



# PARKLAND ELEMENTARY PARENT & STUDENT HANDBOOK

***Educating for  
Success, Inspiring  
Excellence***





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# **SCHOOL ATTENDANCE POLICIES**

## **Elementary School Hours**

Grades K-5: 8:50 AM – 3:30 PM

## **Arrival Time at School**

Elementary students should not arrive and will not be permitted to enter the school building prior to 8:35 AM unless they are participating in Y-Care. Y-Care is a before and after-school program for grades K-5 and is offered on site at all Parkland Elementary Schools. View the brochure on the Parkland web site at [www.parklandsd.org](http://www.parklandsd.org) under “Community” and then the “Day Care / Y-Care / Preschools” tab for more information on the program, including prices and hours of operation.

Outside of Y-Care, there is no early morning supervision available for your child on the playground or in the school building. Therefore, the school district cannot assume responsibility for the care of your child prior to 8:35 AM.

## **Early Dismissals**

During the school year a number of early-dismissal workshops are scheduled to provide staff members with time to discuss and develop the curriculum. See the Parkland Activities Calendar for dates and times of dismissals. On these dates, all students in grades K - 5 will be dismissed at 11:45 AM.

## **Closing the School In Emergencies**

Instances may occur due to weather or other emergencies when it will be necessary to close the school. When any emergency necessitates the cancellation or early closing of school, we will utilize the district’s rapid notification system which calls, e-mails and/or texts all parents that have opted into the system at the beginning of the school year or during the new student registration process. Information will also be posted immediately to the District’s web site at [www.parklandsd.org](http://www.parklandsd.org) and District social media channels. We will also notify local radio and TV stations and request that they air the appropriate information as soon as possible. Due to the number of students in each school and the many incoming calls that are common when there is an emergency closing, parents are urged to opt into the rapid notification system. Parents should also develop a contingency plan to provide accommodations for children in the event of a cancellation, an early dismissal, or late starting time due to emergencies or inclement weather.

## Absences of Pupils

It is very important that ALL PUPILS, kindergarten through grade 5, attend school regularly and be at bus stops on time. When tardiness is frequent, parents will be notified. State law requires a written parental report stating the reason for a pupil's absence from school.

Parents are asked to telephone the school Absentee Line before 9:00 AM on the day of their child's absence stating the reason for the absence. If no call is made to the school, the office will attempt to notify the parent or guardian. A note can be sent to the office prior to the absence. If this is done, there is no need to telephone the Absentee Line.

After three (3) days of absence the school nurse, principal, or school secretary may call the home to inquire about the reason for the absence.

After ten (10) days of absence from school in any one (1) school term, a physician's certificate of illness may be required for any or all additional days of absence from the parent(s)/guardian(s) of a student. Any absence not so certified by a physician's certificate of illness may be declared unexcused/illegal, and all the penalties of this policy shall be applicable.

Kindergarten is considered an important part of the school district's overall program. Compulsory attendance provisions of the law state that once a student is enrolled at school, he or she must attend school regularly. No student of compulsory school age whose parents elect to have the child enter school shall be permitted to withdraw from school unless the student is eligible to be excused from school under exceptions to compulsory school attendance as authorized under the School Code or the State Board of Regulations.

## School Attendance Coding Guidelines

### Late Arrival

- Students who arrive late will be marked TARDY until 11:00 AM.
- Students who arrive between 11:00 AM and 1:20 PM will receive a HALF-DAY ABSENCE.
- Students who arrive after 1:20 PM will receive a FULL-DAY ABSENCE.

### Leaving Early

- Students who leave between 11:20 AM and 1:20 PM will receive a HALF-DAY ABSENCE.
- Students who leave before 11:00 AM will receive a FULL-DAY ABSENCE.
- Students who leave after 1:20 PM will not accumulate any absence.
- Administrative approval is required for regularly scheduled early leave.

## **Physician's Excuse Requirement**

After a number of days of absence from school in any one school term, which is judged by the administrator to be excessive, a physician's certificate of illness may be required for any student covered by the Compulsory Attendance Law. Any absence not so certified by a physician's certificate of illness may be declared "unexcused/illegal" and all the penalties of this code made effective.

## **Excused Absences**

- Illness
- Quarantine
- Death in the family

## **Unexcused Absences**

Absences that are not due to sickness or another emergency are classified as illegal. Three (3) illegal absences are cause for referral to Children and Youth Services and/ or court action on the part of the school.

## **Dental & Doctor's Appointments**

Students and parents are to be discouraged from scheduling these appointments during school hours. If an appointment is absolutely necessary on school time, the student should present a doctor's note listing time spent in the office for the appointment upon entry to school.

## **Bus Passes/Notes**

No bus passes will be issued this year.

## **Emergency Permits**

From time to time, unusual circumstances may occur which require that the student be excused for a portion of a school day, a full day, or days. If the situation involves a full day or more of school and is known in advance, the parent should complete the Vacation/Emergency Form prior to the student's absence with a full explanation of the nature of the absence.

If only a fraction of a day is involved, the parent should send a signed explanation to school prior to the absence and should sign the attendance log in the office before leaving with the students. If the student will be returning later that day, the parent should sign the student back in on the attendance log.

If an emergency situation arises suddenly, parents should attempt to notify the school if possible.

The following reasons constitute an emergency situation:

- Illness in the immediate family
- Court appearances
- Funerals
- College visitation
- Graduation ceremonies of a member of the immediate family
- Dental and doctors appointment
- Other reasons at the discretion of the administration

## **Vacations**

Vacations taken during the school year are not encouraged. However, when vacations are planned, the principal should receive a completed Vacation/ Emergency Form from the parents at least one week before the leaving date. This allows time to inform teachers and to organize their expectations of missed schoolwork.

## **Student Promotion**

A student will be promoted to the next grade level when he/she has successfully completed the requirements of planned instruction in the current grade. This may include demonstrated proficiency on individual and/or group projects, written assessments and oral presentations, to name a few.

# STUDENT RESPONSIBILITIES & COMMUNITY POLICIES

## Student Responsibilities

- The normal responsibilities for a student at Parkland elementary schools include regular school attendance, conscientious effort in classroom work, and conformance to school rules/regulations. Most of all, students, along with administration and faculty, share the responsibility of developing a climate within the school, which is conducive to wholesome learning and living. No student has the right to interfere with the education of another student. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others involved in the educational process. Students must express their own ideas and opinions in a respectful manner. It shall be the responsibility of the student to conform with the following:
- Be aware of all policies, rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption of the educational process.
- Assist the school staff in operating a safe school for all students enrolled.
- Comply with federal, state and local laws.
- Exercise proper care when using district facilities and equipment.
- Attend school daily and be on time for all classes and other school functions.
- Make up work when legally absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications. Deliberate and/or repeated disregard for or violation of any of these student responsibilities may be cause for a student to be excluded from school in accordance with provisions of the Code for Student Conduct and Board policy.

## Act 26 Possession or Use of Weapons in School

The possession or use of a weapon on the premises and/or property of the Parkland School District is prohibited both by policy and state law (Act 26 of 1995). A violation of the weapons' policy and Act 26 may result in expulsion from the Parkland School District for a period of not less than one year at the discretion of the superintendent.

*It is absolutely imperative that parents discuss this information with their children. All of the following are considered weapons:*

Knife (any type), cutting instrument and/or tool, nunchaku, firearm, shotgun, rifle, knuckles, chains, clubs, and throwing stars. Articles that are designated for other purposes, but which are used to inflict bodily harm and/or intimidate other persons, are also prohibited. These articles may include matches, lighters, belts, scissors, files, etc.

In the past, elementary aged students have been known to bring objects to school that fascinate them or possess a special meaning. Any object that may be considered in the category of a weapon must be left at home.

We ask that you take a moment to discuss this important Act with your child. With your help, we will continue to provide a physically safe and secure environment for all of our students.

## **Act 145 Possession of Tobacco**

On December 4, 1996, Governor Ridge signed into law Act 145 which became effective February 3, 1997. This law, The Tobacco Control Act, now defines possession of tobacco as a summary offense violation. Therefore, in compliance with Act 145, students who possess or use tobacco commit a summary offense and as a result, will be subject to

\$50.00 fine plus court costs as determined by the District Magistrate.

### **Act 145 of 1996 Section 6306.1 USE OF TOBACCO IN SCHOOLS PROHIBITED**

(A) Offense defined – A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.

(B) Disposition – A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall upon conviction, be sentenced to pay a fine of not more than \$50.00 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under 24 PA. C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

(C) Nature of Offense – A summary offense under this section shall not be a criminal offense of record and shall not be placed on the criminal record of the offending school-age person if any such record exists.

(D) Definitions – As used in this section, the following word and phrases shall have the meanings given to them in this subsection:

**“Pupil”** A person between the ages of 6 and 21 years who is enrolled in school.

**“School”** A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with the Act of March 10, 1949 (P.L. 30, No. 14), known as the Public School code of 1949, including area career and technical schools and intermediate units.

**“Tobacco”** A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

## Threats

The Parkland School District recognizes the importance and responsibility of providing an environment safe from threatening and violent behavior. To this end, any student that makes threats orally, electronically, or in writing against any other member of the school community may be suspended from school and may be required to have psychological or psychiatric clearance prior to return.

## Visitors/School Security

The elementary schools are locked at all times, and all visitors are required to enter the school through the main entrance. The Parkland School District has a security protocol, which may require all visitors, including parents, to show identification upon arrival. Acceptable forms of ID include:

- Driver’s license or DOT identification card
- Commonwealth Agency issued ID
- U.S. Government issued ID
- U.S. Passport
- U.S. Armed Forces ID
- Employee ID
- Student ID
- Firearm Permit

When a visitor arrives at the school, press the buzzer to contact the building secretary. The visitor will be asked his/her name and to state the nature of the visit. The visitor should be able to identify the name of the child, grade, and name of the staff member they have an appointment to see, if appropriate.

It is a possibility that the school administrator will not allow access if no appointment was made, if there is insufficient information regarding the purpose of the visit, or the visitor does not have an acceptable form of ID.

If permission to enter is granted, visitors must sign in at the school office and obtain a visitor’s badge. Likewise, visitors must sign out and return the visitor badge upon departing.

In no case, should a visitor remove a student from the school without notifying the office staff. Please note that each school is equipped with a camera security system and all visitor activity is recorded.

Parents who come to the school in the evening hours to pick up books and homework should come to the main entrance of the building. Access to this area will be open until 4:00 PM. If you cannot make it during this designated time slot, parents are encouraged to access the online textbook and workbook for math, reading, and social studies.

## **Parent Pick-up/Drop Off**

If a student is driven to school, the designated parent drop off location for the school must be utilized, avoiding the bus entrances. Students will be allowed to enter the building at 8:35 AM and should report to their classrooms no later than 8:50 AM.

Students who arrive after 8:50 AM are considered tardy and must be signed in by a parent or designated guardian in the office.

Students utilizing parent pick-up at the end of the day should be picked up at the designated location.

Students leaving before the end of the school day must be signed out by a parent or designated guardian in the office and that person may be required to show identification (see above for acceptable forms of ID). Parents should notify either the teacher or office staff in writing the morning of the early leave indicating the time the students will be picked up, the name and relationship of the person picking the student up, and the reason for the early leave. It is helpful if parents indicate if their child will return back to school on that same day.

In no case should a visitor remove a student from the school without notifying the office staff. Please note that each school is equipped with a camera security system and all visitor activity is recorded.

If a student forgets to take home their homework, projects, etc., following dismissal, the latest it can be picked up is 4:00 PM. There will be no access to the building after 4:00 PM.

## **School Community Relations**

The principal and the parents plan activities and programs for the good of the school and the community. You are invited to become an active member of organized school associations. Notices announcing the activities, as well as a schedule of meetings, will be sent by these organizations. A Parkland School District Activities Calendar, which details all school/district functions, is given to each student at the start of the school year. Updates are communicated via email, on school websites and social media.

## School Volunteer Program

The School Volunteer Program (SVP) is an organization of concerned and dedicated persons who work regularly, as volunteers in school, under the direction of the principal and teachers. Volunteers offer special services and skills, as needed, to enrich the school program and support the efforts of professional personnel.

The primary reason for the SVP is to increase learning opportunities for all students by providing assistance to professional staff and children in the educational process.

The SVP will allow teachers to perform the professional functions for which they are uniquely qualified by training and experience. These functions include analyzing and diagnosing the learning needs of the pupils and planning and creating an atmosphere conducive to learning in the classroom.

Volunteers may assist the teacher in or outside the classroom. They may also assist individual children or groups, using materials and techniques chosen by and designed by the teacher.

The SVP is not a replacement or substitute for professional staff, but adds new dimensions to the learning opportunities of all children. Objectives of the School Volunteer Program are:

- To provide increased learning opportunities for all students in the education process.
- To provide the professional staff with much needed assistance in the performance of their duties.
- To bring human resources of the community into the schools.
- To develop a school/community partnership with the common purpose of educating children.

If interested in this volunteer program, please contact the school office or the PTO. Please note that volunteers must obtain necessary clearances.

## Textbooks

Textbooks are the property of the Parkland School District. Students are responsible for any damaged or lost books. As a result, there may be a cost for repair or replacement of books.

# STUDENT POLICIES & SERVICES

## Philosophy of Homework

The Parkland School District believes that homework is an essential and integral part of every student's total education program. Through homework, classroom instructions are reinforced, high expectations are supported, students are motivated toward self-direction and the relationship of the school and home in the learning process is strengthened. Accordingly, classroom teachers will require assigned homework based upon the objectives and guidelines which follow:

- To serve as an extension of the learning process.
- To reinforce skills taught through practical application.
- To improve study skills and work habits.
- To develop self-discipline and a sense of responsibility.
- To enhance home-school communication by providing the parents with the opportunity to monitor their child's progress on a regular basis.

## Homework Guidelines for Elementary Teachers

- Instruct students at the beginning of the year regarding the importance homework will have on their understanding of the subject matter.
- Inform students how homework will be used in the determination of their grades.
- Generally, homework should be assigned every day. Approximate length of daily assignments: Grade 1 – 10 minutes, Grade 2 – 20 minutes, Grade 3 – 30 minutes, Grade 4 – 40 minutes, Grade 5 – 50 minutes.
- Homework assigned on weekends or holidays will not exceed the approximate amount of homework indicated for a weekday.
- Make assignments clear, meaningful, relevant and without unnecessary repetition/busy work.
- Students should have been taught the necessary skills to accomplish the assignment independently.
- Consideration should be given to the availability and accessibility of materials necessary to complete an assignment.
- Assignments should require a reasonable length of time to complete, keeping in mind that students have other subject responsibility and outside activities.
- Homework should not be punitive.
- Make assignments in such a manner as to discourage copying or plagiarizing.
- Review or check homework assignments in an appropriate manner to assure that all understood the assignment.

## PSSA Assessment

The Parkland Board of School Directors has approved a district- wide testing program designed to provide information concerning the academic proficiency and learning aptitude of all students in the district. Under the “Every Student Succeeds Act” regulations and the Pennsylvania System of School Assessment or PSSA, students in grades 3-8 will participate in the PSSA Mathematics and Language Arts assessments. Students in grades 4 and 8 will participate in the PSSA Science assessment. Students completing courses in Algebra I, Biology, and Grade 10 Literature will participate in the Keystone Exams as well as students needing to retest. College entrance examinations and advanced placement exams are also available and optional for high school students. The specific dates for many of these assessments are listed in the district activities calendar.

## Health Program

Our school district personnel include certified school nurses and health room paraprofessionals. The goal of the school health service program is to assist in maintaining and improving the health of our students. This goal is partially accomplished through the various health screening tests conducted by the school district nurses as mandated by the Pennsylvania Department of Health.

- Vision - Annually
- Hearing - K-3 and new students, as well as those with previous hearing problems
- Growth - Annually (Height, Weight, BMI)
- Physical - K, 6, 11
- Dental - K, 3, 7

New students are also required to have a physical and dental examination.

## Immunizations

For attendance in all grades, children will need the following:

- 4 doses of tetanus, diphtheria, and acellular pertussis\*
- 4 doses of polio\*\*
- 2 doses of measles, mumps, rubella \*\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) Vaccine or history of disease

\* Usually given as DTP or DTaP or if medically advisable DT or Td

\*\* 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.

\*\*\* Usually given as MMR

By October 31, a child must have had at least one dose of the above vaccinations or risk exclusion. If additional doses are still needed, the dose(s) must be received within the first five days of school, if medically appropriate, or risk exclusion.

These requirements allow for medical reasons and religious/ philosophical beliefs. If a child is exempt from immunizations, he/she may be removed from school during an outbreak.

Pennsylvania's school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization). Contact your health care provider or 1-877 - PA HEALTH for more information.

### **Illness**

Regular school attendance is expected. However, if the student is ill, he or she should not be permitted to attend school. Please do not send your child to school in the morning IF:

- a fever of 100 degrees or more has been present within the last 24 hours.
- vomiting or diarrhea has been present within the last 24 hours.
- there is evidence of a severe head cold, persistent cough or severe sore throat.
- there is evidence of a suspicious skin rash or other contagious condition.

The school should be notified if your child has a contagious disease including chickenpox, pink-eye, COVID-19, impetigo, or pediculus (head lice)

### **Medication**

For the purpose of this policy, medication shall include medications prescribed by a physician as well as any over-the-counter medications. Before any medication may be administered to any student during school hours, there must be a written request by the parent and physician giving permission of such administration.

When an illness is serious enough to warrant the administration of medication, the parent/guardian should attempt to administer the medication before or after school hours. If it becomes necessary for you to send prescribed and/or over-the-counter medication to school, the medication should be sent in the original container and must be labeled with:

- Child's name and grade
- Name of the medication
- Amount of medication to be given
- Time the child is to take the medication

In addition, a Medication Administration Consent and Licensed Prescriber Order form must be completed and returned to the School Nurse. This form is available on the PSD website or may be obtained from the school nurse.

All prescription and non-prescription medication must be delivered to the school nurse by a parent/guardian and picked up by the parent/guardian at the end of the school year. The procedure is the same for controlled substance medication (ie. Adderall, Ritalin, etc.). The medication may not be sent in with

the student and the appropriate form must be on file prior to the medication being administered at school.

It is the parent's responsibility to provide an adequate supply of medication to the nursing office throughout the school year. Any changes to the dosage or time of administration will require new physician orders.

The only exception to this policy pertains to emergency medication. In some instances a student may have permission to carry/self administer the following medication if the proper documentation is received from the parent and physician. This includes asthma inhalers, epinephrine auto injectors and diabetic supplies.

### **Inhalers**

While it is generally good practice for medication to be stored in the health room, there are times when, in the best interest of the student's health, an asthma inhaler should be carried throughout the school day, on the bus, or at extracurricular activities. The physician, by written order, initiates this process, allowing the student to carry the inhaler. Additional permission forms are required and may be obtained from the school nurse.

### **Non-prescription Sunscreen Application**

Sun Protective clothing is permitted for outdoor activities. Clothing is still subject to the Dress Code Policy 221. Students may use a non-aerosol topical sunscreen, without a doctor note by meeting the following criteria:

- Non-aerosol topical sunscreen is FDA approved
- Completion of the parent and student sunscreen forms
- Student demonstrates ability to self-apply, handle and dispose of the product

Contact the school nurse for further directions and forms. The District is not responsible for ensuring the non-aerosol sunscreen product is applied by the student.

The District may revoke or restrict the possession, application or use of a non-aerosol topical sunscreen product by a student if the following occurs:

- The student fails to comply with school rules concerning possession, application or use of the non-aerosol topical sunscreen product.
- The student shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen product from access by other students.

Students who are unable to self-apply sunscreen will require an order from their primary care physician along with parental permission as with any over the counter medication. Please speak with your building school nurse for more information.

## **Cafeteria, Menus & Free Meals**

Breakfast and lunch are served in the Cafeteria and are part of the National School Breakfast and Lunch Programs. The meal patterns required by the program regulations are designed so that over a period of time, school lunches will provide children with approximately one-third of the nutrients they need according to the Recommended Dietary Allowances.

The National School Lunch Program requires that the school offer only milk with a student meal. For a student to receive a substitute for their milk, a current physician's statement must be on file with the Food Services office and school health room. A current physician's statement must be submitted each school year.

Each building cafeteria operates all cashier functions under a computerized point of sale system. All students are issued a student identification number, (PIN), which is their student ID number, and is linked to an account.

Deposits are not accepted at the building level. Parents are encouraged to create an online account at [www.schoolcafe.com/ParklandSD](http://www.schoolcafe.com/ParklandSD) in order to view their child's purchase history, receive low balance notifications, or deposit money using a credit or debit card. Payments can also be made via cash or check and sent to the food services office. Checks should be made payable to PSD Cafeteria.

The Food Services Department page of our District website contains additional information concerning the operations of the food services department. Such items include monthly menus, a la carte items, lunch prices, nutritional information, and much more. Please visit our website at [www.parklandsd.org](http://www.parklandsd.org).

### **Free and Reduced Meals**

Title I is one of the largest federal aid programs for elementary and secondary schools. School districts utilize Title I funds to pay for educational services and materials for students. Qualifications for Title I funds and extra educational services are proportionately connected to the National School Lunch Program.

The application for free or reduced-price meals is available at [www.schoolcafe.com](http://www.schoolcafe.com). A new application must be completed and submitted electronically to the Food Services office each school year. Following review of each application, parents/guardians are notified of the child's eligibility. Any student who was eligible for free or reduced-price meal benefits at the end of a school year will begin the next school year at the same level. Parents/guardians must complete a new application for the current school year as soon as possible. Carry-over benefits will expire 30 calendar days from the first day of school.

## **Gifted Classes**

The Parkland School District recognizes its obligation to provide programs for its gifted students. Each school provides qualified students with weekly instruction by a teacher trained to work with these students.

## **Special Education Services**

Each of our elementary schools provides special education services for students. The students receiving special education have been identified as exceptional under the PA Special Education Regulations and Standards through a multidisciplinary team evaluation.

The services are provided within the regular education classroom to the maximum extent appropriate to the individual student's needs. If a parent has a concern regarding their child's progress, they may initiate a request for evaluation to determine if the child is exceptional and in need of special education.

## **Intervention & Enrichment Instruction**

The elementary schedule allows for a daily intervention and enrichment block of time that gives struggling students a chance to practice concepts and gives other students instructional opportunities designed to promote problem solving and higher order thinking. The schedule allows for all students within a grade to attend "specials" together such as art, music, gym and library and in turn, gives teachers across a grade level to have some common planning and collaboration time.

## **Title I Program**

All Parkland Elementary Schools will run school-wide Title I programs. Title I is a federally funded program that provides support for students in the area of English/Language Arts and/or Mathematics. By changing our status from Targeted Assisted to School-wide, Title I assistants will be able to work with any student in the school, not just the students for whom we have formal paperwork. The school-wide status allows the district a greater flexibility in working with students. 100% Parent Participation is our goal for our Title I Program. Three Parent workshops are provided throughout the year to involve and inform parents about the program itself. In May, a parent survey will be available for you to fill out. Any additional information about the dates and times of workshops and the Title I program can be found on the district website at <https://www.parklandsd.org/departments/curriculum/title-i-program>.

Title I letters and forms can be found on the First Week of School Web Portal and include:

- Title I Parent Involvement School Plan
- Parent Right to Know Letter
- Home School Involvement Compact
- Title I Complaint Procedure

## **Physical Education Requirements**

All students are required to participate in physical education classes. If your child is not able to participate fully in gym class because of illness or injury, please provide a written excuse from a physician outlining the reason for not participating. Restrictions to physical activity in gym class will also apply to recess activities. Proper attire for gym class includes comfortable clothing and sneakers.

## **Fine Arts Program**

Students in grades K through 5 will experience district-wide programs in dance, dramatics, art, instrumental music, and additional performing arts.

## **Reporting Pupil Progress**

Parent Conferences for grades K-5 will be held during November. Students will be dismissed each day at 11:45 AM during parent conferences which typically span 5 days near the Thanksgiving holiday. Many schools schedule Parent Conferences during Open House Night or email instructions on how to sign up at the start of the year, giving parents ample time to plan the date in their calendars.

## **Conference Requests**

Please call or send a note at least a day before an appointment for an individual conference is desired. No unscheduled parent conferences shall be held during the instructional day. Parents are urged to keep informed about all phases of the school program by accepting invitations to witness learning in the classroom.

## **Request For A Specific Assignment**

Our priority is to create the best possible learning environment for every child. To achieve this, we focus on composing classrooms based on a variety of factors and are unable to accommodate specific teacher requests. Parents have unique insights into your child's social, academic, emotional, and physical development. If you have any information you feel is crucial to your child's success, please share this by email with the school principal by May 15th. While we appreciate your input, requests for specific teachers cannot be honored.

# GENERAL POLICIES

## Pupil Dress

Children of elementary school age are becoming more conscious of the styles and trends of modern grooming and attire. However, some of the new styles and trends are not appropriate for the types of activities and learning experiences that take place in an elementary classroom.

In order to prevent a situation which could cause embarrassment on the part of students, every effort should be made to see that good grooming habits are followed and that suitable attire is worn to school. When a student's appearance is felt to be detrimental, a parent-administrator conference may be arranged. It has been our experience that good behavior and academic success normally accompanies good grooming.

On days that the student has physical education, sneakers should be worn.

## Health & Safety Guidelines

- A student should not walk to school unless designated as a "walker."
- Weather permitting; the students go outside for recess in conjunction with their lunch each day. Therefore, they should be dressed appropriately for the existing weather conditions.
- Students are expected to go out for recess each day.
- Parents are not permitted to send medication with their child to be administered during school hours.
- In the interest of safety, sandals, "clogs" and flip flops are not recommended.
- Parents transporting students after school should not park on bus loading zones or beckon children to cross busy highways or parking lot areas. For the safety of everyone, please meet your children at the place designated by the school principal.
- Parents or guardians may drop off a forgotten lunch for their child by reporting to the main office. Deliveries from third-party food service providers (e.g., Grubhub, DoorDash) will not be permitted.

## Bullying Policy

The Board is committed to providing a safe and positive learning environment for all students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits any types of bullying by district students.

## **Definition of Bullying**

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

School setting means in the school, on school grounds, in school vehicles, at a designed bus stop, with the use of school issued equipment, or at any activity sponsored, supervised or sanctioned by the school.

## **Due Process and Discipline**

The building principal shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the Board and to the student's due process right to notice, hearing and appeal. Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

## **Change of Address and Phone**

Please notify the school office immediately of any change in a pupil's address or telephone number. Emergency numbers should be continuously updated as necessary. Changes can also be made in HAC.

## **Lost & Found**

Please label all the children's clothing and possessions to expedite locating lost articles. Check with the school secretary to claim lost articles.

## **Withdrawals**

When withdrawing a child from school, the parent should notify the school secretary in advance so that a transfer card can be prepared for the new district. The pupil who transfers to another district must return all textbooks, equipment and library books before a transfer card and immunization form are issued. The card is then to be presented to the school officials in the new district. By returning part of the transfer card the new district will receive the necessary records, thus making the transfer complete.

## **Mobile Phone Use**

There is no public telephone in any of our elementary buildings. Therefore, telephone calls by the pupils are not permitted unless permission is given. Students may not use classroom telephones without specific permission from the teacher. Students may not use mobile phones to make phone calls or text messages during school hours.

We understand that some parents are concerned about emergency situations and feel that it is necessary for their child to have a cell phone available. Students are allowed to have a phone in school, but it must be turned off and kept in the child's backpack. It is not to be used during the school for any purpose including making calls, pictures, or text messages. Students are allowed to bring eBook readers (i.e. Kindles, Nooks, iPads) to school for other occasions as directed by the classroom teacher. These devices must measure at least 7 inches diagonally, and a signed parental consent form must be on file for the device. Electronic devices such as video games, video game systems, and phones are not to be used during the school day. As per our Acceptable Use Policy, Parkland School District is not responsible for any damaged, lost or stolen personal electronic items.

## **Photographs**

Individual photographs are taken of children each year as a service to parents. Photographs are made available at a cost basis and purchase of these pictures is voluntary. Notices are sent home prior to the date on which pictures will be taken.

## **Insurance**

A school-endorsed insurance policy is available. This policy covers medical expenses from accidents that may occur both in school and traveling to and from school. Two plans are available: regular school-hour coverage and 24-hour coverage. Announcements concerning this accident policy are made at the beginning of the school year.

## **Car Pooling**

Children will not be permitted to car pool without written permission from the custodial parent/guardian. Children will not be allowed to leave the building with anyone other than the parent/guardian, unless written permission to do so is sent to the office by the custodial parent/guardian.

## Birthday/Party Invitations

No edible form of treats will be accepted from an outside source for in-school birthday celebrations. Should you choose to have an additional celebration in your child's classroom, the following options are available to you:

- Non-food treats, such as pens/pencils, erasers, stickers, etc.
- Order a birthday bag from our food services department at [www.parklandsd.org](http://www.parklandsd.org); this will be the only edible choices permitted.

**IMPORTANT:** Birthday Bag orders MUST be received to the Food Services Office ONE WEEK prior to the selected delivery date. This does NOT include the postmark date or sending it into the elementary school. Please see the birthday bag order form for details.

Students are permitted to pass out invitations to parties if they include the whole class. If it is not inclusive, parents should mail the invitations on their own or communicate in another format. Please be aware that the office cannot provide contact information for other families.

## Technology

### 1.0 ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS POLICY

The ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS policy is very detailed and is influenced by the latest court rulings. The policy can be found on the school district website. Below you will find an overview of the policy. We do emphasize that reading this overview is not a substitute for reading the complete policy. You may access the complete policy at the following web address: [http://www.psba.org/districts\\_policies/p/446/POLPARK815.pdf](http://www.psba.org/districts_policies/p/446/POLPARK815.pdf).

### SUMMARY of POLICY #815

Parkland School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems Policy consists of six sections: Purpose, Definitions, Authority, Responsibility, Delegation of Responsibility, and Guidelines.

#### Purpose

The Parkland School District provides its employees, students, and guests ("users") access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras. The Board supports the use of the District's technology resources to facilitate teaching and learning, to provide access to information, to aid in

research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the District. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District's technology resources.

All employees and students are responsible for the appropriate and lawful use of the District's technology resources. This policy is intended to ensure that all users continue to enjoy access to the District's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

### **Authority**

The Board establishes that access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. The District's technology resources are the property of the District. The District provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

The Superintendent or his/her designee is ultimately responsible for overseeing the District's technology resources. The Superintendent will designate an administrator who will serve as the coordinator and supervisor of the District's technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the District's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access District technology resources have agreed to abide by the terms of this policy.

The Superintendent or his/her designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology on district-provided devices:

- Access by minors to inappropriate or harmful content.
- Prevention of unauthorized access of District technology resources.
- Prevention of unauthorized disclosure and dissemination of minors' personal information.

## **Definitions**

District Technology Resources means all technology owned, operated, and/or licensed by the District, including but not limited to computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, accounts, routers, and net- works, including the Internet.

User means anyone who utilizes or attempts to utilize District technology resources while on or off District property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to the District that may use District technology.

## **Guidelines**

### *Unauthorized Use Prohibited*

Only users who have agreed to abide by the terms of this policy may utilize the District's technology resources. Unauthorized use, utilizing another user's District account, or exceeding one's authorization to use District technology resources is prohibited. Nothing in this policy, however, shall prevent a Parent or Guardian from assisting his or her child with the use of the District's technology resources, or from monitoring a student's use of the District's technology resources in the student's home as long as it is in adherence to current and future state and federal guidelines including CIPA (Children's Internet Protection Act), COPPA (Children's Online Privacy Protection Act), and FERPA (Family Educational Rights and Privacy Act).

### *Use of Personal Electronic Devices*

The use of personal electronic devices on the District network is permitted only on designated networks. When a user connects a personal electronic device to a District network or District technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a District- owned device were being utilized. Users who connect a personal electronic device to a District network explicitly waive any expectation of privacy in the content exchanged over the District technology resources.

## **Privacy**

The District reserves the right to monitor any user's utilization of District technology resources. Users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on District technology resources may be inspected at any time for any reason. The District may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy.

## **Internet Filtering and CIPA Compliance**

The District utilizes content and message filters to prevent users from accessing material through District technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the District's educational mission. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the District's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary, middle school, and high school levels are educated about appropriate online behavior and digital citizenship including interacting via learning management systems and social networks, preventing and reporting cyber-bullying, and withholding personal information online.

## **Monitoring**

District technology resources shall be periodically monitored to ensure compliance with this and other District policies including monitoring of users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that District technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen District technology.

## **District Provided Resources**

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual email accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of the District and may be revoked, suspended, or inspected at any time to ensure compliance with this and other District policies. Users do not have an expectation of privacy in any District provided technology resource or any of its contents.

## **General Prohibitions**

The following uses of District technology resources are prohibited:

- Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
- Use of technology resources to violate any other District policy.
- Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
- Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
- Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
- Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
- Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
- Use of technology resources to attempt to interfere with or disrupt District technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, Trojan Horse and trapdoor program codes.
- Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization.
- The attempted physical harm or attempted destruction of District technology resources.
- Use of technology resources in a manner that jeopardizes the security of the District’s technology resources, or in a manner that attempts to circumvent any system security measures.
- Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the District.
- Use that conceals or attempts to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user.
- Unauthorized access, interference, possession, or distribution of confidential or private information.
- Using technology resources to send any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District’s business or educational interests.
- Use of technology resources to commit plagiarism.
- Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff.
- Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.
- Copying District software without express authorization from a member

of the District's technology staff.

- Use of technology resources for commercial purposes.
- Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.)
- Use of District technology resources to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection.
- The use of proxies or other means to bypass internet content filters and monitoring.
- The use of technology resources to gamble.
- Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
- The use of encryption software that has not been previously approved by the District.
- Sending unsolicited mass-email messages, also known as spam.
- Scanning the District's technology resources for security vulnerabilities\

### **Delegation of Responsibility**

#### ***Consequences for Inappropriate Use of District Technology***

Violations of this policy may result in the temporary or permanent revocation of a user's right to access District technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

### **Limitation of Liability**

The Superintendent or his/her designee shall develop procedures, in cooperation with the District technology staff, for the acceptable use of all District technology resources including, but not limited to: software, hardware, electronic devices, servers, and networks.

The District makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. The District is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or services interruption. Use of any information obtained through the District's technology resources is at the user's own risk.

## 2.0 PERSONALIZED LEARNING DEVICES

Parkland Ready, our Personalized Learning initiative, provides each student with an individually assigned Chromebook.

- Although Chromebooks are personally assigned to students, they remain the property of Parkland School District, no different than a textbook.
- As Parkland School District property, the district will be the sole coordinator for repairs and replacements, regardless of circumstance.
- Students are expected to come to school with a fully charged Chromebook every day. If students fail to meet this expectation, a spare Chromebook **WILL NOT** be loaned to them.
- Students should use reasonable care not to cause intentional damage or deface the Chromebook or its accessories.
- No permanent decals are to be applied.
- The websites that can be accessed through the Chromebook are filtered both on and off the school network. The acceptable use policy applies both on and off school properties.
- Upon graduating or withdrawing from the district, a student must return their Chromebook to an employee from the Parkland Technology Department.

Further guidance and answers to frequently asked questions are available on the Parkland Ready website: [www.parklandsd.org/ready](http://www.parklandsd.org/ready).

Students should always follow the guidance of their teacher with respect to appropriate use of the device. Teachers work to strike a balance in the use of technology to enrich instruction. When students are asked to put devices away, they are expected to comply with that directive. Students who are off task and may be using their Chromebook for something other than what the teacher deems appropriate may be subject to progressive disciplinary consequences proportional to the offense.

Students are no longer permitted to use their personally-owned devices such as laptops, tablets, and cell phones during instructional times during the school day. Students will be required to use their Parkland-owned devices. These devices, whether Chromebooks or computer lab workstations, have the necessary resources to support the academic needs of each department. Please note that these devices are to be used exclusively for educational purposes.

Open-Campus Guest Wifi is not available for students on personally-owned devices, including cell phones. Access to electronic devices during instructional time is only permissible pursuant to the Electronic Devices Policy #237 where permission is granted by the building administrator as an exception.

### **3.0 CHROMEBOOK LOSS/DAMAGE STANDARD REPAIR PLAN**

Students must submit a support ticket to initiate the Chromebook repair or replacement process. When a Chromebook is damaged by negligence or accidental behavior, the student/parent/guardian will be charged Standard Repair Plan (SRP) fees, not to exceed the replacement cost of the Chromebook. If a Chromebook is lost or stolen, the full device replacement fee will be assessed. Parkland Administration reserves the right to make the final decision regarding any applicable fees.

All damages to Chromebooks will be documented, and an invoice will be issued to parents/guardians for the SRP fees. Students will be issued a loaner

Chromebook until the repair is complete. Online payments can be made through MySchoolBucks.com.

Students who lose or damage a Parkland issued Chromebook accessory, such as a charger or stylus (if applicable), may purchase a replacement from the Student Store or Media Center.

#### **Optional Chromebook Device Protection Plan**

An optional Device Protection Plan (DPP) will be available for \$20 (Grades 3-12) and \$10 (Grades KG-2) per year with open enrollment ending September 30, 2025. Students who enroll in a Parkland school after September 30 will have 45 days from their individual start date to enroll in the DPP plan. Otherwise, the Standard Repair Plan (SRP) will apply as outlined above.

DPP will be available to purchase through the student's account on MySchoolBucks.com. DPP does not provide coverage for lost/stolen chromebooks, intentional damages, damages caused by misuse, or previously unpaid invoices.

In these instances, SRP fees will apply as determined by Administration. DPP does not cover Chromebook accessories such as the charger or stylus.

DPP Coverage will include:

- 1st accidental damage - Tech Dept. will repair or issue a replacement Chromebook at no charge;
- 2nd accidental damage - Tech Dept. will repair or issue a replacement Chromebook at no charge;
- 3rd and subsequent accidental damages - Parents/Guardians will be invoiced for the standard repair cost of the damaged Chromebook, standard repair or replacement fees will apply.

## **4.0 EDUCATIONAL TECHNOLOGY TOOLS**

Every student will have accounts created for them in our core instructional tools such as Clever Portal, Schoology, and Google Workspace for Education.

Additionally, teachers may use supplemental resources that students access with a class code or the “Sign in with Google” Button such as Nearpod, Edpuzzle, or WeVideo. A list of district approved applications can be found at [www.parklandsd.org/ready](http://www.parklandsd.org/ready). Applications may be updated or changed throughout the school year. The district reviews applications teachers use with students to ensure appropriate terms of use, student data privacy, and security requirements are met. For cybersecurity reasons, access to district systems will only be permitted from the United States.

Google Workspace for Education is a set of education productivity tools from Google including Drive, Docs, Sheets, Slides and more used by tens of millions of students and teachers around the world. At Parkland, students will use their Google Workspace for Education accounts to sign into their Chromebooks, complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads for K-12 users. For more information on Google’s Educational Privacy & Security considerations, visit <https://www.google.com/edu/trust/>.

## **5.0 MONITORING OF STUDENT ONLINE ACTIVITY**

Parkland teachers may use classroom management software to monitor and/or restrict browsing activity for students in their classes, which includes the logging of web traffic and viewing of student screens. Classroom management software is active only during the school day while students are on the district network. While this software can monitor screen activity, it is not capable of remotely activating the webcam or microphone input. Teachers have the right, but not the obligation to monitor student online activity as needed to keep students on-task and successful.

This classroom management software is in addition to web filtering software, which monitors and restricts student access to inappropriate websites on all devices at all times, on and off-campus.

We strongly recommend students DO NOT sync their Parkland Google accounts (@parklandsd.net) to Chrome profiles on personally-owned devices, which will enable the district’s web-filtering and classroom management extensions. Students may access their Parkland accounts on personal devices without loading these extensions simply by visiting the Clever Portal at <http://clever.parklandsd.org> and signing in without syncing their Chrome profile.

## **6.0 ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN EDUCATION SUMMARY of POLICY #815.3**

Parkland School District's Acceptable Use of Generative Artificial Intelligence In Education consists of ten sections: Purpose, Authority, Definitions, Delegation of Responsibility, Guidelines, Ethical Considerations, Academic Integrity, Copyright, AI-Generated Content Verification, and Consequences for Inappropriate Use.

### **Purpose**

The district recognizes the potential that Generative Artificial Intelligence (Generative AI) offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support a dynamic working and learning experience. This policy addresses guidelines for the proper management and responsible use of Generative AI in the district's educational environment.

### **Authority**

The Board directs that the use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and student expression.

### **Definitions**

**AI literacy** – the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.

**Artificial Intelligence (AI)** – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.

**Generative Artificial Intelligence (Generative AI)** – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data. Generative AI is the focus of this policy.

**Open-source AI** – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the district.

## **Delegation of Responsibility**

The district shall make every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The effective integration of Generative AI into education requires a collaborative effort between administration, teachers, staff, students and families. The district shall inform staff, students, parents/guardians and other users about this policy by posting on the district website and by other efficient methods.

Generative AI tools and resources used in district schools and programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by the Superintendent and/or designee.

The Board directs that only district-authorized Generative AI tools and resources may be used on district computers and in district schools and programs. Staff shall consult the district's list of authorized Generative AI tools and resources prior to implementation in the educational environment. Unauthorized Generative

AI tools and resources may not adhere to required data privacy, monitoring and security standards.

## **Guidelines**

The district shall provide training for students, which may include, but not be limited to:

- Establishment of expectations regarding the ethical use of Generative AI.
- The capabilities and limitations of Generative AI.
- Critical analysis of content produced by Generative AI.
- How to disclose use and cite Generative AI resources.
- The importance of not disclosing personally identifiable information when using an open-source Generative AI tool or resource.

## **Ethical Considerations**

The district shall only authorize Generative AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing the district's prohibitions against discrimination, harassment, bullying, bias and access to sexually explicit materials, or those which are harmful to minors or prohibited by Board policy.

## **Academic Integrity**

The use of Generative AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of Generative AI in assignments and assessments.

Students shall receive training and be expected to appropriately cite original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others. A Generative AI resource shall be cited when the system's generated content is quoted, paraphrased or otherwise used in the student's work. Lack of citation to AI generated work improperly implies that the work is entirely that of the student.

The Board permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.

### **Copyright**

Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.

### **AI-Generated Content Verification**

Individuals using Generative AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. Generative AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Students should critically evaluate content produced by Generative AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

### **Consequences for Inappropriate Use**

Failure to comply with this policy or district rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities. Students must immediately report any violations or suspicious activity to the building principal.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts. Illegal use of Generative AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution. This policy shall also apply to student conduct that occurs off school property or during non school hours to the same extent as provided in Board policy on student discipline.

# DISTRICT SCHOOL BUS POLICIES

## Student Conduct on Buses

Considering that a bus is an extension of the classroom, the district requires students to conduct themselves on school buses in accordance with the Code of Student Conduct established for student behavior in schools and on district property.

While the law requires the district to provide student transportation, it does not relieve the parents/guardians of students from the responsibility of supervision until the time the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

The driver has authority over and responsibility for all students on the bus from the point of pick up to the point of discharge, and students are responsible to adhere to his/her directions and instructions.

**To assist with the maintenance of discipline and to enhance security, school buses and school vehicles may be equipped with audio recording and video recording equipment.**

The building principal will determine and administer disciplinary action; alert staff in cases of a bus delay, emergency or accident; and advise the Transportation Supervisor of delayed arrivals.

Students will be informed annually regarding the authority of the bus driver and the rules for student conduct on buses.

## Rules for Student Conduct

In addition to the established Code of Student Conduct, the rules for student conduct on school buses require that students will:

- Obey and cooperate with the driver. Observe rules of good citizenship and respect private property while waiting for the bus at the designated stop.
- Be on time at the designated bus stop and wait until the bus comes to a complete stop before attempting to enter.
- Be courteous to fellow students and the driver.
- Remain seated while the bus is in motion.
- Talk in normal inside voices and not talk to or disturb the driver.
- Keep head and hands inside the bus at all times.
- Be responsible for any damage to the bus.
- Not litter the bus nor throw anything out the windows.
- Not engage in horseplay on or around the bus.
- Not eat or use profanity.
- Not leave books, lunches or personal property on the bus.

- Not bring sharp or blunt instruments not in a proper container on the bus.
- Not put items in the aisle, including back packs, instruments, athletic gear, etc.
- Cross in front of the bus on departure after the bus has stopped completely and the driver has signaled students.
- Students are allowed to bring eBook readers (i.e. Kindles, Nooks, iPads) to school. These devices must measure at least 7 inches diagonally, and a signed parental consent form must be on file for the district. Students are allowed to use these devices on the bus ride to and from school. As per the Acceptable Use Policy, Parkland School District is not responsible for lost, stolen, or damaged personal electronic items.

## Video Recording on District Buses

### **Purpose**

This policy authorizes the use of video and audio recording devices (herein sometimes called “cameras” or “recordings”) on school district buses and vehicles for discipline and security purposes. The school district’s use of cameras for recording audio and video shall be consistent with federal and state law.

### **Definitions**

#### ***Official School District Purpose***

Means the safety and security of all persons on school district property, the protection of school district property, the detection or deterrence of criminal offenses on school district property, the monitoring of inappropriate conduct of students or staff for disciplinary purposes, the enforcement of school district policy, rules and procedures, and the protection against inappropriate conduct by others on school district property.

#### ***School Bus***

Means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of elementary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

#### ***School Vehicle***

Means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of elementary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

**Authority**

The Pennsylvania School Code and the Pennsylvania Department of Education regulations grant school boards authority to adopt and enforce reasonable rules and regulations as the Board may deem necessary and proper regarding the management of its school affairs and the conduct and deportment of all employees and pupils attending the district schools including the time necessarily spent in coming to and returning from school. The Wiretap and Electronic Surveillance Act – 18. Pa. C.S.A. Sec. 5704 authorizes the interception of oral communications for disciplinary or security purposes on a school bus or school vehicle, as those terms are defined in 75 Pa. C.S.A. Sec. 102 (relating to definitions), if certain conditions set forth in the Act are met.

**ACT 65 Unauthorized School Bus Entry**

A person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime, disrupt or interfere with the driver, or refuses to leave the bus after being ordered to do so by the driver commits a misdemeanor of the third degree.

# STUDENT SERVICES

## Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Parkland School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Parkland School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Parkland School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Parkland School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15 of the current school year.

## Student Records Policy

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the building principal or director of student services a written request that identifies the record(s) they wish to inspect. The school official will

make arrangements for access and notify the parent of eligible students of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal or director of student services and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

The records of each student with an exceptionality (special education) are reviewed at the end of each school year. Information the district no longer deems necessary to provide appropriate programming is discarded. Parents may claim discarded records by contacting the director of student services (610-351-5555) prior to June 1 each school year. Copies are available at a cost of 25 cents per page. For information about those policies and procedures, about rights of confidentiality and access to educational records, as well as for further information on rights of parents and children, provision of services, evaluation and screening, you may contact in writing the Director of Student

Services, 1210 Springhouse Road, Allentown, PA 18104, or any building principal.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information.

## **Programs for Students with Special Needs**

In compliance with state and federal law, notice is hereby given by the Parkland School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following school-age disability categories: Autism; Deaf-blindness; Deafness; Emotional disturbance; Hearing impairment; Intellectual disability; Multiple disabilities; Orthopedic impairment; Other health impairment; Specific learning disability; Speech or language impairment; Traumatic brain injury; Visual impairment; Mentally gifted.

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. Early intervention services are available for young children (age 3 to school age.) You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening should be made in writing to Dr. Matthew Carlson, Director of Student Services, 1210 Springhouse Road, Allentown, PA 18104.

## **Child Find**

The school district engages in numerous public awareness activities to alert residents about procedures for accessing special education programs. Public awareness activities are included in the district activities calendar, the district newsletter, and the newspaper (2 times per year). In addition, flyers and brochures are given to each of the non-public schools within Parkland School District borders. The district also sends a letter to each family in non-public schools, making them aware of their ability to access evaluations for special education.

## **District Policy Regarding Non-Discrimination - Qualified Students with Disabilities**

The board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education. This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and co-curricular and non-curricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws regulations.

## **Accessibility & Accommodations**

In compliance with state and federal law, the Parkland School District will provide to each student eligible under PA Code Chapter 15, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. To qualify under PA Code Chapter 15, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections under PA Code Chapter 15 are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services under PA Code Chapter 15, contact Dr. Matthew Carlson, Director of Student Services, at 610-351-5555.

All district schools provide accessibility for people with disabilities. Adults with disabilities who wish to visit or utilize school facilities should contact the appropriate building principal for information. General questions regarding the accessibility of school facilities for individuals with disabilities should be directed to the Office of the Assistant Superintendent at 610-351-5505.

# **Section 504 of the Rehabilitation Act and PA code**

## **Chapter 15**

In compliance with state and federal law, such as Section 504 of the Rehabilitation Act and PA Code Chapter 15, the Parkland School District will provide to eligible student with a disability, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and co- and non-curricular activities to the maximum extent appropriate to the student's abilities. To qualify, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to some aspect of the school program.

These services are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services under Section 504 and PA Code Chapter 15, contact the Director of Student Services at 610-351-5555.

## **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

Parkland School District will notify you and obtain consent or allow you to opt your child out of participation in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (a.k.a. protected information surveys):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
- Religious practices, affiliations or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Parents/guardians may receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam

or screening permitted or required under State law

- Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Parents/guardians may inspect, upon request and before administration or use:

- Protected information surveys or students
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
- Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parkland School district will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parkland School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Parkland School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Parkland School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## Homeless Rights

The McKinney-Vento Homeless Assistance Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

Students in homeless situations have the right to:

- Be identified as homeless and received Title I services
- Be immediately enrolled in school despite their unstable housing situation and despite their inability to produce documents ordinarily required of students who have a permanent residence
- Receive assistance in procuring school records
- Be allowed to stay in the school they attended when they became homeless or the school in which they were last enrolled (called school of origin)
- Be transported from their current place of residence to the school of origin to reduce the need for them to transfer from school to school
- Receive free school breakfast and lunch
- Receive referrals to medical, mental health, dental, and other appropriate services
- Receive assistance in acquiring school supplies, standard dress or uniforms, backpacks, and other provisions needed to succeed in school.

For more information or questions regarding the McKinney-Vento Homeless Assistance Act or its provisions, please contact the Parkland School District Homeless Liaison: Dr. Michelle Minotti (610)351-5524.



## **Cetronia**

610-351-5860

FAX 610-351-5869

3635 Broadway

Allentown, PA 18104

James P. Giaquinto, Ed.D., Principal

## **Fogelsville**

610-351-5800

FAX 610-351-5809

312 S. Route 100

Breinigsville, PA 18031

Lisa Lesko, Principal

## **Fred J. Jaindl**

610-351-5880

FAX 610-351-5889

1051 Weilers Road

Breinigsville, PA 18031

Jeffrey A. Bartman, Principal

## **Ironton**

610-351-5810

FAX 610-351-5819

3135 Levans Road

Coplay, PA 18037

Robert L. Holmes, Principal

## **Kernsville**

610-351-5840

FAX 610-351-5849

5051 Kernsville Rd.

Orefield, PA 18069

Michael F. Gehringer, Principal

## **Kratzer**

610-351-5820

FAX 610-351-5829

2200 Huckleberry Rd.

Allentown, PA 18104

Karen M. Aulisio , Principal

## **Parkway Manor**

610-351-5850

FAX 610-351-5859

768 Parkway Rd.

Allentown, PA 18104

Scott A. Bartman, Principal

Kristen Madiera, Dean of Students

## **Schnecksville**

610-351-5830

FAX 610-351-5839

4260 Sand Spring Rd.

Schnecksville, PA 18078

Justina Verile, Principal

## **Veterans Memorial**

610-351-5540

FAX 610-351-5539

250 Twin Ponds Road

Breinigsville, PA 18031

Karen B. Dopera, Principal