staff In-Service/Clerical Day)

### **FEBRUARY**

17 – Monday\*

No School – Presidents Day (Staff In-Service Day)

### **MARCH**

24 - Monday\*

No School for Students (Staff In-Service Day)

### **APRIL**

14 – 18 Monday through Friday

No School - Spring Break Day

### **MAY**

5 – Monday\*

No School for Students (Staff In-Service Day)

26 - Monday

No School- Memorial Day

### **JUNE**

5 – Thursday

Last Day for Students (Half Day)

6– Friday

HS Graduation (Staff In-Service/Clerical Day)

\*Emergency Make-up Days – February 17, March 24, May 5

## ACADEMIC PROGRAM

A day at the middle school consists of eight class periods, each approximately 40 minutes in length, and a 30-minute lunch. These eight periods include five academic classes, a Unified Arts class, a Physical Education/Health/World Language class, and Academic Support/Performing Arts. Academic courses taught at each grade level are as follows. A more detailed description can be found in the Middle School Program of Studies.

### **Grade 7**

English  
Reading  
World Cultures  
Life Science  
Fundamentals of  
Pre-Algebra  
Pre-Algebra Current  
Pre-Algebra C/E  
Honors Algebra I

### **Grade 8**

English Current  
English C/E  
Reading  
American History Current  
American History C/E  
Physical Science Current  
Physical Science C/E  
Fundamentals of  
Algebra  
Algebra I Current  
Algebra I C/E  
Honors Geometry  
French I  
Spanish I  
German I

7<sup>th</sup> grade Unified Arts classes also consist of 9 weeks each in Art, Design and Modeling, Family and Consumer Science, and Computer Applications. Students will alternate between Physical Education and a World Language 7 course (Spanish, French, or German) every other day throughout the year.

8<sup>th</sup> grade Unified Arts classes will consist of 9 weeks each in Art, Automation and Robotics, Intro to Business, and Family and Consumer Science. In addition, they will alternate between Physical Education and Health every other day throughout the year.

Academic support period is a structured time for students to see their teachers for extra help with academics. It is also time when interventions and enrichment opportunities will be offered. Some students choose to participate in a Performing Arts class such as band, chorus, or orchestra during the academic support period.

## ACCESS TO THE BUILDING

Regular school hours are from 7:45 AM until 2:36 PM. Students should not arrive to school prior to 7:15 AM and should report directly to their gymnasium upon arrival

### **After School Hours**

Students are only permitted to stay after school if:

1. They are staying with a teacher for extra help. Students would then report to that teacher after school and stay with him or her until picked up.
2. They are participating in a scheduled activity such as a club or sport. Students would then report to their club sponsors or coaches after school and stay with them until they are picked up.

Students may not roam the school or campus unsupervised after dismissal.

## ATHLETICS

### **Interscholastic and Club Athletics**

Throughout the year, announcements will be made to the student body concerning tryouts/sign ups for various interscholastic and club team sports. All middle school students are invited to sign up for these sports. Students will pay an annual fee for participation in school sports.

The PIAA mandates that students receive a new physical for each school year if participating in a school sport. Students are only required to have one physical per year. This physical should be done by the student's private physician and the [required school paperwork](#) completed online through Healthy Roster prior to the first competitive season in which they participate. These physicals must be done after June 1<sup>st</sup> for the upcoming school year. The following interscholastic and club team sports may be available and may include a fee for participation:



<b>Girls</b>
<b>Fall</b>
Cross Country
Field Hockey
Soccer
Volleyball
<b>Winter</b>
Basketball
<b>Spring</b>
Lacrosse
Softball
Track and Field
<b>Multiple Seasons</b>
Cheerleading
Crew*

<b>Boys</b>
<b>Fall</b>
Cross Country
Football
Ice Hockey*
In-Line Hockey*
Soccer
<b>Winter</b>
Basketball
Wrestling
<b>Spring</b>
Baseball
Lacrosse*
Track and Field
Volleyball
<b>Multiple Seasons</b>
Crew*

\*Indicates a club sport

### **Academic Eligibility for Athletics and Extracurricular Activities**

In order to be eligible to participate in extracurricular activities, a student may not be failing two or more subjects in any given week. Any grade that falls between the range of 0-59% is considered a failing grade.

Grades are checked weekly on student athletes to ensure they are eligible to participate. Academic eligibility reports are run at 8:00 AM each Friday morning. Student athletes who are failing two or

more classes are not permitted to participate in athletic competitions for one week. Student athletes are permitted to participate in practices, but they are not permitted to participate in any scholastic contests or games during this time period. For example, if a student athlete is declared ineligible on Friday, the period of eligibility begins the Monday of the following week ending the Friday of that week.

According to WPIAL rules, students cannot become eligible mid-week. Grades updated after school beginning Monday morning will be counted toward the following week's eligibility.

## **ATTENDANCE**

### **Absence From and Tardiness to School**

Students are expected to be present and punctual each day and for all classes throughout the year. When sickness or obligations to family necessitates an absence from or tardy to school, the following steps should be followed:

1. A parent or guardian should submit an Absence Form through the Community Web Portal in Sapphire by **7:30 AM** to report the absence.
2. In an effort for all school districts across the state of Pennsylvania to follow similar attendance procedures, any student who misses more than 50% of a school day will be considered absent for the day. Parents will continue to see the time their student signed in or out of school in the Community Web Portal, however, if the student did not complete at least 50% of the school day, then the attendance code will be absent.
3. When a student must be absent from school, an absence form should be submitted through the Community Web Portal in Sapphire (located under Student Data Forms). This will notify the front office and will be recorded on the daily attendance list provided to all teachers.
4. The student should make immediate plans with teachers to make up all work missed during the absence or tardiness. This is the student's responsibility. Students will be given one day to make up homework/tests for each day of absence. Students should check Blackboard and Google Classroom for homework assignments when absent.
5. After 10 days of unexcused and/or parent-excused absences, parents will receive a notification through the Student Information System in the Community Web Portal and the school will require the parent to verify any additional absences with a written statement from a physician.

### **Unexcused Absences**

An unexcused absence means either a written excuse or an Absence Form submitted in Sapphire for being absent was not received within three school days, or that the reason for being absent contained in the excuse was not one of the acceptable reasons for being absent from school as defined in the [District Discipline Code](#).

### **Tardiness**

When a student must come tardy to school, a tardy form should be submitted through the Community Web Portal in

Sapphire (located under Student Data Forms). This will notify the front office and will be recorded on the daily attendance list which is shared with all teachers. Tardy students should enter the school through the front door and report to the office.

### **Unexcused Tardiness**

Unexcused tardiness means either that a written excuse for being tardy or a Tardy Form submitted in Sapphire was not received within three school days, or that the reason for being tardy contained in the excuse was not one of the acceptable reasons for being tardy to school as defined in the [District Discipline Code](#). "Sleeping in", "missing the bus" and "car problems" are not considered valid reasons for being tardy.

### **Early Dismissal**

Students are encouraged to make doctor and dental appointments during out-of-school hours and on non-school days. If this is not possible, release time from school may be requested. Early dismissals should be submitted through Sapphire's Community Web Portal by completing the Early Dismissal Form (located under Student Data Forms) prior to the start of school on the day of the dismissal. This early dismissal will be recorded on the daily attendance list which is shared with all teachers. Upon arriving at the middle school, parents are to sign out their child at the middle school office. Parents arriving prior to the planned dismissal time will be asked to wait in the office until their child arrives. Please do not ask our office staff to disrupt your child's class earlier than planned. For unplanned early dismissals, please arrange to pick-up your child during a class change and be prepared to show some form of identification (see the [bell schedule](#) on the middle school website). If a student returns to school following an appointment, the student should report to the front office with a doctor's note, if provided. Doctor's notes can also be submitted through Sapphire.

### **Concussions**

If a student has been diagnosed with a concussion, please use the following procedure to report the concussion:

1. Report the absence(s) as soon as possible to the attendance secretary, or submit the medical excuse and accommodations in Sapphire.
2. Notify the student's assigned Guidance Counselor.
3. Provide a copy of an Academic Accommodations sheet from his/her doctor which will be distributed to the student's teachers.
4. The Guidance Counselor will communicate with the parents and teachers to create a support plan for the student.

### **Educational Trip Requests**

We encourage parents to plan family educational trips during regularly scheduled school vacations in order to ensure the continuity of education for each student. If this is not possible, please use the procedures outlined in the [District Discipline Code](#).

1. Obtain a Family Educational Tour or Trip form in the Community Web Portal under Student Data Forms.

Provide all required information on the form and submit it through Sapphire in the Community Web Portal for the principal's approval and signature at least two weeks prior to the trip. However, completion of this form does not serve as notification to teachers. Please email your child's teachers directly with the dates of your proposed absence.

2. Once approved, a copy of the form will be given to the student for their records. The student will be able to access their school work in Google Classroom or Blackboard while they are away.

Families should understand that it is the student's responsibility to make up work missed because of a family trip.

### **BACKPACKS**

For safety reasons and because they are large and heavy, students are not permitted to wear/carry backpacks/bags during the school day. Backpacks/bags should be placed in student lockers upon arriving at school and removed when leaving the building at the end of the school day.

### **BUSES**

#### **Bus Passes**

If a student is going home with another student after school and must ride a different bus, the student must bring a note from a parent allowing him/her to ride that different bus. This note should be submitted to the front office first thing in the morning and a bus pass will be issued, which should be presented to the bus driver prior to boarding. Requests for bus passes will not be accepted over the phone. There may be occasions when requests for bus passes will be denied due to overcrowding or other district restrictions.

#### **Passes to Ride Home**

When a student is picked up by a parent at regular dismissal time, no permission slip is required. However, students need a permission slip from their parents allowing them to ride home with other students' parents. Students also need a permission slip from their parents allowing them to ride home with older brothers and sisters from the high school.

### **CAFETERIA**

Breakfast and lunch are served daily in the cafeteria. Meal service is not offered on school scheduled half days and breakfast is not served on 2-hour delay days.

A monthly [printable breakfast and lunch menu](#) can be found on the website.

#### **Meal Program**

The school cafeteria is maintained as a vital part of the health and wellness of our students. Well-balanced meals offering a selection of healthy items are offered at a reasonable price.

Breakfast and lunch are served daily meeting the USDA guidelines and school wellness initiatives.

Free and reduced meals are available to eligible families. Families must reapply each year for eligibility. For more details and an application, please [click here](#).



#### **Paying for Cafeteria Purchases**

A computerized debit system is used at all schools and each student will use their 5-digit student ID number at the register. Students must use their own ID number for all purchases. Please contact the Food Service Department if you do not have your student's ID number.

Parents have three options to pay for lunch:

- **Pay Online:** Pay online at [www.schoolcafe.com](http://www.schoolcafe.com). View your child's purchase history and make payments. Payments can be set up automatically or add money as needed. A convenience fee will be charged at the time of payment. Payments are guaranteed to update within 24-48 hours. You can set up an alert to notify you when your student's meal account has fallen below the amount you have specified. We recommend you set up the low balance reminder at \$10.00 to provide families with enough time to add additional funds.
- **Pay By Check:** Make checks payable to the Pine-Richland Cafeteria Fund or PRCF and please record your student's name and student ID number on the check. We recommend you place your check in an envelope with your student's information. Students can turn in their check at breakfast or lunch to the cashier.
- **Create On-line Account/Pay By Check:** We have many parents/guardians who would like to monitor their student's meal habits, but continue to send a check in with the student. It is FREE to create an on-line account with [www.schoolcafe.com](http://www.schoolcafe.com), monitor your student's eating habits and create low balance alerts. The only time you are charged a fee is if you choose to pay on-line. We recommend all families create an account to monitor spending.
- The SoHappy app is available as a free download on the App store or Google Play store - just search "So Happy." Use SoHappy to view menus, nutritional, and allergy information.

In accordance with [School Board Policy #808 – Food Services](#), the district has established guidelines for low and/or negative balances.

#### **Meal Price**

To offer meals with higher quality of food, increased scratch cooking, increased plant-based options, and increased fresh products, a two-tiered price system was approved. This system will allow more flexibility for our meals. The food service menu will continue to offer a variety of lunch options at both prices. You will see two types of meals offered. The first is our DAILY meal, and the second is our RAM meal. We will implement signage on menus and in the cafeteria so students will recognize the differences. Parents will also see the DAILY and RAM descriptions listed on our menus, so they will know how much each meal will cost. Our RAM meal will focus on increased scratch cooking, plant-based, and fresh products.

Meal Choice	Paid (Grade 7-12)	Reduced (Grade 7-12)	Free (Grade 7-12)
Breakfast	\$0.0	\$0.0	\$0.0
DAILY Meal (Entrée, fruit, vegetable, milk)	\$2.85	\$0.0	\$0.0

If the cost of meals is a hardship for your family, an application for free or reduced meals is provided to each family at the beginning of the school year. This form may also be obtained from the district office or online at any time throughout the year. Complete the information and return the application to the school office. You will be notified of the status of the application. Prior to your approval, you will be responsible for any cafeteria charges incurred. Confidentiality is strictly adhered to and no distinction is made between those students who pay and those who do not.

One breakfast and one lunch meal per day is permitted as free or reduced. Second meals are at the full meal price. Students receiving reduced-meal prices must place money in the meal account.

### Cafeteria Rules

Students violating cafeteria rules and regulations may be denied cafeteria privileges by being suspended from the cafeteria. Students would then eat in the Time Out Room.

1. All students occupying a table are responsible for the cleanliness of the table and the area surrounding the table. This is a group responsibility and anyone sitting at the table shares that responsibility.
2. When students have finished eating, they should take their trays to the disposal area.
3. After passing through the disposal area, students return to their tables to await dismissal.
4. Cafeteria monitors dismiss students by table. **Students are not permitted to take open food or drink containers from the cafeteria.**
5. Students are not permitted to leave the cafeteria during lunch for any reason without the permission of a cafeteria monitor.
6. In an effort to provide students with a safe and pleasant lunch experience, it is necessary that there be courteous and appropriate behavior. Students who fail

to behave appropriately in the cafeteria risk losing cafeteria privileges and can face further disciplinary consequences.

### CAREER READINESS

At PRMS, we recognize that part of the middle school experience is about giving students the opportunity to explore possible career paths. Middle school is an exciting time where kids have the chance to think about the endless possibilities that their life can hold. As a part of that experience, your child will take a career cluster survey that will show suggested career options based on their interests. Students will complete Naviance Surveys to start exploring Career Opportunities based on interests, personality traits, and values. They will then explore careers within their identified Career Cluster or Career Key to determine what extracurricular activities and academic courses would help them reach a specific career.

As your child engages with this process, we encourage you to talk with them about your career paths. What were you interested in when you were in middle school? How did you discover your own career path? Having these conversations with your child will reinforce one of our key messages: it's always important to think about your future.

### CLUBS AND ACTIVITIES

The basic purposes of our clubs and activities are to provide students with an opportunity to develop positive interests and activities for leisure time, and to serve the school and the community. Students may pay an [annual fee](#) for participation in school clubs/activities.



The following is a list of clubs/activities and their sponsors that occurred last year at the middle school. These clubs/sponsors may change since they are organized in the fall each year based on student interest. Listen to announcements and watch for posters explaining how to join. Club sponsors may be called for answers to questions at 724-625-3111, followed by their voicemail number, unless otherwise noted in the following club descriptions. Most clubs and activities meet after school. Students must sign up with the club sponsor/teacher when attending after-school activities and must arrange for their own ride home immediately following the conclusion of their activity. Students must stay with the club sponsor until picked up. Accordingly, out of respect for the club sponsor's time, prompt pick-up at the designated time is a must.

### Black Student Union

Sponsor: TBD  
Open to: Grades 7 and 8  
Meetings: TBD



Purpose: To nurture a sense of community for all students, encourage cultural diversity and inclusion, and to provide an opportunity for students to express their views concerning current events, academics, and cultural arts.

Activities: Planning and organizing events of interest, including Black History Month. Discussing matters of concern, books and topics of interest, and completing various tasks needed to ensure the success of each activity.

How to join: The application process is held in September when any student who would like to make a difference and see change can apply.

#### **Drama Club**

Sponsor: Jamie Stark, [msmusical@pinerichland.org](mailto:msmusical@pinerichland.org)

Open to: Grades 7 and 8

Meetings: After school in the auditorium – days to be announced.

Purpose: To allow students the opportunity to be exposed to and nurture their interests and aspirations in acting and stagecraft. The outcome of the club's efforts will be a dramatic production.

Activities: Students will be able to participate actively in the various aspects of the production, such as: acting, set building and painting, costumes, makeup, lights, sound, etc.

How to join: Go to [www.pinerichland.org/msmusical](http://www.pinerichland.org/msmusical) for information.

#### **Ecology Club**

Sponsor: Mrs. Hillegas, [thillegas@pinerichland.org](mailto:thillegas@pinerichland.org) (X2312)

Open to: Grades 7 and 8

Meetings: Twice a month after school

Purpose: To provide an opportunity for students to explore many areas of their natural environment. To educate Pine-Richland students about the natural resources and beauty of Western Pennsylvania and the Pine-Richland area. To empower and assist students to make a difference in their community through service projects and environmental educational opportunities.

Activities: Going on nature walks, discussing the importance of different types of ecosystems, and exploring the natural areas around the school and in the community. Work on planting and growing flowers in our greenhouse and school garden. Sponsorship of school-related recycling efforts aimed to educate fellow students of the importance of recycling.

How to join: Listen to the announcements for information or see Mrs. Hillegas in room 312.

#### **Forensics**

Sponsors: Coach Kayley Szymanski, [sponsor.k.szymanski@rams.pinerichland.org](mailto:sponsor.k.szymanski@rams.pinerichland.org), and Mrs. Harshman, [lhharshman@pinerichland.org](mailto:lhharshman@pinerichland.org)

Open to: Grades 7 and 8

Meetings: Monday, Wednesdays, and Fridays after school in room 218 at the High School (from September through March/April). Email Mrs. Harshman if you are interested in setting up an appointment on a different day.

Purpose: Overarching term for the community of competitive speech and debate. The forensics community provides students opportunities to practice, compete, and sharpen their abilities of public speaking and debate.

Activities: Students may practice speech pieces in preparation for forensics tournaments. Students may choose from Humorous Interpretation, Dramatic Interpretation, Duo Interpretation, Prose, Poetry, Debate, and others.

How to join: Check out the Google Classroom <https://classroom.google.com/c/NTI2NjAwNTc1MDAw?cjc=bsq4de2>, email the sponsors, and/or see Mrs. Harshman for more information. Meetings begin in September and last until the end of the season in March/April.

#### **Gay-Straight Alliance (GSA)**

Sponsor: TBD

Open to: Grades 7 and 8

Meetings: GSA will meet once a month after school.

Purpose: The Gay-Straight Alliance (GSA) is a student-run organization with a focus on tolerance and inclusion. It works to foster an awareness and understanding of the LGBTQ+ community as well as the general population. The club is for any student, no matter where they stand. It works to help bring our school community together as a whole so that ALL students feel safe and included.

Activities: The GSA will spend club meeting time discussing current relevant topics as well as allowing time for socialization and fun.

How to Join: Students who are interested in joining GSA can reach out to their school counselor to learn more about GSA.

#### **Intramurals**

Sponsor: TBD

Open to: Grades 7 and 8

Meetings: After school when announced.

Purpose: To have fun!

Activities: Dodgeball, floor hockey, handball, soccer and other fun activities.

How to join: Listen to school announcements advising when these activities will be offered or see Mr. Frank in room 302 for more information.

#### **Jazz Band**

Sponsor: Mr. Stillwagon, [jstillwagon@pinerichland.org](mailto:jstillwagon@pinerichland.org) (X2232)

Open to: Any 7<sup>th</sup> and 8<sup>th</sup> grade band students playing standard jazz ensemble instruments.

Meetings: After school Mondays in the Band Room (you must arrange for your own ride home).

Purpose: Learn and perform jazz arrangements of popular songs.

Activities: Practice jazz arrangements and perform periodically at concerts.

How to join: By auditioning with Mr. Stillwagon. See Mr. Stillwagon in the Band Room if you have any questions.

#### **Leaders' Club**

Sponsors: Mrs. Hillegas, [thillegas@pinerichland.org](mailto:thillegas@pinerichland.org) (X2312) and Mrs. Mullaugh, [jmullaugh@pinerichland.org](mailto:jmullaugh@pinerichland.org) (X2229)

Open to: Grades 7 and 8

Meetings: 2 times per month

Purpose: To develop leadership skills by doing volunteer and service-oriented activities. To develop self-esteem,

confidence, responsibility, empathy, and citizenship by placing others' needs ahead of your own.

Activities: Various volunteer activities.

How to join: Informational/organizational meeting is held in September or October. Students are welcome to attend on a flexible schedule based on other activities and sports schedules. See Mrs. Hillegas in room 312 or Mrs. Mullaugh if you have questions.

### **National Academic League**

Sponsors: Mrs. Jaime Knauff [jknauff@pinerichland.org](mailto:jknauff@pinerichland.org) (X2208) and Mrs. Mullaugh, [jmullaugh@pinerichland.org](mailto:jmullaugh@pinerichland.org) (X2229)

Open to: Grades 7 and 8

Meetings: Practices typically occur during the months of November and December as needed to prepare for competitions.

Purpose: For academically-focused students to participate in various trivia and academic games, competing against local schools with questions encompassing subjects such as math, science, geography, world history and language arts.

Activities: Competitions occur weekly during the months of January and February. Students answer questions for various subject areas as well as prepare presentations about current events. Students also have the opportunity to compete at the national level if a championship is won.

How to join: Listen to the announcements for information about joining NAL each fall.

### **Newspaper, The Raminator**

Sponsor: Mr. Prucey, [jprucey@pinerichland.org](mailto:jprucey@pinerichland.org) (X2309)

Open to: Grades 7 and 8

Meetings: Held every other week.

Purpose: To develop skills in written and oral communication, website publishing, and photography. To foster an interest and pride in the middle school community. To learn about the process of creating a newspaper. To have fun and make new friends.

Activities: Brainstorm story ideas, conduct interviews, take photographs, and write and publish stories.

How to join: Attend the first meeting, held in September. During the school year, Mr. Prucey will consider student additions (especially as sports seasons change). See Mr. Prucey in room 309 if you have questions.

### **Odyssey of the Mind**

Sponsor: Mrs. Deal, [kdeal@pinerichland.org](mailto:kdeal@pinerichland.org) (X2237)

Open to: Grades 7 and 8

Meetings: Mainly after school and on weekends. Teams of up to 7 students coached by parents. Rehearsals begin by October with a regional competition in March.

Purpose: To provide an opportunity for creative problem-solving and to foster original and divergent thinking.

Activities: Weekly meetings, performance rehearsals, and competitions. Competitions involve competing at the Regional Level in March. Student teams can qualify for the State Level Competition and even a World Level Competition.

### **PRfect Pitch**

Sponsor: Miss Flora, [hflora@pinerichland.org](mailto:hflora@pinerichland.org) (X2253)

Open to: 7<sup>th</sup> and 8<sup>th</sup> grade female choir members

Meetings: After school Mondays in the Choral Room all year (you must arrange for your own ride home).

Purpose: To provide another outlet for talented singers. Because of the smaller number of students involved, it also provides an opportunity for more extensive musicianship than does the chorus.

Activities: Rehearsal and performances.

How to join: By audition. See Miss Flora in the Choral Room if you have any questions.

### **Student Government**

Sponsors: Mrs. Harris-Crowe, [aharris-crowe@pinerichland.org](mailto:aharris-crowe@pinerichland.org) (X2304)

Open to: Grades 7 and 8

Meetings: Committees will meet once a month or as needed throughout the year.

Purpose: The Student Government is a governing organization in which students take leadership roles in helping to better our middle school. Students lead and sponsor several school-wide activities and events. Students also meet with school administrators monthly in order to discuss changes and improvements needed in the school.

Activities: Planning and organizing events. Discussing matters of concern. Making posters and completing whatever tasks are needed to successfully carry out each activity.

How to join: The application process is held in September when any student in grade 7 or 8 can apply.

### **TV Club**

Sponsors:TBD

Open to: Grades 7 and 8

Meetings: The club will meet most mornings to do the morning announcements and occasionally after school to work on student-created videos.

Purpose: The PRMS TV Club will give the students the opportunity to learn every aspect of TV production, including directing, producing, and anchoring the daily morning announcements. We will also be producing student-made videos that could possibly be entered in the Pine-Richland "Rammys" contest. We will join the high school's PR-TV club to help broadcast the Pine-Richland sporting events and other activities and shows. The students will meet occasionally after school.

Activities: Record morning announcements, learn behind-the-camera jobs (directing, producing, graphics, audio, video), learn anchor positions, produce student-created videos.

How to join: Listen to the announcements for information about joining PRMS TV Club.

### **Yearbook**

Sponsors: Mrs. Harris-Crowe, [aharris-crowe@pinerichland.org](mailto:aharris-crowe@pinerichland.org) (X2304)

Open to: Grades 7 and 8

Meetings: Are announced weekly and may be combined with other clubs.

Purpose: To foster school pride and interest as we compile the keepsake yearbook.

Activities: Writing copy, photographing events, organizing information and photographs, indexing photographs.

How to join: See Mrs. Harris-Crowe in room 304.

## COMMUNICATION BETWEEN SCHOOL AND HOME

The middle school has several ways of communicating effectively with parents:

### **Assignment Notebooks**

Each student is provided with an assignment notebook at the beginning of the school year. Students should write their daily homework assignments and test dates in their assignment notebook. Parents should check their child's assignment notebook on a regular basis. Extra assignment notebooks are available for purchase in the main office for \$5.

### **Teacher Email/Voicemail**

All teachers have a district email that consists of their first initial and last name @pinerichland.org. Teachers are instructed to check their email on a daily basis. A list of district emails can be found on the district website. This is a very effective way to communicate with teachers. Each teacher also has voicemail. Their voicemail numbers are listed in our middle school directory each year and on the district website. Messages can be left at any time of the day and teachers are instructed to check their voicemail daily.

### **Meet the Teacher Night**

The middle school holds a Meet the Teacher Night in the fall for 7<sup>th</sup> and 8<sup>th</sup> grade parents/guardians. Check the district activities calendar for the date.

### **Community Web Portal (CWP)**

The CWP provides teachers with a portal for timely communication with parents regarding student achievement. Parents can access their child's current information on-line, including grades, attendance, etc. To register for a Community Web Portal account, [visit our website](#) and follow instructions for a "new user". If you encounter any problems registering for a new account, or have questions or problems with an existing account, email the support office directly at [communityportal@pinerichland.org](mailto:communityportal@pinerichland.org). Additionally, parents can access their child's daily classwork by logging into [Blackboard](#) and/or [Google Classroom](#).

### **Parent Conferences**

Parent/Teacher Conferences are scheduled for the end of the first quarter. However, not all middle school parents are scheduled for a conference at this time. Teachers will directly contact only the parents of students they feel would benefit from a conference. Parents may request a conference anytime during the year as needed by contacting your child's teacher or Guidance Counselor.

### **Parent Meetings**

Meetings with parents conducted throughout the school year will be held virtually through Google Meet unless an in-person meeting is requested through a student's Guidance Counselor or Case Manager.

### **E-Newsletter (Friday Flash)**

Electronic announcements are sent to middle school families every Friday to communicate important

information about upcoming events, deadlines, etc. It is important that parents take the time to read these announcements in order to keep current with everything happening at the middle school. Please keep your email address updated with the front office. If you find you are not receiving notices, please self-register at <https://www.pinerichland.org/about/communications>.

### **Website**

Daily announcements made to students about after-school activities, club sign-ups, etc. are also posted on the middle school website under Parent Resources—[Daily Announcements](#). An up-to-date [calendar](#) is also maintained on the website.

## DAILY ANNOUNCEMENTS

Announcements are made to the students at the beginning and end of each day. Students are encouraged to listen carefully to the announcements as this is our primary means of communicating important information to the students.

## DISCIPLINE

Pine-Richland Middle School follows the [District Discipline Code](#). The examples provided in this Discipline Code are not all-inclusive and should not be interpreted or construed as limiting the types of behaviors or conduct which may subject a student to disciplinary action by school personnel. Any student found in violation of PR Board Policy, district rules or regulations, or any local, state or federal laws will be subject to appropriate disciplinary action.

## BULLYING/CYBERBULLYING

According to Pennsylvania Statute, "Bullying" means an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
  - o Substantially interfering with a student's education;
  - o Creating a threatening environment; or
  - o Substantially disrupting the orderly operation of the school.

For purposes of the foregoing, "school setting" means any conduct or activity which occurs in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school, including travel to and from such activity. All forms of bullying by students are prohibited. This prohibition includes "cyberbullying," which involves the use of electronic devices to engage in any of the conduct described above.

[Board Policy 249: Bullying/ Cyberbullying](#).

The bullying/cyberbullying provisions set forth in the Discipline Code shall also apply to all forms of bullying/cyberbullying by district students in non-school settings to the fullest extent permitted by law.

Administrative actions and interventions related to non-school settings will be determined based upon the incident's alignment to criteria 1, 3, and 4 listed above.

### **DISCRIMINATION AND HARASSMENT**

The school board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees in accordance with PR School Board Policy Nos. [103: Nondiscrimination/Title IX Sexual Harassment Affecting Students](#) and [103.1: Nondiscrimination - Qualified Students with Disabilities](#), which can be found in the policy manual linked to the district's website. Complaints of discrimination or harassment shall be investigated promptly, and corrective action will be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Students and third parties who believe they or others have been subject to discrimination, Title IX sexual harassment, and or retaliation for reporting of such to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may also file a report of discrimination.

The building principal shall promptly notify the Compliance Officer/Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Compliance Officer/Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary and to discuss the availability of supportive measures. The Compliance Officer/Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

<b>Section 504 Coordinator</b> Dr. Maura Paczan Director of Student Services Richland Elementary 3811 Bakerstown Road Gibsonia, PA 15044 724-443-7230 x6503	<b>Compliance Officer/ Title IX Coordinator</b> Mr. Brian Glickman Director of Human Resources 702 Warrendale Road Gibsonia, PA 15044 724-625-7773 x6301
---	---

### **EDUCATION FOR HOMELESS YOUTH**

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Where can students experiencing homelessness attend school?—The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school, the family, and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

What supports can school districts provide to homeless students?—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process—If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment in until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento?—If you believe you know of families or individual students that may qualify for this service, please contact Dr. Melissa Ramirez, School Psychologist, McKinney-Vento Liaison at (724) 443-7230 ext. 6504 or [mramirez@pinerichland.org](mailto:mramirez@pinerichland.org). [Click here](#) to view more details on the definition and contact information.

For further information and guidance, please visit the Pennsylvania Department of Education Basic Education Circular, [BEC - Education for Homeless Youth](#).

## **ELECTRONIC DEVICES**

Students are not permitted to use cell phones or other electronic devices such as Smart watches during regular school hours. If these devices must be brought to school for after-school activities, they must be turned off and kept in the student's locker until after dismissal. If a student is found using one anywhere in the building during regular school hours, the item may be confiscated according to the [District Discipline Code](#). These devices are to be turned off and placed in the students' locker upon student arrival to school. backpacks before exiting the school bus in the morning. Students may use the landline phone in the lobby and parents may contact the front office if a message needs to be relayed to a student. When the school day ends, students may use their devices. Students staying for after-school activities may use them in the building at the discretion of their club sponsor/coach after 2:36 PM. The school is not responsible for lost or damaged cell phones/Smart watches or other electronic devices.

## **EMERGENCY DATA**

It is very important that we have up-to-date information on file for every student in the case of an emergency. At the beginning of each school year, we ask that parents review their demographic and emergency information in the Community Web Portal for accuracy and update contact information whenever changes occur.

## **EMERGENCY DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the alarm is first given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions to follow during each drill. Most importantly, once outside, students must stay with their classroom teachers so that attendance can be taken. Students stay with their teachers until everyone is allowed back into the building. Fire alarms must be obeyed whenever they sound, during school or after school hours. Additional safety drills are held throughout the year for severe weather, lockdown and reverse evacuation.

## **EMERGENCY SCHOOL CLOSINGS**

If for any reason it becomes necessary to cancel or delay a regularly scheduled day of school, a Rapid Call will be issued from the district and announcements will be made over local television and radio stations. Information will also be posted on the Pine-Richland Information Line at 724-443-7575, PR-TV Channel 50, or the district's website at [www.pinerichland.org](http://www.pinerichland.org). Information about the schedules for closures and delays can be found at [this link](#).

## **FOOD AND BEVERAGES**

Students are not to eat any food or drink beverages in the hallways, at their lockers, or during regular classes. No food or beverages (opened or unopened) may leave the cafeteria.

Glass bottles must never be brought to school, even as part of a packed lunch. Such items will be placed in the office or disposed of as appropriate. Any exceptions to this rule must be approved by the school office.

## **GRADE REPORTING**

The academic year is divided into four quarters; each quarter is nine weeks long. Midterm and final benchmark assessments are equal in weight to a nine-week grade. All grades are posted on the Community Web Portal and updated regularly. You must register on the Pine-Richland website initially to receive a user ID and password in order to access your child's grades. Report cards and progress reports can be viewed on the CWP as well and are not mailed home. We encourage students and parents to contact teachers directly if there are any questions regarding a grade.

### **Grading Scale**

The following is the grading scale for the Pine-Richland School District:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

### **Honor Roll**

Honor roll students are determined each nine weeks. All subjects are used in determining the honor roll. To earn the distinction of honor, high honor, or highest honor, students may not have any grades below a C. The honor roll scale is as follows:

3.25 – 3.49	Honor
3.50 – 3.74	High Honor
3.75 – 4.0	Highest Honor

### **Merit Scholars Program**

The Merit Scholars Ceremony is held at the end of the school year. Students that are eligible must have a 3.85 cumulative GPA or above for the first three grading periods in the current school year.

### **Incomplete Grades**

We expect students to complete all course requirements. Should a situation arise in which some requirements are not completed by the end of the quarter, students will receive an "INC" for incomplete on their report card. The student will then have ten school days after report card distribution to complete all course requirements. Failure to do so will result in the incomplete grade becoming an F.

### **Academic Integrity**

Academic integrity serves as the foundation of a student's journey through their K-12 education and beyond. It speaks to a person's character, integrity, and respect for knowledge. Learning requires effort and persistence. Students should complete their own work for homework, assessments, and other assignments.

There are emerging technologies, such as artificial intelligence, that may serve to enhance the learning experience if used ethically. Artificial intelligence should be used at the direction of the teacher. Any work submitted by a student should be authentic and appropriate sources

should be cited. The combination of artificial intelligence and other technology resources along with academic integrity has the potential to enhance the learning experiences. Students should never use these resources to generate content that they submit as their own.

Students are expected to do their own school work. Students must not represent the work of others as their own. Some examples of falsely representing work include forging a parent's signature, cheating on tests and quizzes, copying homework, and using the work of others without giving them credit.

Instances of cheating, forgery and plagiarism will be handled on a case-by-case basis. Generally, the consequences for these situations are academic. For example, students may not receive credit for the work and may have to redo an assignment. Additionally, if copyright laws have been violated, students may see legal action from outside parties.

#### **HALL PASSES (ASSIGNMENT BOOKS)**

Students must have their teacher's permission before they can leave any classroom for any reason. Students are not to be in the halls during a class period unless they have signed out of their classroom and they have their assignment book initialed by an authorized staff member. Teachers have been requested to limit student access to the hallways during instructional periods.

#### **HEALTH SERVICES**

The Pine-Richland Health Services [staff](#) act as a liaison between the family, school, and community in an effort to improve the health status of children and have them achieve the maximum benefit from their educational experience. Parents/Guardians have the primary responsibility for the welfare of their children.

The School Nurses support learning by assessing illness and injury, administering medication, providing nursing procedures, supporting students with chronic health problems, providing mandated health screenings, monitoring immunizations, and being a resource for families on available community health care programs.

For questions regarding health service information, please contact our School Nurse.

#### **Accidents**

Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

#### **Diabetes Management Plan**

School nurses are to obtain and maintain written record for the authorization of care and written instructions for the management of diabetes from the students' licensed health care provider, as well as the parental consent on the [Medication Permission Form](#) for treatment by the Pine-Richland School District nurse. The school health team is to then create the [Diabetes Medical Management Plan](#) (DMMP) based upon the authorization and management procedures from the health care provider. For

more information on generating a DMMP for your child, please contact your school nurse to learn about the necessary documentation.

#### **Epinephrine Administration**

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

#### **Health Examinations**

##### **Policy 209 Health Examinations/Screenings**

The following examinations are mandated by the state of Pennsylvania and may be performed by your child's personal physician or dentist:

- Physical examinations (kindergarten or first grade, sixth and eleventh grades, and any student entering school in Pennsylvania for the first time).
- Dental examinations (kindergarten or first grade, third and seventh grades, and any child entering school for the first time in Pennsylvania).

If you are unable to schedule these exams with your own health care provider, please contact the School Nurse to arrange for a free exam at school.

#### **Health Screening**

##### **Policy 209 Health Examinations/Screenings**

The Pennsylvania School Health screening program includes the following:

- Each student is weighed and measured every year from kindergarten through twelfth grade. In addition, a Body Mass Index (BMI) for age percentile is calculated on all students.
- Each student has a near and far vision test every year.
- Each student has a hearing test in kindergarten through third grade and in seventh and eleventh grades.
- Each student is screened for Scoliosis (curvature of the spine) in sixth and seventh grades.
- Health Screening results are communicated in an annual health screening letter. Parents/Guardians are notified when a screening result indicates a potential area of concern and follow-up with a health care specialist may be indicated.

#### **Illness**

Please consider the following guidelines when making the decision to send your child to school:

- Fever of 100 degrees or higher: children should be fever free (<100) for 24 hours without fever-reducing medication.
- Uncontrollable coughing.
- Vomiting/Diarrhea: children should be free of symptoms for 24 hours before returning to school.
- Inability to sleep most of the night because they don't feel well.

The Pine-Richland School District follows the Allegheny County Health Department "Guide to Infectious Diseases

for Schools” to determine when a child should return to school after an infectious illness. Specific information on strep throat, pink eye, lice, chicken pox, and other common infectious illnesses in schools are outlined in the link above.

### **Immunizations**

#### [Policy 203 Immunizations and Communicable Diseases](#)

In accordance with the Allegheny County Health Department and the Pennsylvania Department of Health, the following immunizations are required for school enrollment/attendance:

For attendance, children in ALL grades (K-12) need the following vaccines. On the first day of school, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the following vaccinations or risk exclusion.

- 4 doses of tetanus\* (1 dose on or after 4<sup>th</sup> birthday)
  - 4 doses of diphtheria\*(1 dose on or after 4<sup>th</sup> birthday)
  - 4 doses of polio\*\*\* (1 dose on or after the 4<sup>th</sup> birthday)
  - 2 doses of measles\*\*
  - 2 doses of mumps\*\*
  - 1 dose of rubella (German measles)\*\*
  - 3 doses of hepatitis B
  - 2 doses of varicella (chickenpox) or evidence of immunity
- \*Usually given as DTP or DTap, or if medically advisable, DT or Td  
\*\*Usually given as MMR  
\*\*\*A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must provide a medical plan card signed by his/her doctor within the first five days of school for obtaining the required immunizations or risk exclusion. Your school nurse can provide you with a blank medical plan card.

If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion. The medical plan must be followed or risk exclusion.

Children in 7<sup>th</sup> grade need the following ADDITIONAL immunizations for entry:

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap), if five years have elapsed since last tetanus immunization.
- Children in 12<sup>th</sup> grade need the following ADDITIONAL immunization for entry:
- 1 additional dose of meningococcal conjugate vaccine (MCV)

- If one dose was given at 16 years of age or older, that shall count as the 12<sup>th</sup> grade dose.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

Information regarding immunizations can be received from the Allegheny County Health Department by calling 412-578-8062.

### **Lead Testing**

Allegheny County requires that all children be tested for lead exposure at approximately 9-12 months old and again at approximately 24 months. Children who have not had their blood tested before 24 months must be tested as soon as possible before the age of six or before entering kindergarten, whichever comes first.

For more information, contact your family physician or: Allegheny County Health Department, Housing and Community Environment Program, [www.achd.net/safehomes](http://www.achd.net/safehomes) or by phone at 412-687-2243. This form has been added to the Kindergarten registration packet and is suggested for use by physicians to document lead testing dates.

### **Medication**

The law which regulates the administration of medication in the school and school activities is the same law that applies to hospitals and other institutions. The school cannot dispense or allow any child to take any medication without written permission from a physician and parent. This includes both prescription and over the counter medications (including but not limited to acetaminophen, ibuprofen, and medicated cough drops). If you anticipate or find that your child must take medication during school hours, please obtain a copy of the [medication policy](#) and a [permission form](#) on our website.

All medication shall be brought to the nurse’s office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. For safety reasons, it is highly recommended that medications be transported to and from school by a parent or guardian. Medications must be kept in the nurse’s office. The only exception would be students needing to carry asthma Inhalers, diabetic supplies, and/or Epi-Pens (rescue medications) are allowed with the proper additional [permission to carry form](#). Narcotic pain medication will not be given in school under any circumstances.

Please refer to School Board policies [No. 210 Use of Medications](#) and [210.1](#) for specific guidelines for the possession and use of asthma inhalers/Epi-Pens.

### **HOMEWORK**

Homework assignments are an integral part of the middle school academic program. We expect all homework assignments to be completed and included in the student’s

grade. It is especially important that homework is done by the student and not copied. All teachers post their assignments for their class on Blackboard or within Google classroom. Students may access this site through the Pine-Richland website. Many teachers additionally post class notes and rubrics. If your child is absent from school, we ask that you use this site to find what class work and homework were missed. We do not collect homework materials from teachers for parent pickup or retrieve items from student lockers. Please do not bring your child to school to gather homework materials when absent for illness.

### LIBRARY

The library has books, magazines, software, and other materials for assigned study and recreation. It is open for use during the entire school day. Students should check with their teachers and the librarian for a good time to use the library.

### LOCKERS

Each student is assigned a locker. Periodic inspections are made by teachers to see that they are being kept neat and orderly. Students must use only the locker assigned to them and are expected to keep their locker locked at all times. The school **is not** responsible for items missing from lockers. All personal items and books, when not in use, are to be kept in lockers. All middle school lockers have built-in locks. Students should not tamper with another locker or give their combination to another person. Students are not permitted to display or tape anything on the outside of their locker or any other student's locker.

Students should not bring valuable items to school and leave them in their lockers. If valuables must be brought to school, they should be given to teachers or the office for safe-keeping.

### LOCKER ROOMS

There are separate locker rooms for boys and girls to use to change for Physical Education classes. Only those students scheduled for Phys. Ed. classes are permitted in the locker rooms. **DO NOT LEAVE MONEY OR VALUABLE ITEMS IN THE LOCKERS.** Give these to the teacher so that they may be secured.

In an effort to be sensitive to students with allergies, we ask that students refrain from bringing heavily scented spray deodorants, body sprays, perfumes, or aerosol sprays of any kind to school.

### LOST AND FOUND

Students who find lost items must turn them in to the office. The school keeps a collection of lost and found articles throughout the year. Students and/or parents should check the lost and found as soon as possible when missing an item of clothing, jewelry, etc. Unclaimed items are donated to a local charity two times during the school year – at the end of the first semester and at the end of the year. The school highly recommends that name tags be placed on personal belongings.

### LUNCH/FOOD DELIVERIES

The use of food delivery services is not permitted for students. If parents would like to drop lunch off for their child, they can do so by coming to the front office. Please note that parents are only allowed to drop food off for their child and not for other children.

### MESSAGES/ITEMS FROM HOME

From time to time, parents may want to drop off items that students need during the day. Parents should ring the buzzer at the front door, identify themselves and the item being delivered, and then leave the item on the shelves inside the front door. We call students down to the office for these items during morning announcements, during mid-morning announcements prior to the first lunch period, and during afternoon announcements at the end of the day. We are unable to interrupt classes at any other times to deliver messages or items from home. Parents should refrain from making this a regular occurrence and limit these deliveries to emergencies only.

### MTSS

PRMS has developed a multi-tiered system of support to ensure that we are meeting the needs of every student. Our ELA, Math, and Science departments meet three times a year to review Star and Progress Learning assessments with the goal of planning instruction that responds to students' current performance levels. On a monthly basis, our grade level teams meet with our school counselors, administrators, and school psychologist to discuss academic concerns for students and develop plans to respond to students' needs.

### PARENT STAFF ASSOCIATION

The Parent Staff Association (PSA) is very active at the middle school. Regular meetings are held on designated dates throughout the school year at 9:30 AM. The meeting schedule is determined at the beginning of each school year and communicated to parents through the Friday Flash. Information to volunteer for committees will also be communicated through the Friday Flash.



### RAMS WAY

The RAMS Way is Pine-Richland’s district-wide system of positive behavioral supports and interventions. The purpose is to provide an intentional and preventative approach to improve upon a positive school climate. Procedural and behavioral expectations will be intentionally communicated and taught at appropriate developmental levels from grades K through 12.

The RAMS Way will focus on developing and improving positive behaviors through the use of common, developmentally-appropriate language and expectations.

“The RAMS Way” initiative spells out the acronym for a common set of behavioral expectations, which is being shared across the district that includes:

- R-respectful
- A-ccountable
- M-otivated
- S-afe

Students will be learning what it means to be Respectful, Accountable, Motivated, and Safe in various areas of each school building, including the cafeteria, hallways, bathrooms, attendance, and the bus. As a part of that initiative, we will be instituting the following components in all of our buildings:

- School-wide behavioral expectations that are consistent for all settings
- Modeling, teaching, practicing, and reinforcing those expectations
- Acknowledging when students are meeting those expectations

### SALE OR TRANSACTIONS

The selling or purchasing of items in school between students (i.e, clothing, electronics, jewelry) is not permitted without permission of the principal.

### SCHOOL COUNSELING SERVICES

The Mission of the Pine-Richland School Department is to work to improve success for ALL students by implementing a comprehensive school counseling program focused on career readiness, appropriate academic supports, and social emotional skills to become productive citizens.

Students or parents are welcome and encouraged to contact their School Counselor with concerns at any time. Please call 724-625-3111; Jennifer Mullaugh (ext. 2229) is the Counselor for 8<sup>th</sup> grade students, and Michael Rose (ext. 2230) is the Counselor for 7<sup>th</sup> grade students.

### SEARCHES

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy,



or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. Every effort will be made to contact the student’s parent/guardian prior to searching a student’s belongings. Additional information related to searches can be found on the District’s web page – [click here](#).

### SNACKS/TREATS FROM HOME

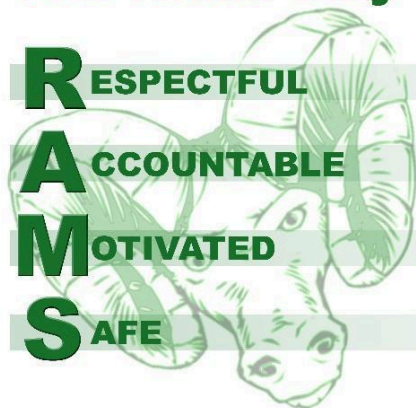
The Pine-Richland School District [Wellness Policy](#) was adopted in 2017. This policy states that:

- Only non-food based parties and celebrations shall occur on the school campus during the school day in district schools.
- Shared classroom snacks are not permitted in district schools.
- Foods and beverages shall not be used as a reward or incentive in district schools.

The Wellness Policy allows students to choose healthy

**Pine-Richland School District**  
Focused on Learning for Every Student Every Day

## The RAMS Way



foods over those high in carbohydrates, sugar and empty calories. A list of suggestions was prepared by Pine-Richland Food Service Director, Ryan Wilson. Items that may be included are foods with no added sugar or minimal amount of sugar such as fresh fruits,vegetables, water, 100% fruit juice, or milk.

### STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a state mandated program in which the primary goal is to help students overcome learning barrier(s). The SAP team helps students to overcome those barriers so that they may find success in school.

SAP is a systemic process utilizing techniques to mobilize school resources in order to remove barriers to learning. The core of the program is a professionally trained team, including school staff and a community mental health and drug and alcohol liaison. SAP team members are trained to identify problems, determine whether the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent.

When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so that they may access services within the community. The SAP team members do not diagnose, treat, or refer to treatment; but they may refer the student to a screening that can provide community agency recommendations, with parent permission.

There are four phases to the student assistance process:

- **Referral** – Anyone can refer a student to SAP when he/she is concerned about someone’s behavior. Examples: Any school staff, a student’s friend, a family member or community member. The students themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process.
- **Team Planning** – The SAP team gathers objective information about the student’s performance in school from all school personnel who have contact with the student. Information from the parent is also collected. Together, the team and parent develop a plan that includes strategies for removing the learning barriers and promoting the student’s academic and personal success to include in-school and/or community-based services and activities.
- **Intervention and Recommendations** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment. For those students receiving treatment through a community agency, the SAP team, in collaboration with parents and the agency, can assist in helping plan in-school support services during and after treatment.
- **Support and Follow-up** – The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors. Professional training for team members, in all phases of the student assistance process, is required to ensure the appropriateness of the recommended services, effective interagency collaboration, and compliance with state and federal laws and protecting the privacy rights of parents and students.

#### **SURVEILLANCE CAMERAS AND AUDIO RECORDINGS**

Under School Board [Policy #816](#) (Use of Video Surveillance Cameras), the District is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the District. The District does monitor district buildings, property, and transportation vehicles with surveillance cameras. Individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles ([Policy #810.2](#)). If audio recording is being used on a district transportation vehicle, a notice

indicating that such recording may occur will be placed within the vehicle.

#### **TELEPHONES**

A phone for local calls is located in the front lobby opposite the office for student use. For non-local calls students can come to the front office. Students must have a pass from their teacher allowing them to use the phone during school hours.

#### **TEXTBOOKS**

Textbooks for all students are provided at no cost. Every student is obligated to give books the best of care.

In general, each textbook has a number and teachers keep track of which student has which textbook. It is very important that students put their names in every textbook.

In case of loss, teachers fill out a Student Charge form. Another book is issued to the student and the teacher turns the form in to the office where it will be kept until the end of the school year, at which time the charge for the lost textbook will be mailed home for payment. The charge will also be entered in the student’s Sapphire account where it will remain until paid. Debts are required to be paid prior to the beginning of a student’s freshman year at Pine-Richland High School. A student’s freshman year schedule will be released once debts are paid.

Students will only receive one set of textbooks. If medical issues require that a set of textbooks be kept at home, the school-issued set of textbooks will remain at home and a classroom textbook will be provided to the student for use while in class.

Requests to borrow textbooks over the summer must go through the school office. Parents must sign out these textbooks and return them by the beginning of August.

#### **TIPS HOTLINE**

Tips concerning threats to the safety of the school and any of its members may be made by calling 724-449-TIPS (8477). All calls to the TIPS Hotline are confidential. The state of Pennsylvania has instituted the Safe 2 Say Something anonymous reporting system, which is accessible via app, phone, or internet. The phone number is 1-844-SAF2SAY, or you can visit [saysomething.net](http://saysomething.net) to report anonymously.

Tip Line  
**724-449-TIPS**

#### **VENDING MACHINES**

Snack and beverage machines are located in the hall beside the auditorium. Vending machines are accessible only after dismissal. Students requiring a snack after school must have their own change. The office does not have change for the vending machines.

#### **VISITORS**

When visiting the middle school during regular school hours, parents or other school visitors must press the intercom button to the left of the front doors and identify themselves to gain entry into the school. Once inside, visitors must enter the interior door to the left and report

directly to the main office. If going beyond the office into other areas of the building, visitors must present a valid driver's license to the office, which will be scanned into our Raptor system and a visitor's badge issued to be worn at all times while in the building. Visitors must also sign out when leaving the building by scanning their visitor's badge at the Raptor kiosk in the office. School personnel will meet their visitors in the office and escort them to their destination. Please note that we do not honor individual student requests to bring visitors from other schools or out-of-town friends or relatives during the regular school day.

# Central Office Contacts

## Pine-Richland School District

702 Warrendale Rd., Gibsonia PA 15044

**Phone:** 724-625-7773 & **Fax:** 724-625-1490

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

<a href="#">Dr. Brian R. Miller</a>	Superintendent	x 6100
<a href="#">Barbara Williams</a>	Administrative Assistant to Superintendent	x 6100
<a href="#">Dr. Michael Pasquinelli</a>	Assistant Superintendent of Secondary Education & Curriculum	x 6110
<a href="#">Dr. Kristen Justus</a>	Assistant Superintendent of Elementary Education & Curriculum	x 6110
<a href="#">Carolyn Will</a>	Administrative Assistant to Assistant Superintendent	x 6110
<a href="#">Chris Juzwick</a>	Director of Financial & Operational Services	x 6303
<a href="#">Rachel McCarthy</a>	Accounting Specialist	x 6300
<a href="#">Doris McCartney</a>	Payroll & Employee Benefits Specialist	x 6302
<a href="#">Rebecca Powell</a>	Accounts Receivable & Payable Specialist	x 6306
<a href="#">John Stoughton</a>	Asst. Athletic Director/Transportation Facilities Use Coordinator	x 6803
<a href="#">Davida van Mook</a>	State Reporting Coordinator/PIMS Coordinator	x 6000
<a href="#">Brian Glickman</a>	Director of Human Resources	x 6201
<a href="#">Alexia Meijer</a>	Receptionist and Human Resources Support	x 6301
<a href="#">Sarah Merhaut</a>	Human Resources Specialist	x 6304
<a href="#">Shawn Stuebener</a>	Director of Technology	x 6305
<a href="#">Erin Hasinger</a>	Director of Communications	x 6202
<a href="#">Steve Karpinski</a>	Media Services Specialist	x 1505
<a href="#">Andrew Mundy</a>	Media & Communications Coordinator	x 6203
<a href="#">Jeffrey Zimmerman</a>	Director of Facilities Management	x 6750
<a href="#">Jamie Rucker</a>	Assistant Director of Facilities Management	x 6751
<a href="#">Bruce Reimer</a>	Assistant Director of Facilities Management	x 6754
<a href="#">Brad Nowosielski</a>	Resource Officer	x 1999
TBD	School Security Officer	x 1607
<a href="#">Parker Freshwater</a>	School Security Officer	x 1606

## Pine-Richland Pupil Services Directory

3811 Bakerstown Rd., Gibsonia, PA 15044

**Phone:** 724-443-7230 & **Fax:** 724-443-7374

<a href="#">Dr. Maura Paczan</a>	Director of Student Services	x 6501
<a href="#">Dr. Greta Kuzilla</a>	Assistant Director of Student Services and Special Education	x 6503
<a href="#">Brenda Provenzano</a>	Special Education Secretary	x 6501
<a href="#">Mary Pegher</a>	Administrative Assistant to Director of Student Services	x 6500
<a href="#">Dr. Melissa Ramirez</a>	School Psychologist	x 6504
<a href="#">Dr. Taylour Kimmel</a>	School Psychologist	x 6505
<a href="#">Carolyn Welschonce</a>	Social Worker	x 7807

# Pine-Richland School Board

The 2024 [Pine-Richland School Board](#) consists of nine members who set policy for the school district.



**ABOVE:** School directors include President Philip Morrissette, Vice President Amy Terchick, Treasurer Marc Casciani and directors Mrs. Christina Brussalis, Mr. Joseph Cassidy, Mrs. Ashley Fortier, Mrs. Lisa Hillman, Mrs. Leslie Miller and Mr. Michael Wiethorn.

Visit <https://www.pinerichland.org/school-board> to view upcoming meetings, archived agendas and much more.