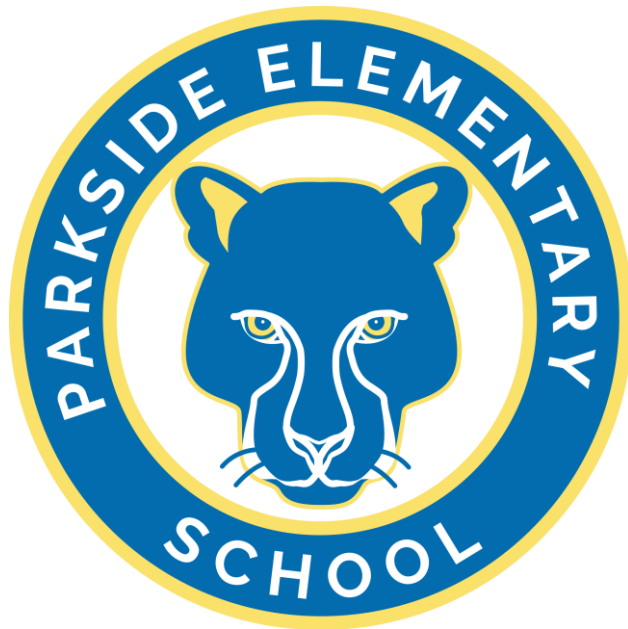


# **PARKSIDE ELEMENTARY SCHOOL**

## **2024-2025 SCHOOL HANDBOOK**

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**Penn-Delco School District  
Delaware County, Pennsylvania**

**Parent/Student Handbook  
Parkside Elementary School  
2 East Forestview Road  
Parkside PA 19015**

**Telephone: 610.497.6300 Ext 6500  
School Office Hours: 8:00 a.m. – 4:00 p.m.**

**Principal: Tara Young  
Secretary: Tracey Weaver  
Office Assistant: Stacey Dougherty**

**Student Body: Kindergarten – Fifth Grade**

**School Mascot: Panther  
School Colors: Royal Blue and White**



Dear Parents/Guardians:

On behalf of the entire Parkside Elementary staff, welcome to the 2024-2025 school year! We look forward to a year filled with academic and personal growth opportunities for students and staff alike.

The Penn Delco Elementary curriculum and Parkside extracurricular activities are comprehensive and designed to encourage problem solving and critical thinking. The core curriculum, which includes language arts, math, science and social studies, along with visual arts, music, technology education, physical education and character education, is differentiated to meet the needs of all learners. Students at various grade levels are invited to participate in school programs such as Chorus, Band, Student Council, Newspaper Club, Safety Patrol, STEM Club, Environmental Club, Fitness Club, Math 24, and Reading Olympics. At Parkside Elementary, local and global charitable projects take place throughout the school year and serve to provide authentic life lessons in goodwill. Additional real-world learning opportunities are embedded to make certain our children have a well-rounded educational experience.

Our teachers, staff, and administrators are committed to modeling positivity, resilience, and solution driven thinking. Children will take their cues from the adults closest to them, so parents, we ask that you partner with us in a campaign of positivity. Our goal is for students to feel that we are a united front at school and home, guiding them to successful growth academically, socially, and emotionally. Our elementary staff are strong educators who care for our children and will work tirelessly to ensure that they learn and grow. In partnership, please contact us if you need our support.

Please consult our Penn Delco School District Webpage for information that is continuously being updated. Reach out to your teacher or school counselor via email or Schoology message for assistance. Email [helpdesk@pdsd.org](mailto:helpdesk@pdsd.org) for any technology issues. Communicate with your building principal in times of frustration or celebration via email or by calling the main office. Communication is the key to continued success.

This school handbook has been prepared to provide beneficial information regarding policies, procedures, and programs. Please rely on the school webpage, newsletters, and district news at [www.pdsd.org](http://www.pdsd.org) for information throughout the school year.

Best regards,

Tara Young  
Principal  
Parkside Elementary

## STAFF ASSIGNMENTS 2024-2025

Grade /Subject	Room	Teacher	Ext.
Kindergarten	113	Ashley Coyle	6013
Kindergarten	115	Elizabeth Russella	6015
Grade 1	102	Michael Bushnell	6002
Grade 1	103	Georgia Polites	6003
Grade 2	104	Kaitlyn Maloney	6004
Grade 2	105	Theresa McHugh	6005
Grade 3	206	Danielle Landgraf	6206
Grade 3	205	Michaela Lindemuth	6205
Grade 4	204	Megan Quinley	6204
Grade 4	203	Lauren DeHaven	6203
Grade 5	202	Whitney Bilski	6202
Grade 5	201	Lauren Mongada	6201
Music teacher	120	Elisha Deni	6020
Technology teacher	213	Dustin Gladfelter	6213
Art teacher	213	Maggy Siegert	6213
Instrumental Music teacher	120	Richard Stetson	6020
Physical Education teacher	Gym	Paul Steininger	6512
MDS Support teacher	106	Pamela Sola	6006
School Counselor	108	Nicole Sayre	6508
School Counselor	108	Lori Travers	6311
Computer Technology Assistant	109	Deborah Portner	6321
Reading Specialist	101	Michelle Craley	6001
Reading Specialist	101	Jessica King	6001
School Psychologist	Office	Sarah McHugh	6515
Interventionists	110	Stephanie Sciecinski	6309
Learning Support teacher	207	Danielle Seaman	6207
Learning Support teacher	207	Alexandra Scargill	6511
Speech		PTS Staff	
Occupational/Physical Therapy		PTS Staff	
Bldg. Sub/Tutor		Mr. Singh	
Bldg. Sub/Tutor		TBD	
Nurse		Betsy King	6505
Secretary		Tracey Weaver	6500
Office Assistant		Stacey Dougherty	6501
Library Assistant		Nadine Brandt	6599
Paraprofessional		TBD	
Paraprofessional		TBD	
Paraprofessional		Erin Muldowney	
Cafeteria/Playground Assistant		Ann Marie Sakers	
Cafeteria/Playground Assistant		Lauren Fagust	
Cafeteria/Playground Assistant		Krystal Fornwalt	
Head Custodian		Dennis Harmon	
Cafeteria Staff		Mabel Aberts/Angela Scavicchio	

## School Hours

**School Office Hours**

**8:00 a.m. – 4:00 p.m.**

**Student Day K – 5<sup>th</sup>**

**8:50 a.m. – 3:20 p.m.**

### Lunch

### Grade

**10:45-11:15**

**K (Russella)**

**10:55-11:25**

**1**

**11:30-12:00**

**K (Coyle) & 2**

**12:05-12:35**

**3**

**12:40-1:10**

**4**

**1:15-1:45**

**5**

### Recess

### Grade

**12:40-1:05**

**K**

**10:30-10:55**

**1**

**11:05-11:30**

**2**

**11:40-12:05**

**3**

**12:15-12:40**

**4**

**10:05-10:30**

**5**

## ATTENDANCE

At Penn-Delco, one of our greatest priorities is ensuring that all our students arrive safely at each school each day. To that end, we announce a new, more efficient student absence reporting system called *SafeArrival*. This new system will make it easier for you to report your child's absence in a timely manner and eliminate the need to submit a written absence note.\* With *SchoolMessenger's SafeArrival*, you are asked to report your child's absence **before the beginning of the school day** by using any of these 3 convenient methods:

1. Using your mobile device, download and install the School Messenger app from the Apple App Store or the Google Play Store (or from [the links at go.schoolmessenger.com](#)). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
2. [Use the SafeArrival SchoolMessenger website: go.schoolmessenger.com](#). The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.
3. Call the toll-free number (888) 635-0460 to report an absence using the automated phone system. *This number is the same attendance reporting number for all Penn-Delco Schools.*

Please note that your username and password are the same for either the mobile app or the website. Options for reporting are available anytime, 24 hours a day, 7 days a week *up to the cutoff time on the day of the absence.*

In addition, we will use the ***School Messenger Communicate*** automated notification system to contact parents whose child is absent when the absence is not reported in advance (before the school day begins). The automated notification system will attempt to contact parents at multiple contact points for a reason for the absence. If our system is unable to reach the designated contacts, and the absence is not reported in the system by the daily cut-off (11am), **parents must supply a written note**. If you report your child's absence using the ***SafeArrival*** toll-free number, website, or mobile app before the start of the school day, you will NOT receive these notifications and you will not need to supply a written note.

*\*If you do not use the SchoolMessenger SafeArrival absence reporting system by the cutoff time of 11am on the day of your child's absence, you will have to send in a written note within 5 days of the absence. **Use our electronic absence note to be sure that your child's absence is recorded and considered lawful.** By using the **SchoolMessenger SafeArrival** system, you negate the need for a written absence note.*

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Commonwealth of Pennsylvania law and School Board

policy require regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty.

Absences not recorded by SafeArrival during the specified timeframe shall be treated as unlawful until the school receives a *written excuse explaining the absence*. Parents and guardians have 5 days after an absence to submit a written note. A maximum of 10 cumulative, lawful absences shall be permitted during the school year. Request for excusal of **absences after 10 lawful absences require a written physician's note**.

An unlawful absence shall be defined as an event in which a student is absent without a valid, acceptable physician's note after the 10 lawful days policy. A student is considered habitually truant when he or she accumulates 6 or more unlawful absences.

A letter will be sent home if a child accumulates 3 or more unlawful absences documenting truancy. If a child accumulates 6 or more unlawful absences, the school will be required Student Attendance Improvement Plan (SAIP). Continuous absences will include a citation/referral for truancy court.

*Please refer to Penn-Delco's Attendance Policy 204*

## **LATENESS**

All students must attend school on a regular basis and arrive on time. If your child arrives at school **after 8:50 a.m.** he or she will be marked late. A parent or guardian must accompany elementary students. Families can report a late arrival using our attendance platform [Safearrival by SchoolMessenger \(pdsc.org/attendance\)](https://pdsc.org/attendance).

## **EARLY DISMISSAL**

It is expected that all efforts be made to schedule appointments during non-school hours. However, it is also understood that events occur for which we are unable to prepare. If an early dismissal is needed, requests must be made through our [attendance platform SafeArrival by SchoolMessenger before the appointment](https://pdsc.org/attendance). All parents must report to the office when picking up their child for an early dismissal. Students are not permitted to leave the building before dismissal time without a written request. If a child is to be picked up by someone other than a parent, advance notice must be given to the office. Identification will be requested of anyone who comes to pick up a student during the school day. Children must be signed out from the office before being dismissed.

## **VACATIONS**

Vacations should not be planned when school is in session. If a vacation during the school year cannot be avoided, it cannot be considered an excused absence unless requested in writing and pre-approved by the principal. Vacations for students in grades 3, 4, or 5 will not be approved one week before or during the PSSA testing window. The district will approve up to 5 vacation days per student per year. Students will be required to make up classroom work within five days of the student's return unless other arrangements are made with the teacher.

## Truancy: Overview of Legal Responsibilities

**1. Student is absent**

(The absence is unlawful until the School District receives a written acceptable excuse per School District policy.)

**2. If 5 calendar days pass after the absence with no excuse (or acceptable excuse per School District policy); the absence is permanently considered unlawful.**

**3. School District personnel (principal/teacher) are required to hold a Student Attendance Improvement Plan (SAIP) and may report cases of habitual truancy (6 days or equivalent, of unlawful absences without a lawful excuse).**

**4. If a student is absent 10 consecutive days, the School District must drop the child from active membership roll unless:**

- A. A legal excuse is provided
- B. The School District is pursuing compulsory attendance prosecution.

**5. Up to 10 cumulative lawful/unlawful absences during a school year are permitted; all absences beyond the 10 day limit require a physician's excuse.**

(Physician excused or administrative approved absence i.e.: Vacation or Bereavement are not calculated in the 10 day limit.)



## ARRIVAL

**Student supervision begins at 8:35 a.m. and children SHOULD NOT arrive at school before that time.** Children may enter the building upon arrival at 8:35 a.m. and report to their assigned location as directed by the teacher on duty. Students who arrive after 8:50 a.m. are considered late and must report to the office with a signed late note. If a student does not have a late note, a late slip will be issued and the lateness will be considered unexcused.

## DISMISSAL

Students in grades one through five are dismissed at 3:20 p.m.; kindergarten is dismissed at 3:15 p.m. **Students in kindergarten, first and second grade are not permitted to walk home alone; they must be a car rider or have an adult or older sibling accompany them to walk home.** Students in grades K, 1 & 2 will be escorted outside to the basketball courts where they will be released to a parent/guardian. If another adult comes to pick them up, prior written notice is required.

## DROP OFF PROCEDURES

Please enter the drop-off line at Edgemont Avenue and proceed slowly in a **single** car line around the circle at the front of the school - please pull all the way around the circle. To ensure the safety of our students, do not park in the circle or pass other cars in the circle. The drop-off line must be a continuous flow, so as not to cause delays and traffic jams. **Kindergarten parents who drive them to school may park in the playground lot and walk their child to the Main entrance for drop-off until your child is able to exit the vehicle independently and enter school with the flow of students.** All students will enter the Main Entrance and wait in the Gym until homeroom begins.

## PICK UP PROCEDURES

Each family will receive a number for car rider pick up. If your child is not a car rider, you will not need the number unless they occasionally need to be picked up by car.

- **Car Riders** Anyone picking up a child in the car line must have the proper student number displayed in their windshield to pick up the child. Cars will be required to enter the pick-up line at Edgemont Avenue and proceed slowly in a **single** car line around the circle at the front of the school - please pull all the way around the circle. To ensure the safety of our students, do not park in the circle or pass other cars in the circle. The drop-off line must be a continuous flow, so as not to cause delays and traffic jams.
- **Walkers** Students who walk will be dismissed prior to car riders. Students in Grades 3-5 will be permitted to walk home. Students in Grades K-2 will need to be met by a parent/guardian/older sibling (with parent permission). Teachers will bring lower grade (K-1-2) walkers out to the playground and dismiss them to the appropriate person.

- **Bus Riders/After Care** Students who ride district or alternate transportation to aftercare or home will be dismissed to the appropriate van/bus. Parent/Guardian must put assigned dismissal procedure in writing.

**\*If you need to park your car at arrival or dismissal, please park in the lot adjacent to the playground.** No Parking in the circle is permitted.

## **SECURITY**

### **Visitors**

Parents and guests are cordially welcome. All Penn-Delco Schools will now utilize the Raptor Visitor Management System to keep our schools safe. Parents, guests, and visitors who plan to visit beyond the main office must have a visitors ID badge generated from the Raptor system. To generate that ID, a valid state issued ID must be scanned upon your first visit to any of our schools during normal school hours. An automatically generated badge will then be shared with you to be worn while visiting the school.

Future visits to your school will not require you to show your ID again. Simply give your name to get a new badge for that visit. Penn-Delco School District continues to make its commitment to safety and security a priority.

### **SCHOOL VOLUNTEER CLEARANCE REQUIREMENT**

For those who wish to serve as Volunteers in the Penn-Delco School District, state law now requires the following documents to be completed and submitted to the district prior to volunteering: Pennsylvania Criminal History Record (Act 34), Child Abuse History Clearance (Act 151) and FBI Federal Criminal History Record check (may be waived if you have been a continuous resident in Pennsylvania for the previous ten years). In accordance with the law, these documents must be updated once every five (5) years in order to continue as a volunteer. Clearances must be less than one year old at the time of submission. Original forms must be brought to the school office and they will be forwarded to the central administrative offices for processing (Parents volunteering in more than one school need only submit clearances to the district at one location). If possible, please hand in all required clearances at one time. No parent/guardian will be permitted to serve as a chaperone or in any volunteer capacity that involves interaction with students unless they have submitted the required clearance documents. For additional information regarding clearances, please refer to our district website [pdsd.org/clearances](http://pdsd.org/clearances).

Parents are welcome and encouraged to volunteer their services in the school when circumstances permit doing so. Example volunteer opportunities include: PTL events and committees, Kindergarten writing, library assistance, chaperoning class trips, and homeroom parent duties.

## **PSSA ASSESSMENT DATES**

The annual state assessment for all students in third, fourth and fifth grade (PSSA) will be administered on pre-determined dates (by the state) during the school year. It is imperative that all students attend school during these dates. As such, please avoid scheduling trips or vacations one week before or during the following:

- **Grades 3-5 PSSA ELA:** **April 21-25, 2025**
- **Grades 3-5 PSSA Math & Science:** **April 28- May 2, 2025**
- **Grades 3-5 PSSA Make-up:** **May 5-9, 2025**
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## **EMERGENCY SCHOOL CLOSING**

In the event it becomes necessary to close school, delay the opening of school or dismiss early, an announcement will be made as follows:

- Voice Message to the phone number in your Skyward Account
- Post at Penn-Delco webpage [www.pdsd.org](http://www.pdsd.org)
- Posts on Penn-Delco social media pages

Please do not call the school for information as it ties up the phone lines needed for emergency calls. Parents/guardians should develop an emergency plan with their children so they will know where to go if schools must close unexpectedly.

## **LUNCH**

Please be sure to provide a bag lunch or lunch money for your child each day. Parents/guardians are encouraged to use the debit system that enables you to send a check or cash in advance to credit your child's lunch account; utilizing the debit system will minimize lunch emergencies in the morning and at lunchtime. Lunch money can be added to your child's account by sending a check or cash to school. Lunch checks should be made payable to the Penn-Delco School District; checks or cash must be placed in an envelope labeled *lunch* with your child's name and room number. The debit system can be accessed [HERE](#) for parents who may want to add money to their child's account utilizing a personal credit card. A computerized check out system is used at lunch with student ID numbers. Each student has a student ID number that remains the same each year. New students and first grade students will be given an ID number on the first day of school. Free or reduced lunch will utilize the same debit account system; funds are credited directly to the student account.

## **UNIVERSAL FREE BREAKFAST**

Every student, regardless of income, is eligible to receive free breakfast daily. These meals meet federal nutrition standards, and our staff provide students with a variety of meals weekly. Menus appear at the same link where you will find lunch menus:

<https://pdsd.nutrislice.com/> Take time to review the menus each week and discuss whether your child would like to take advantage of universal free breakfast. Learn more about universal breakfast here: <https://www.pdsd.org/Page/11349>

## **NURSE**

Emergency card information is used to notify you in case your child becomes ill or is injured during the school day. Please contact the school nurse immediately whenever there is a change in the required emergency card information. This may include changes in medications, immunizations, physical and dental forms, or vision and hearing changes. The nurse should be notified if your child has been diagnosed or is suspected to have a communicable disease. Some examples are head lice, strep throat, pink eye, chicken pox, ringworm, pinworms, scabies or skin staph infections. Please make every effort to administer medicines before or after school. **Medication administered during school hours, must be accompanied by a physician's written request including diagnosis, dosage and how it should be administered.** Medication must be in the original labeled pharmacy container with the student's name, type of medication, dosage and date. Medication must be taken to the nurse by a parent.

## **Allergy**

Several students at Parkside Elementary have severe food, environmental and latex allergies. Food and environmental allergies can lead to a potentially critical situation. The only way to avoid an allergic or anaphylactic reaction is to avoid the offending foods or environmental triggers. Please instruct your child to never share food with other classmates in the classroom or during lunch in the cafeteria. Also, please note latex balloons are not permitted at Parkside Elementary for classroom or school-wide celebrations; Mylar balloons are an acceptable alternative.

## **Nurse Emergency Card**

**During the first week of school your child's teacher will send home forms for emergency contact information. Having this information returned promptly and correctly is important to the safety and well-being of our students. While we encourage families to update contact information in the Skylert section in our Skyward student information system, we must have written cards for our nurses. Please make sure all telephone numbers, addresses and e-mail accounts are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. It is very important that these handwritten records be kept up to date. *Please notify the school if your address, email, or telephone number changes at home or at work and update in the Skyward Skylert system as well.***

## **COMMUNICATION**

Our staff welcomes open and regular communication with parents. Communication is essential to effective educational programs; thus, it is important for parents to keep in close contact with their child's teacher concerning academic progress. Please do not hesitate to keep the school aware of events that may be impacting your child's educational experience. If you would like to speak with a teacher by phone, please call the office to leave a voice mail message; you may also email your child's teacher. Your call or email will be returned as soon as possible. Throughout the year, if concerns and

questions arise about classroom incidents, homework, academic progress, etc. a parent's first contact should be with their child's teacher.

Newsletters and updates from the school office will be sent home via email. Parents who need to receive a hard copy of information should contact the school office. Information relative to our PTL will also be directed to you throughout the year via email. Parents can also obtain information from the Penn-Delco School District's web site at [www.pdsd.org](http://www.pdsd.org), as well as the school web page, as well as Schoology and teacher communications. To ensure receipt of school and district news it is imperative to update the office immediately with changes to email addresses or phone numbers.

### **TOYS / ELECTRONICS**

Toys and electronic devices are not permitted in the school building. Students who bring a cell phone to school will be asked to turn the phone off and place it in their school bag until the end of the school day. The school will not be responsible for lost or stolen toys, electronics or cell phones.

### **BIRTHDAYS**

Throughout the year many students at Parkside Elementary celebrate birthdays and other occasions with special treats. All birthday food treats are distributed at lunchtime in the cafeteria. If you plan to send food to school please inform your child's teacher ahead of time and bring food items to the school office on the morning of the celebration. All birthday snacks must be from the approved Penn- Delco Wellness Policy Snack List. We ask that you choose a peanut-free snack and if at all possible, prepackaged with an ingredient label. We encourage parents to celebrate with non-food items such as stickers, pencils, themed erasers or other school trinkets.

### **WELLNESS POLICY APPROVED SNACK LIST**

Reduced Fat Nachos	Animal Crackers
Iced Animal Crackers	Keebler Elf Grahams
Chocolate Chip Granola Bar	Baked Crunchy Curls
Strawberry General Fruit Roll Ups	Strawberry Fruit Gushers
100 Calories Chips Ahoy Cookies	Honey Wheat Braided Twists
(1) Pop Tart – Frosted Blueberry	100 Calories Oreo Cookies
Baked Original Potato Crisp	Graham Crackers
(1) Pop-Tart – Strawberry	Capri Fruit Waves
Fruit Snacks Strawberry	Trix Cereal Bars
Fruit Snacks Mixed Berry	Reduced Fat Cheez-It Crackers

Baked Ruffles Cheddar Sour Cream Onion	Soft Pretzel
Munchies Kid Mix	Pretzel Rod
Chocolate and Vanilla Pudding Snack Pak	

### **CLASSROOM PARTIES**

There will be a limit of two classroom/holiday parties per school year. Classroom parties may offer one item with minimal nutritional value, i.e. cupcakes, cookies, cake, etc. Up to three additional items may be chosen from the Wellness Policy.

### **REPORTING STUDENT PROGRESS**

Student progress reports may be issued for all students throughout the year. Report cards are issued at the end of each trimester. Parent conferences for all students will be arranged at the end of the first marking period in the fall. A spring conference will be scheduled as needed by teachers and parents. Conferences about student progress are appropriate whenever a parent or teacher requests a meeting and may be scheduled throughout the year.

### **HOMEWORK**

The purpose of homework is to practice, confirm and extend learning. It also helps children develop the study habits they will need throughout their school careers and is an opportunity for parents to be involved in their child's learning. Students in grades one through five will be assigned nightly reading of take-home books. Additional homework in other content areas will also be assigned on a nightly basis.

### **FIELD TRIPS**

Field trips are an important part of the learning process. Each grade level plans two trips a year to enhance the curriculum. All school policies and procedures are in effect during a field trip. Parents who volunteer to chaperone a field trip are obligated to follow school policy and procedure, as such chaperones may not bring siblings or other children on a field trip. Please note, unfortunately due to unforeseen circumstances or weather conditions, a field trip may suddenly need to be canceled on the day of the trip and rescheduled at a later date.

### **PETS**

For the safety of all students, pets are not permitted on school property at arrival, dismissal, or during school hours.

### **PTL**

The Parent Teacher League of Parkside is vital to the success of many school events and programs. Funds raised by the PTL are used to provide a plethora of student

activities, assemblies, awards, supplies, etc. The PTL membership drive will begin on Back-to-School Night; dues are \$10.00 per family. PTL meetings are held monthly at 6:30 p.m. in the school library. All parents/guardians are invited to attend the meetings; please see the school calendar for specific dates. Parkside PTL information can also be found [HERE](#).

### **DRESS CODE**

Students should dress in a manner that demonstrates respect for themselves and learning. They will be expected to adhere to the Penn-Delco School District's school board dress code policy listed below.

- Student should be well groomed, clean, and neatly attired when in school or at school functions.
- Students are not permitted to wear outer jackets and coats in school.
- Headwear (hats, scarves, bandannas, etc.) is prohibited during school hours.
- Sneakers or shoes must be worn at all times (flip-flops are not permitted).
- Clothing that espouses violence, hatred, prejudice, exhibits alcohol or drugs or is found to be offensive is prohibited.
- Students are not permitted to wear extreme fashions (bare midriffs, halter tops, tube tops, tank tops, short-shorts) or worn styles (holes, rips, etc.)
- All shorts, skirts, etc. must be no less than "finger-tip length" of the wearer.
- Students are not permitted to wear extremes in apparel, jewelry, or grooming which are distracting, disruptive, disrespectful, revealing, or unsafe.
- Students may not wear "heelies" or shoes that contain wheels.
- Undue attention to an individual's dress, which detracts from the seriousness of the instructional process, is to be avoided.
- Clothing which exposes bare shoulders, armpits, midriffs, and/or other is prohibited.
- Clothing which exposes excessive areas above the knee is prohibited.
- All pants or shorts must be worn above the waist. Excessively baggy style pants or any other which expose significant areas below the waist are prohibited.
- Undergarments should not be exposed.

If, in the opinion of the administration and faculty, a student's dress is disruptive and distracting, parents will be notified and students will be removed from the classroom until properly attired. Student dress affects attitude, behavior, and accomplishment. Research has shown that how students dress and prepare for school affects their perception of school importance and often contributes to better behavior as well.

## **SPECIAL PROGRAMS**

### **Student Assistance—MTSS**

**MTSS Definition:** At Penn-Delco SD, a Multi-Tiered System of Support is a school achievement process that maximizes the potential of all students using evidence-based instruction, intervention, and assessment to address academic, behavioral, and social-emotional needs with a continuum of support and services.

**PDSD MTSS Vision:** All students learn and grow academically, behaviorally, emotionally, and socially through our MTSS process.

### **Speech and Language**

Students who are in need of speech and language services are referred by the teacher and evaluated by the speech and language therapist. Parents are notified if a child qualifies for services.

### **E.L. (English Learners)**

A program designed for students who speak a language other than English and who need assistance to adapt academically to a new language in school.

### **O.T. (Occupational Therapy)**

A special program designed to assist students who have small motor physical disabilities/issues that impede academic progress. It may be in the area of writing, hearing or seeing, etc. The program is implemented by a certified O.T. instructor.

### **P.T. (Physical Therapy)**

A special program, implemented by a certified P.T. instructor, designed to assist students with large motor physical disabilities that impede academic progress.

## **SPECIAL EDUCATION SERVICES**

Information on Special Education Services can be accessed on the Penn-Delco web page at [www.pdsd.org](http://www.pdsd.org) under the *Departments* tab.



## **TITLE IX**

For more information regarding TITLE IX click [HERE](#).

To report a TITLE IX complaint: [FORM](#)

### COORDINATORS:

Dr. Eric Kuminka— [ekuminka@pdsd.org](mailto:ekuminka@pdsd.org) ; 610-497-6300 Ext. 1314

Mr. David Criscuolo— [dcriscuolo@pdsd.org](mailto:dcriscuolo@pdsd.org) ; 610-497-6300 Ext. 1312

Mrs. Regina McClure— [rmcclure@pdsd.org](mailto:rmcclure@pdsd.org) ; 610-497-6300 Ext. 1320

## **EXPECTATIONS**

We believe that setting high standards for our students develops responsibility, leads to proper behavior, and promotes good citizenship. Every part of the school family plays a role in guiding the students towards self-discipline.

### **The principal is expected to:**

- Oversee implementation of the Code of Conduct for Good Citizenship.
- Support teacher's decisions of reasonable disciplinary actions.
- Communicate the disciplinary actions to the referring teacher.
- Communicate to the staff regarding parental contacts.
- Develop a plan for the supervision of disruptive students.
- Administer appropriate consequences for student infractions.

### **Teachers are expected to:**

- Remind students regularly of school rules.
- Provide proper supervision of children at all times.
- Use buddy system when appropriate.
- Discipline student misbehavior regardless of homeroom.
- Keep records of parent notification of misbehavior.

### **Support Staff are expected to:**

- Regularly remind students of school rules.
- Provide proper supervision of children at all times.
- Use buddy system when appropriate.
- Discipline student misbehavior regardless of homeroom.

### **Parents are expected to:**

- Encourage their child to follow school rules and support the Code of Conduct.
- Encourage their child to solve problems without verbal or physical aggression.
- Use the proper line of communication as listed in the School Handbook.
- Show support for the learning process and every child's right to an education.
- Respond to school communications promptly, attend parent conferences and encourage their child's social and intellectual development.

## **SCHOOL RULES**

Guiding children toward self-discipline with the gentle hand of encouragement will help our students develop responsibility, proper behavior, and good citizenship.

1. *I WILL DO MY BEST EACH DAY TO BE RESPECTFUL, RESPONSIBLE AND SAFE.*
2. *I WILL ALLOW MYSELF AND OTHERS TO LEARN.*
3. *I WILL SPEAK TO AND TREAT OTHERS WITH KINDNESS AND RESPECT.*
4. *I WILL KEEP MY HANDS AND FEET TO MYSELF.*
5. *I WILL RESPECT SCHOOL AND PERSONAL PROPERTY.*
6. *I WILL FOLLOW DIRECTIONS GIVEN BY ADULTS.*

### **While I am in the cafeteria:**

1. I will use good table manners.
2. I will eat only my own food.
3. I will clean up my space.
4. I will raise my hand to leave my seat.
5. I will use an appropriate conversation voice.
6. I will follow cafeteria expectations.

### **While I am on the playground:**

1. I will play safely and follow the game rules.
2. I will line up quietly when the whistle blows.
3. I will follow the directions of the recess assistants.
4. I will follow outdoor and indoor recess expectations.

### **While I am in the hallways:**

1. I will walk.
2. I will maintain zero noise.
3. I will keep my hands by my side.
4. I will follow hallway expectations.

### **While I am at arrival and dismissal:**

1. I will walk quietly to and from the classroom.
2. I will enter the building and go directly to the benches at arrival.
3. I will "Power Up and Read" (Gr. 1-5) while sitting on the benches at arrival.
4. I will follow directions of the teachers and safeties at arrival and dismissal.
5. I will go directly home at dismissal.
6. I will follow arrival and dismissal expectations.

---

Student Signature

Date

## CODE OF CONDUCT CONTRACT

### Student Responsibilities:

1. I will do my best each day to be respectful, responsible and safe.
2. I will allow myself and others to learn.
3. I will speak to and treat everyone with kindness and respect.
4. I will listen to and obey all school workers.
5. I will keep my hands and feet to myself.
6. I will respect all school and personal property.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Teacher Responsibilities:

1. I will teach and enforce all school rules.
2. I will provide a safe environment.
3. I will be fair to all students.
4. I will contact parents when necessary.
5. I will encourage students to do their best.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

### Parent Responsibilities:

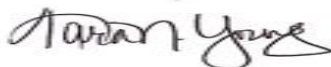
1. I will encourage my child to follow school rules.
2. I will encourage my child to show respect and solve problems without verbal or physical aggression.
3. I will contact my child's teacher first when questions arise.
4. I will sign and return school forms and communications promptly.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### Principal's Responsibilities:

1. I will enforce the Code of Conduct without bias and with a regard for fairness and high expectations for all students.
2. I will work to provide a school environment that is safe and secure.
3. I will maintain high degrees of encouragement and understanding for students as they grow to understand their responsibilities within our school.
4. I will consistently promote regular home/school communications.
5. I will strive for exemplary instructional leadership at all times.



\_\_\_\_\_  
8/8/2024

## CONSEQUENCES

Consequences for disciplinary infractions will be enforced, and vary according to the severity of the situation or recurrence of the behavior. Problems within the classroom are usually handled by the classroom teacher and problems in the cafeteria or playground are handled by the aides. Recurring problems or those of a more severe nature are referred to the Principal. Where warranted, a parent may be contacted.

Student behavior issues can often be handled through a conference and appropriate counseling. However, other consequences for misbehavior may be necessary. These include, based on the nature and/or frequency of the incident, removal of the disruptive student from the situation, loss of privileges, detention, parent conference and/or suspension. Suspension may be warranted in incidents involving intentional physical assault to students or staff, verbal threats, vandalism, use of obscene/offensive language, excessive disrespect, and for repeat offenses where there is documentation of previous disciplinary action taken. Possession of a weapon and/or drugs will be handled in accordance with the school district policy, and may result in expulsion.

Parents are encouraged to discuss the contents of this School Handbook and the responsibilities listed with their child.

### PARKSIDE ELEMENTARY Student/Parent HANDBOOK

The required signatures below certify I have received the Parkside Elementary School Handbook and had an opportunity to review the rules and regulations set forth in the document. It is the responsibility of each student to have this sheet signed and returned to the school within two weeks of the receipt of the handbook.

Print Student Name:

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Parent/Guardian Signature:

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Signature of Student:

# ACCEPTABLE USE POLICY



Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Electronic Mail and Network Resources
Code	815
Status	Active
Adopted	January 27, 2011
Last Revised	June 27, 2012

## **Purpose**

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Employees with network access are expected to check email messages on a daily basis and respond within a reasonable amount of time.

## **Authority**

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet, telephone service charges, data fees, or any similar fee.

The district reserves the right to log network use and to monitor fileserver space utilization including email by district users. The logging, monitoring and review may be conducted without cause and without notice. Each user of district's equipment by the use thereof agrees and consents to logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to the Internet, email or other network usage. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that data stores on the district's servers or computers will not be private.

The district reserves the right to log network use and monitor activity on district user personal technology while on district property. All district users who operate personal technology while on district property must abide by the district Acceptable Use Policy at all times.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.[1]

## **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

While certain types of personal technology are allowable in the district, the district is not responsible or liable for repair or replacement of personal items, either authorized or unauthorized.

Students and staff have the responsibility to learn the rules and guidelines for use of technology devices and resources, facilities and networks and to abide by them.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyber bullying awareness and response.

The building and/or district administrator shall have the authority to determine what inappropriate use is.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:<sup>[2]</sup>~~[1]~~

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board. The filter may be disabled at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason.
2. Maintaining and securing a usage log and log of overridden activity.
3. Monitoring online activities.

#### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. All students, administrators and employees who use the Internet, email and other network resources must agree to and abide by all conditions of this policy. Each user must sign the district's Internet, email and Network Access Agreement ("Agreement"), which is attached to this policy as Appendix A. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians. Students may not use the district's computers for access to the Internet or email without the approval or supervision of a teacher or district staff member. Internet-based curricular programs that are a mandatory part of instruction are captive and therefore do not fall under the parameters of Internet use (e.g. Measures of Academic Progress, MAP).

#### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Use to invade the privacy of other persons.
  - a. Students shall not use the audio recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by: (i) a teachers and administrator; and (ii) the individuals who are being recorded.
  - b. Students shall not use the camera or video recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by: (i) a teachers and administrator; and (ii) the individuals who are being recorded.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.



6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography; this includes sending, forwarding, receiving, viewing, and/or downloading.
8. Access to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive, objectionable or obscene to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Unauthorized use of social forums.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Quoting of personal communications in a public forum without the original author's prior consent.
19. Use to read, delete, copy or modify the email or files of other users or deliberately interfere with the ability of other users to send or receive email.
20. The unauthorized disclosure, use or dissemination of personal information regarding minors.
21. Any unauthorized attempt to circumvent or disable the Filter or any security measure, including the use of a proxy server.
22. Any form of hacking activity.

#### Students

Student users (and any other minors) also:

1. Shall not disclose, use or disseminate any personal identification information of themselves or other students.
2. Shall not engage in or access chat rooms, audio-visual internet services, social networks or instant messaging without the permission and direct supervision of a teacher or administrator.

#### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. Each user is required to report any security problems to appropriate school personnel. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

#### Consequences for Inappropriate Use

The user, whether a student or employee, shall be subject to appropriate discipline, including dismissal in the case of employees, and permanent expulsion in the case of students, in the event any one or more provision of this policy is violated.

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.



Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

The school district has the right to confiscate any electronic device that is brought to school or to a school function or activity: (i) that is used in violation of any of the rules or prohibitions contained in this policy, and/or in violation of local, state or federal law; or (ii) that is used in plain sight or covertly in violation of any instructions or directives by any teacher, administrator or other person who is in charge of the function or activity.

Vandalism will result in cancellation of access privileges and other disciplinary actions as determined by the Superintendent or designee. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

#### Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.[3]

#### Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, social network sites, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.[1]

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.[4]
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Legal                    [1. 47 U.S.C. 254](#)  
                              [2. 20 U.S.C. 6777](#)  
                              3. Pol. 814  
                              [4. 24 P.S. 4601 et seq](#)  
                              [18 Pa. C.S.A. 5701 et seq](#)

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Appendix A

PENN DELCO SCHOOL DISTRICT  
INTERNET, E-MAIL AND NETWORK ACCESS AGREEMENT

I understand, accept, and will abide by the Penn Delco School District's Internet Access, E-Mail & Network Resources Acceptable Use Policy while on district equipment or personal technology within the district. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet, Network Resources and access to E-Mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the district's equipment; I acknowledge that all aspects of my use of the district's equipment is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the district's equipment. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the Penn Delco School District makes no assurances of any kind, whether express or implied, regarding any Internet, Network Resources or E-Mail services. I further understand that the use of any information obtained via the Internet, Network and/or E-Mail is at my own risk; that the district specifically disclaims responsibility for the accuracy or quality of such information; and that the district is not or will not be responsible for any damage or loss which I suffer.

\_\_\_\_\_  
Student/Employee Name (Please Print)

\_\_\_\_\_  
Student/Employee Signature

\_\_\_\_\_  
Date

Note: For student users, parent or guardian must also read and sign this agreement.

Parent's or Guardian's Agreement

Due to the nature of the Internet and E-mail, it is neither practical nor possible for the Penn Delco School District to ensure compliance at all times with the district's Internet Access, E-mail and Network Resources Acceptable Use Policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet, Network Resources and E-mail. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and E-mail and must communicate their own expectations to their child regarding appropriate use of the Internet and E-mail.

As a parent/guardian of \_\_\_\_\_, I acknowledge that I received and understand the District's Internet Access, E-Mail and Network Resources Acceptable Use Policy and the District's Internet, E-mail and Network Access Agreement being signed by my child.

I understand that Internet, Network Resources and E-mail access is designed for educational and instructional purposes and that the district will discourage access to inappropriate and objectionable material and communications. However, I recognize it is impossible for Penn Delco School District to prevent access to all inappropriate and objectionable material, and I will not hold the district responsible for materials acquired or contacts made through the Internet or E-mail. I understand that a variety of inappropriate and objectionable materials are available through the Internet and E-Mail and that it may be possible for my child to access these materials if he or she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and E-mail; that there is no practical means for the district to prevent this from happening; and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the district to monitor and review all communications to or from my child on the Internet and E-mail, I recognize that it is not possible for the district to monitor and review all such communications. I have determined that the benefits of my child having access to the Internet and E-mail outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate, and that such behavior may result in the termination of access, disciplinary action and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the Penn Delco School District to provide my child with Internet and E-mail access. I agree to compensate the district for any expenses or costs it incurs as a result of my child's violation of the Internet Access and E-Mail Acceptable Use Policy or its administrative procedures; and I further agree that I will not hold the district responsible for any matter arising by reason of or relating to (a) my child's violation of the District's Internet Access, E-Mail and Network Resources Acceptable Use Policy while on district property or personal technology within the district or (b) any materials acquired by my child, or contracts made by or to my child, through the Internet or E-mail.

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_