Burgettstown Area Elementary Center

100 Bavington Road
Burgettstown, PA 15021
Telephone: 724.947.8150
Fax: 724.947.8143
Website: http://www.burgettstown.k12.pa.us

Student Handbook 2025 - 2026

Mrs. Melissa M. Mankey, Elementary Principal
Email: mmankey@burgettstown.k12.pa.us

Ms. Carol Mader - School Secretary
Email: cmader@burgettstown.k12.pa.us

Mrs. Cindy Lonick - Attendance Secretary
Email: clonick@burgettstown.k12.pa.us

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At Burgettstown, we believe...

Mission Statement

We, at Burgettstown Area School District, aim to create a better everyday life for students by empowering them to develop a curiosity for learning while discovering their interests.

Vision Statement

Within a nurturing and supportive school community, Burgettstown Area School District's students will become confident, future-focused, life-long learners who proudly provide meaningful contributions to society.

BURGETTSTOWN AREA ELEMENTARY CENTER

100 Bavington Road, Burgettstown, PA 15021
Telephone: 724.947.8150
Website: http://www.burgettstown.k12.pa.us
Melissa M. Mankey, **Principal** Email: mmankey@burgettstown.k12.pa.us

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Dear Families of BAEC:

Thank you for reviewing the revised edition of our student handbook. It is important that we have a common understanding of the Burgettstown Area School District's procedures in an effort to ensure learning and safety of our students.

This handbook is intended to be a general summary of the Burgettstown Area School District policies, guidelines, rules, regulations, and practices. It is not intended to be all-inclusive and is subject to change. The policies, guidelines, rules, regulations and practices are more fully set forth in the Burgettstown Area School District policies adopted by the Board of School Directors. A copy of the policies are available for review in the Central Administration Office and are available on the District's website www.burgettstown.k12.pa.us under the heading "Our District."

We continually evaluate programs, activities, and procedures to make our school a safe, positive learning environment for all of our students. Please continue to check the school's website, building newsletters, your email, or CLASS DOJO app, etc. for updates. Please note that important newsletters from the school are typically sent home on blue paper so that they can be easily identified by you. We also share positive school news on Facebook @BASDNews. Changes to the handbook are found in bold print.

Once you have read this handbook, please review it with your child or children. All homeroom teachers and administrators review procedures from this handbook with our students at the start of school and throughout the year as well.

We appreciate your cooperation and support to make the Burgettstown Area Elementary Center **a school where learning takes you places and builds future world changers!**

Sincerely,
The Faculty and Administration of the
Burgettstown Area Elementary Center

BURGETTSTOWN AREA SCHOOL DISTRICT

Contact Information

Superintendent's Office	724-947-8136
Business Office	724-947-8136
Elementary Office	724-947-8150
Elementary Guidance Office	724-947-8150
Middle/High School	724-947-8100
Bus Garage	724-947-8148
Special Education Office	724-947-8104
Cafeteria Office	724-947-8112

District Personnel

Dr. Stephen Puskar	Superintendent of Schools
Mrs. Marci Campa	Secretary to the Supt. and School Board
Mrs. Melissa Ferencuha	**Assistant Superintendent**
Ms. Jamie O'Donnell	Business Manager
Mr. Craig Zeigler	Director of Facilities
Mr. Hal Minford	Director of Food Services
TBD	Transportation Director
TBD	Athletic Director
Mrs. Maria Shaffer	Supervisor of Special Education
Mrs. Lydia Stoner	Special Education Secretary
Mrs. Melissa Mankey	Elementary Principal
Ms. Carol Mader	Elementary School Secretary
Mrs. Cindy Lonick	Elementary Attendance Secretary
Mr. Shaun Cooke	Middle High School Principal
Mrs. Cheryl Christy	Middle High School Secretary
Mrs. Maria Shaffer	Middle High School Assistant Principal
Ms. Debbie Buxton	Middle High School Secretary
Mrs. Rena Thomas	Middle High School Attendance Secretary
Mrs. Tiarre Bowersock	Middle High School Guidance Secretary

Board of Education

Mrs. Carrie Lonick-Snatchko	President
Mr. Zachary Schilinski	Vice President
Mr. William Price	Treasurer
Mrs. Amy Lemmon	School Board Member
Mr. Robert Lonick	School Board Member
Mr. Chris Matalik	School Board Member
Mrs. Melissa Secco	School Board Member
Mr. Nick Tasz	School Board Member
Mrs. Teresa Walsh	School Board Member

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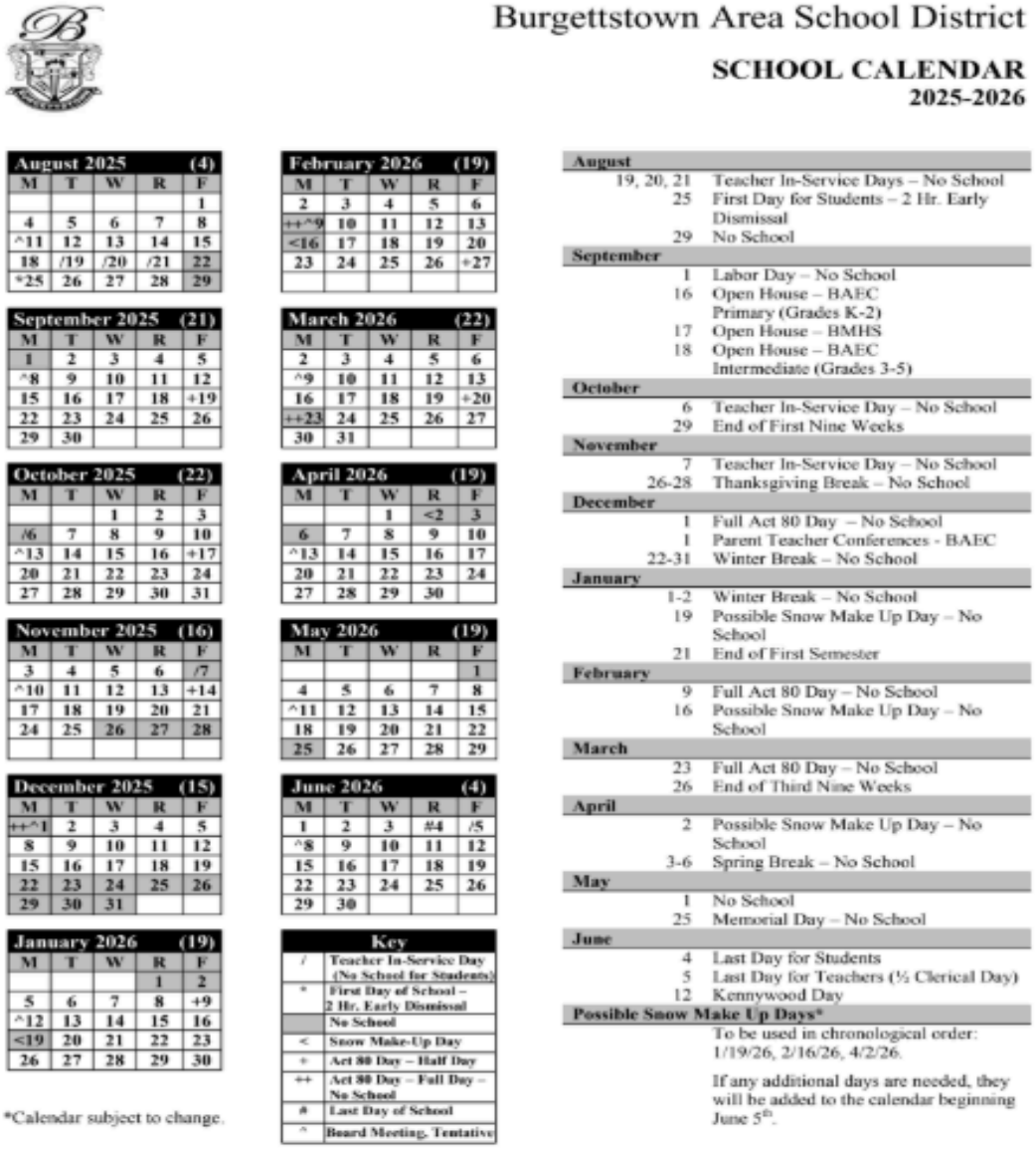
It is the policy of the Burgettstown Area School district not to discriminate on the basis of sex, race, and national origin, in its educational and vocational programs and activities, or employment as required by Title IX, Section 405 and Title IV.

Burgettstown Area Elementary Center Faculty

Kindergarten	
Mrs. Tabitha Baker	Kindergarten
Mrs. Brittani Crabb	Kindergarten
Mrs. Katie Dhans	Kindergarten
Mrs. Sheri Kozares	Kindergarten
First Grade	
Mrs. Paula Brady	First Grade
Mrs. Jessica Koonse	First Grade
Mrs. Julie Leonard	First Grade
Mrs. Jeannette Lucas	First Grade
Second Grade	
Mrs. Melinda Boling	Second Grade
Miss Kiersten Dyer	Second Grade
Dr. Evie Leap	Second Grade
Mrs. Toni Ann Tasz	Second Grade
Third Grade	
Mrs. Dawn Baloga	Third Grade
Mrs. Anita Boni	Third Grade
Mrs. Michelle Read	Third Grade
Mrs. Brittany Scariot	Third Grade
Fourth Grade	
Mrs. Andrea Grubb	Fourth Grade
Mr. Robert Hughes	Fourth Grade
Ms. Julia Marshall	Fourth Grade
Mr. Lucas Rendulic	Fourth Grade
Fifth Grade	
Mr. Chris Foster	Fifth Grade
Mrs. Stacey Karas	Fifth Grade
Mrs. Brianne Sieg	Fifth Grade
Mrs. Rhonda Spitak	Fifth Grade
Special Area Faculty	
Mrs. Heidi Betschart	General Music
Mr. Nathan Campa	Physical Education
Mrs. Lauren Koratich	Library Media Specialist
Ms. Kathie Knouse	Information Technology
Mr. John Sargent	Art
Learning Support	
	rt
Miss Meghan Carr	Learning Support
Mrs. Caitling Hartung	Learning Support
Ms. Emma Mianulli	Learning Support
Mrs. Amanda Suica	Learning Support
Ms. Marissa Stenglein	Autistic Support
Ms. Mary Barliakos	Gifted Coordinator K - 12
Ms. Caitlin Warner	ESL Teacher

Burgettstown Area Elementary Center Faculty

Title I	
Mrs. Heather Shaffer	Title I
Mrs. Alissa Nardone	Title I
Mrs. April Egal	Reading Specialist
School Nurse	
Miss Rachel Miller	School Nurse
School Counselor	
Ms. Jessica Grasha	School Counselor
School Psychologist	
Mrs. Amy DiLiscia	School Psychologist
Speech	
Mrs. Jacqueline Martello	Speech-Language Pathologist
Mrs. Emily Mitchell	Speech-Language Pathologist
Secretaries	
Ms. Carol Mader	BAEC Secretary
Mrs. Cindy Lonick	BAEC Attendance Secretary
Mrs. Melissa Kotouch	Secretary
Paraprofessionals	
Mrs. Dee Dee Brown	Paraprofessional
Mrs. Brittany Farrell	Paraprofessional
Ms. Kelly Johnson	Paraprofessional
Mrs. Chantil Martin	Paraprofessional
Mrs. Jesika Roman - Yates	Paraprofessional
Mrs. Denise Zimbicki	Paraprofessional
Cafeteria Staff	
Mrs. Tanya Inman	Cafeteria
Mrs. Shauna Johnston	Cafeteria
Mrs. Louise Schwab	Cafeteria
TBD	Cafeteria
Lunch Monitors	
Mrs. Robin Eror	Lunch Monitor
Mrs. Maria Kelly-Manko	Lunch Monitor
Custodial & Maintenance Staff	
Mr. Don Ware	Maintenance
Mrs. Nancy Horton	Custodian
Mr. Calvin (Mick) Boling	Custodian
Ms. Judy Toomey	Custodian
Ms. Daniell Stevens	Custodian
Transportation Maintenance Staff	
TBD	Inspector Mechanic



Burgettstown Area School District

SCHOOL CALENDAR
2025-2026

August 2025				(4)
M	T	W	R	F
				1
4	5	6	7	8
^11	12	13	14	15
18	/19	/20	/21	22
*25	26	27	28	29

September 2025				(21)
M	T	W	R	F
1	2	3	4	5
^8	9	10	11	12
15	16	17	18	+19
22	23	24	25	26
29	30			

October 2025				(22)
M	T	W	R	F
		1	2	3
/6	7	8	9	10
^13	14	15	16	+17
20	21	22	23	24
27	28	29	30	31

November 2025				(16)
M	T	W	R	F
3	4	5	6	/7
^10	11	12	13	+14
17	18	19	20	21
24	25	26	27	28

December 2025				(15)
M	T	W	R	F
++^1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2026				(19)
M	T	W	R	F
			1	2
5	6	7	8	+9
^12	13	14	15	16
<19	20	21	22	23
26	27	28	29	30

*Calendar subject to change.

February 2026				(19)
M	T	W	R	F
2	3	4	5	6
++^9	10	11	12	13
<16	17	18	19	20
23	24	25	26	+27

March 2026				(22)
M	T	W	R	F
2	3	4	5	6
^9	10	11	12	13
16	17	18	19	+20
++23	24	25	26	27
30	31			

April 2026				(19)
M	T	W	R	F
		1	<2	3
6	7	8	9	10
^13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026				(19)
M	T	W	R	F
				1
4	5	6	7	8
^11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026				(4)
M	T	W	R	F
1	2	3	#4	/5
^8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Key	
/	Teacher In-Service Day (No School for Students)
*	First Day of School – 2 Hr. Early Dismissal
	No School
<	Snow Make-Up Day
+	Act 80 Day – Half Day
++	Act 80 Day – Full Day – No School
#	Last Day of School
^	Board Meeting, Tentative

August	
19, 20, 21	Teacher In-Service Days – No School
25	First Day for Students – 2 Hr. Early Dismissal
29	No School
September	
1	Labor Day – No School
16	Open House – BAEC Primary (Grades K-2)
17	Open House – BMHS
18	Open House – BAEC Intermediate (Grades 3-5)
October	
6	Teacher In-Service Day – No School
29	End of First Nine Weeks
November	
7	Teacher In-Service Day – No School
26-28	Thanksgiving Break – No School
December	
1	Full Act 80 Day – No School
1	Parent Teacher Conferences - BAEC
22-31	Winter Break – No School
January	
1-2	Winter Break – No School
19	Possible Snow Make Up Day – No School
21	End of First Semester
February	
9	Full Act 80 Day – No School
16	Possible Snow Make Up Day – No School
March	
23	Full Act 80 Day – No School
26	End of Third Nine Weeks
April	
2	Possible Snow Make Up Day – No School
3-6	Spring Break – No School
May	
1	No School
25	Memorial Day – No School
June	
4	Last Day for Students
5	Last Day for Teachers (½ Clerical Day)
12	Kennywood Day
Possible Snow Make Up Days*	
	To be used in chronological order: 1/19/26, 2/16/26, 4/2/26.
	If any additional days are needed, they will be added to the calendar beginning June 5th.

100 Bavington Road | Burgettstown, PA 15021-2730

Adopted: 2/10 /25, Rev. 4/14/25

As school is canceled throughout the year due to snow days, etc., this calendar may change. The most recent calendar is posted on our district's website.

Daily Schedule

Student Arrival

7:30 AM – 8:30 AM	Morning Supervision provided per **cost of $5.00 per child/family.** Breakfast is not included.
8:30 AM – 9:00 AM	Parents may drop off students after 8:30 A.M.
8:30 AM – 8:50 AM	Buses arrive to drop off students for school.
8:55 AM – 9:00 AM	Attendance, Lunch Count, Morning Announcements
9:00 AM – **3:30 PM**	Instruction
3:30 PM	Dismissal
9:01 AM	Tardy ***Tardy is counted against school attendance.

Student Dismissal

3:30 PM – 3:45 PM	All bus students are dismissed prior to the pick-up of students.

Drop-off & Pick-Up Procedures

Student safety is paramount and in order to try and achieve this goal, the following procedures are set forth. Students being driven to school are to be dropped off between 8:30 AM - 9:00 AM in the circle drive. Please do not park in the circle drive and walk your child into the school; this stops the flow of traffic. Parking is available in the upper parking lot. Spaces are labeled with Visitor Parking. Buses drop off students in front of the elementary center. Students are to enter the school through the main front entrance.

At the end of the day, all of the school buses line up in front of the elementary center and fill the elementary parking lot for dismissal. Students are dismissed to their school buses via the PA system. Parents who pick up their children are not to arrive any earlier than 3:30 PM and they are to form a line of vehicles around the Middle/High School (M/HS) while waiting for elementary dismissal. Campus police will direct traffic. While waiting in the elementary traffic line for student dismissal, please do not block the M/HS teacher parking lot in front of the bus garage. Keep a traffic lane open in case an emergency vehicle needs to enter campus. Once the buses leave the elementary campus at 3:45 PM, the cars will be signaled to enter the elementary lot. The cars line up single file in rows and are required to shut off their engines. Once the cars are parked and the engines shut off, the pick-up students are dismissed from inside the lobby of the school.

If you need to pick up your child in the office at 3:30 PM, you are to have documentation as to the reason it is necessary to circumvent the outdoor parent pick-up line. We ask for your cooperation in utilizing the parent pick-up line outside to keep our office less congested with visitors so that we may focus on exiting our student body safely at 3:30 PM.

If your student is a bus rider and you decide to pick up your child from BAEC at dismissal time, you are required to send a note to BAEC. If a parental note is not present notifying the school, then the school will place the student on the school bus to ride home. If you will be picking up your child each and every day of the year, we need notification in writing of your plan. Then you will not need to write a daily note to the teacher. **With any changes in transportation, please write a note or call the school secretaries at 724.947.8150. Please do not email teachers or send a message through class dojo.**

Morning Supervision

Morning Supervision is available from 7:30 AM through 8:30 AM for a cost of $5.00 per child/family per day. Checks may be made payable to Burgettstown Area School District. If you drop your child off at any time before the first-morning bus arrives, the cost is $5.00 per child/family. Breakfast is available starting at 8:30 AM. Menus are posted on the school's website. When there is a two-hour delay, morning supervision is not available and breakfast is not served.

BURGETTSTOWN AREA SCHOOL DISTRICT
ATTENDANCE

PURPOSE

The Burgettstown Area School District Board of School Directors believes that regular attendance in the classroom is conducive to learning and that frequent absence of pupils from regular classes disrupt the continuity of the instructional process. The school cannot teach students who are not present. Poor attendance limits accomplishments and reinforces a habit that will handicap the individual in future education or employment. Therefore, the Burgettstown Board of Directors requires the regular attendance of all school-age students all day each day that school is in session.

AUTHORITY

The Public School Code of the Commonwealth of Pennsylvania requires the regular attendance of all pupils in the public schools. These requirements are found in Sections 1326, 1327 and 1329 of the Pennsylvania School Code.

Absence Referral Process

There shall be a distinction between what shall be termed **Excused** and **Unexcused Absences.**

Excused Absences

Excused Absences will include the following:

1. Illness as certified by a written explanation signed by a licensed practitioner of the healing arts
2. Quarantine.
3. Death in the Family,
4. Impassable Roads,
5. Religious Holidays as certified by a written explanation signed by the student's minister.
6. Urgent Reasons, which shall be strictly construed and do not permit irregular attendance.
7. Sent home by the school nurse.

A written excuse is due to the office within three (3) days of a student's absence.

A student can only miss 10 days with written parental excuses. After ten (10) days of excuses written by a parent, a medical practitioner's excuse is due for any further absences. Following ten (10) days of excused absences, a letter will be sent to parents/guardians requiring a medical practitioner's excuse for any further absences.

Unexcused Absences

Unexcused Absences will include absence for any reason not listed under excused absences. In addition, any absence which is not verified by a written excuse within three (3) school days of return will be considered an unexcused absence.

Following each day of unexcused absence, the school will send an official notice of the child's unexcused absence to the parents/guardians.

After the third unexcused absence, the school counselor will make every attempt to call the family to discuss the absences. A truancy referral may also be made to Blueprints, a county agency that works with families to help resolve truancy. The agency will contact the family to discuss a Truancy Elimination Plan (TEP) to resolve truant behavior.

Following three (3) days of unexcused absence, the school will send an official notice of the child's third illegal absence to the parents/guardians by certified mail and contact the family to set up a truancy hearing to be held at BAEC with school personnel and may include the truancy liaison from the agency named Blueprints.

During the hearing at BAEC, it may be determined that the child has violated the compulsory attendance requirements, and advise the parent/guardian that a Private Criminal Complaint will immediately be sent to the magisterial district judge.

If a child is unlawfully absent again at any point within the school year, another official notice of unlawful absence will be sent home. The purpose of this correspondence is to inform the child's parent/guardian that the compulsory attendance requirements have been violated, and advise the parent/guardian that a Private Criminal Complaint will immediately be sent to the magisterial district judge. If after the Private Criminal Complaint has been submitted to the Magisterial Judge, the student continues to be unlawfully absent, the school will complete another Private Criminal Complaint form to be filed with the Magisterial Judge. This process will continue if the child continues to be truant.

HALF-DAY ABSENCES

A student will be charged with one-half day absence under the following conditions: Early dismissals are discouraged by the district and shall be only approved for documented reasons such as doctors or dental appointments. Other reasons for dismissal must have prior approval from the building principal.

A. A student arrives at school after the first hour of school.
B. Student departs school one hour before the end of the day.
C. The student is tardy or leaves school early for a total of four (4) times without a medical excuse.

FULL-DAY ABSENCES

Students who arrive after **12:15 PM** will be charged with a full day of absence.

ABSENCES

When a student is absent, the principal or his/her designee may call the student's home to verify the absence. Our phone notification system calls the home of an absent

student automatically via telephone when a student is entered into our attendance computer program as absent. This is to notify parents that their children are not in attendance.

DUE DATE FOR WRITTEN EXCUSES

1. Written parent excuses and medical excuses are due at the time of the student's return to school and are to be given to his/her homeroom teacher.
2. A grace period of three (3) days to submit the excuses will be extended to parents and students. Absences for which excuses are not received after three (3) days will be considered unexcused absences. Please be timely in returning excuses.

RELEASING STUDENTS DURING SCHOOL HOURS

Photo ID will be required to pick up your child. Students will be dismissed from the elementary office or from the nurse's office.

Early dismissals are discouraged by the district and shall only be approved for documented reasons such as a doctor's or dental appointment, etc.

Early dismissal notification should be written explaining the reason with the date and time you will pick up your child. The excuse from the doctor/dentist must be brought to school and turned into the homeroom teacher/office upon the student's return to school. If the release is unexpected, the parent should call the school as to the time of pick up; so the school can make the necessary dismissal arrangements.

Any school employee may refuse to release a child from school if proper arrangements have not been made in advance, or if the adult calling for the child is not known to the school staff. This procedure is to protect the child.

Take Your Child to Work Day

As a District, we do not participate in this program. It is expected for your child to attend school for instruction.

Health Services

Physical examinations are required upon original entry into school and in grades 6 and 11. These are done by the school physician or may be done by the student's family physician if desired. A form is sent to the private physician and must be returned to school. **Dental screenings** are done upon original entry, grade 3, and grade 7. This is done by the school dentist or by your own family dentist if preferred. A form from the family dentist must be returned to the school nurse. **Hearing tests** are administered in grades K, 1, 2, 3, 7 and 11 (by the school nurse). The hearing tests are also done for those who are new in the school or have a hearing problem. Each school year, the school nurse will screen the **students' height/weight and vision** (close and far vision). Parents will receive notice of the screening results and notification of the Body Mass Index will be mailed home. If Body Mass Index is above the 95th or below the 5th percentile, the parent will be notified and will be advised to consult the family doctor.

Scoliosis (curvature of the spine) screenings are required for students in grades 6 -8 to be done by the school nurse. Parents are notified if a child fails a vision and/or hearing test, and are expected to follow up by having the child seen by a vision or hearing specialist. Parents are urged to notify the school in writing when a child has a special health problem. This will assist the teacher to deal with the problem in the best possible way. School activities may have to be adjusted to suit the child's needs.

Student Use of Medication at School

The Burgettstown Area School District revised the **Medications Policy** on January 20, 2014, and revised the **Over-The-Counter Medications Policy** on May 17, 2004. These policies will be attached to this handbook and are on the website.

The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions. The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.

Exclusion Requirements

Communicable diseases that are reasons to be excluded from school:
***Chicken Pox:** Until the crusts are dry; 7 - 10 days. Body temperature normal
***German Measles:** Four days from onset of rash. Body temperature normal
***Measles:** Four days from onset of rash. Body temperature normal
***Mumps:** Nine days from onset of swelling or until subsidence of swelling
Scarlet Fever: Not less than 7 days when no physician is in attendance. Body temperature should be normal or 24 hours after appropriate antimicrobial therapy. These pupils should have been seen by a doctor.
Acute Conjunctivitis (Pinkeye): 24 hours from institution of appropriate therapy

Pupils excluded because of conjunctivitis (pinkeye), pediculosis (head lice), scabies, ringworm, and impetigo, shall not be readmitted except with a certificate of recovery from a physician or until judged non-infective by the school nurse.

Parents are urged to call the school nurse if they have a question regarding whether or not to send their children to school or if there should be exclusion from school due to the communicability of the disease. Parents are urged to notify the school nurse about any health problems or follow-up care in order to meet the health needs of the student. You must leave a telephone number of a relative or friend who can contact you in the case of an emergency. Emergency cards are sent home each year to update the information so that the nurse can reach a parent when necessary. This card is important and should be returned to school as soon as possible.

Sunscreen Application

Act 105 of 2018 Sunscreen self-carry and self-apply was signed into law on October 24, 2018:

Parents and students must each submit a permission form to the school for a student to self-carry and self-apply sunscreen.
Students who are unable to self-apply sunscreen must have an order from the school physician or their primary care provider along with parental permission as with any other over-the-counter medication.

Health Office Anywhere

Burgettstown Area School District utlizes a program called Health Office Anywhere for school nursing health management and documentation.

Pupil Emergency Information Card

Pupil Emergency Information Cards are sent home at the start of each school year. It is essential that these cards are filled out completely and returned to school. All information on the cards will be kept confidential and be used only by appropriate school personnel. Parents are responsible for updating and reporting to the school any change of address, telephone number, or other pertinent information which occurs during the school term.

Please ensure that all phone numbers are updated regularly with the Office, so that the correct numbers are called by school personnel and the phone/email notification system.

School Delay, Closing, and Emergency Early Dismissal

There may be times when the school may be delayed, closed, or dismissed early due to weather conditions or some other circumstance. In such emergencies, the following radio and television stations will broadcast school information:

KDKA Channel 2 WTAE Channel 4 WPXI Channel 11 WJPA – 95.3 FM

School delays and closings are also posted on the Burgettstown Area School District website. It is the responsibility of the parents/guardians to have an alternative plan in place and have it communicated and understood by the child/children should there be an emergency early dismissal. Note: Breakfast will not be served when school is delayed. There is no morning supervision on delay days.

Phone/Email Messenger Notification System

We also use two notification services called **Finalsite** and ALMA Notifications that phone/email parents/guardians so that important information can be communicated quickly. We use the **Finalsite** messenger service/ALMA notification service to send educational announcements and reminders. Please ensure that all phone numbers/email addresses are updated regularly with the Office, so that the correct numbers are called by school personnel and the **Finalsite**/ALMA messenger notification system.

Fire and Emergency Evacuation Drills

Drills conducted at regular intervals are an important safety precaution. It is essential that when the fire alarm sounds, everyone obeys orders promptly and clears the building as quickly as possible. Fire drill exits are posted in each classroom and the teacher in each classroom will provide instructions to exit safely. When students are outside and away from the building, all students must remain with their teachers. Various faculty members carry walkie-talkies and first aid kits and we are in communication with each other at all times. We practice and instruct the students in fire drill procedures, severe weather drills, and **school security** drills and procedures.

School Security

In order to provide a safe and secure environment for students at the Burgettstown Area Elementary Center, the Board of Directors has hired a School Resource Officer. Signs are posted on campus alerting visitors that the facility is guarded by an armed police officer. The District may also hire security personnel.

A video security system is installed at the elementary center as well. It is posted that the school is monitored by video surveillance. The following protocol has been established for visitors:

1. Visitors to the school must have a valid reason for visiting the school.
2. Visitors to the school must enter the main door only.
3. Once visitors enter the school and wish to travel through the school building, they are to report to the office, sign in by submitting a valid driver's license or government-issued photo ID and receive a VISITOR'S badge through the RAPTOR Visitor Management System.

CLEARANCES for Volunteers

In order to volunteer at the school to work with/chaperone students, attend field trips, classroom parties, or the Champs Carnival, etc., three (3) background clearances are needed:

ACT 34: Criminal History Check: Fee: **$22.00** payable to Commonwealth of Pennsylvania (If you request them under the Volunteer section, there should be no charge.)

ACT 114: Fingerprinting Clearance: If you have lived in Pennsylvania for 10 years or more, you can sign a waiver instead of applying for the FBI fingerprinting clearances.

ACT 151: Child Abuse Background Check

Please visit our District Website, to locate information on Volunteer Clearances. You will find links to complete the clearances online. Once you have your clearances in hard copy, bring them to BAEC for review, once approved you will receive a Volunteer Card from the District. **Fee: $13.00**

Parent-Teacher Conference

The Parent-Teacher Conference is of great value to both the family and the teacher. Both parties are helped considerably by having an opportunity to get to know each other and to share information and insights that may enhance the student's school experience. Parent-Teacher conferences can be scheduled at any time during the school year. Please call the teacher in advance to schedule an appointment. The District does plan a conference day during the school year and it is noted on the school calendar.

Student Custody Issues

It is the responsibility of the parent(s) at the time of initial registration and/or at the time any custody change occurs to notify the school principal/school counselor/secretary of the circumstances regarding custody of the child. BAEC requires that parents of all newly enrolled students with custody issues complete the Child Custody section on the enrollment form.

If no custody orders are presented with written restrictions on individuals, it will be assumed that both parents have equal access to the child and all school records will be shared equally. Both parents will have access to all school records, reports, and information. We will honor specific court orders, court-approved custody agreements, and other appropriately written custody agreements; however, we reserve the right to request clarification on any of those documents. When custody is established by a Court, the school-parent relationship will be maintained consistent with the decision of the Court. A copy of the Court decision must be on file in the school.

Dress Code

BAEC is a totally air-conditioned school. All students in grades K-5 must navigate stairs and have access to playground equipment during outside recess and weekly physical education classes. Shorts may be worn at the start of the school year until October 15th or a designated date chosen by the building principal if the weather continues to be warm well into the fall season. They may be worn again starting April 15th to the end of the school year. The principal may, at any time, change these dates and permit shorts for special activities, weather changes, or improperly working air conditioning.

For health and safety reasons this guideline is designed to prevent accidents on the playground, student illness, and absenteeism from outside recess because of improper dress for weather conditions.

- Shorts must be of reasonable length and reasonably loose-fitting.
- Pants may not be low cut and at no time may undergarments be shown.
- Pants must also be no longer than the bottom of shoes to ensure safety.
- Torn clothing with holes revealing body areas is not permitted.
- Hats and headscarves for **students** are not permitted to be worn in the building unless approved by the principal.
- Shirts and tops must be long enough to tuck in pants or skirts.

At BAEC, we acknowledge that students range greatly in age, growth, and size. Appropriate dress for a 5-year-old may be significantly different than for a 12-year-old. To simplify this situation, our guidelines will state that no skin will be shown from a reasonable neckline to a reasonable and modest knee length. Shirts and tops must have some type of sleeve to at least include a cap sleeve. Cut-out, sleeveless, T-strap, or muscle shirts; halters, tank tops, or bare midriff tops; and see-through or mesh shirts are not permitted. At no time will clothing with inappropriate messages, words, or pictures be permitted that disrupts the learning environment.

Shoes at the elementary school should be appropriate for the age and activity of students. All students are recommended to wear regular style or athletic shoes properly tied or fastened. Only athletic shoes are permitted on the gym floor. Socks should be worn with shoes. It is recommended that elementary-aged students avoid sandals, backless shoes, or high heels. Flip-flop shoes are deemed unsafe in our elementary school due to students having to navigate stairwells, playground equipment, and steps on the school bus. Safe shoes are important. Navigating stairs and playground equipment and other physical activities in physical education classes may be unsafe with improper footwear. A student must remove loose jewelry during physical education classes or other activities to ensure safety.

A teacher or staff member may ask the student not to participate in an activity or physical education class if his/her clothing indicates a potential safety hazard. Parents should be alerted that students may be excluded from certain activities if the shoes and/or clothing appear unsafe.

It is recommended that temporary hair colors and tattoos be avoided. Fake dyes, hair coloring, or food coloring that is not permanent can cause damage to other students' personal clothing, person, or materials or to school property. Please do not send in clothes, shoes, etc., and pass them to families to take home. Please reserve this kind act for adults to manage outside of school or with the help of school personnel. Thank you.

Book and Equipment Responsibility

All school technology, textbooks, workbooks, and materials such as math manipulatives, library books, calculators, Chromebooks, etc. issued to students are to be kept unmarked, clean, and properly taken care of as directed. **Stickers are not permitted on Chromebooks**. Books should be covered. Any misplaced, lost, or damaged books, workbooks, library books, or classroom student materials supplied by the District must be reported to the child's teacher. Such neglect, loss, or damage will be the parent/guardian's financial responsibility. This includes any district-issued technology and replacement of a student's damaged or lost agenda.

Cell Phones & Electronics

The Board acknowledges that an orderly school environment is necessary for an effective instructional program to be performed. An orderly school environment does not include the use of electronic devices (cellular phones, gaming or music devices, telephone paging devices, e-readers, personal digital assistants, and Ipads) while on school grounds during the school day. The District shall not be liable for the loss, damage, or misuse of any personal electronic device brought to school by a student.

If a student carries a cell phone for transportation reasons, it is to remain off during the school day and be kept in the student's book bag. During PSSA testing as required by the State, cell phones are not permitted and must be secured by the teacher.

Students are not permitted to use school/classroom telephones unless in the case of an emergency with school personnel supervision.

Homework

As assigned, homework varies from grade to grade and depends on teaching methods used in each classroom. A child may be assigned homework to practice newly acquired skills, prepare in advance for a particular lesson, or extend the lesson through work beyond the classroom.

Students in Kindergarten – Grade 5 will use a folder for Home-School communication.
Students in Grade 2 – 5 will be using a student agenda/planner.

When absent, a student is to complete the missed assignments.
A simple guideline to remember is the following:
Student Absent One Day: One day is given to complete assignments.
Student Absent Two Days: Two days are given to complete assignments.
Student Absent Three Days: Three days are given to complete assignments.
Concerning longer periods of absence, it is highly advised that the parent contact the teacher to make plans for student completion of the missed classwork, assignments, and assessments. In most cases, the parent should be in touch with the attendance secretary, school nurse, and classroom teacher.

Email

The Burgettstown Area School District has an email address for all faculty members that can be used to communicate with parents who have access to the Internet and who wish to contact their children's teacher when connecting by phone is difficult because of work schedules, or one's availability to take – or make – phone calls. You may email directly to your child's teacher at your convenience and the teacher will be able to respond to your request for information as time permits. There are, however, several concerns and guidelines that we ask parents to consider when using email as a means of contacting teachers.

Parents may reach any professional staff member by using the person's first initial, last name, and Burgettstown's universal email address.
Example: **(first initial)(last name)@burgettstown.k12.pa.us**

GUIDELINES FOR EMAIL

E-mail is for non-emergency contact such as:

- Requesting information about a child's performance on a particular test or project, or classroom behavior.
- Requests for teacher contact to set up a parent conference.
- Requests for information regarding a particular long-term assignment.
- Requests for information about a particular district program.
- Requests for information about whom to contact regarding a particular problem or need.

Email should not be used for:

- Requests for daily or weekly reports on a child's progress. This will become overwhelming if several parents make similar requests.
- Emergency requests such as busing changes, student notification of changes in transportation plans from school, early dismissal requests, etc. Teachers cannot monitor email on a constant basis throughout the day **while instructing students.**
- Requests for information about any child other than those for whom one is legally responsible.

Please note: Email messages of an accusatory, threatening, or derogatory nature or those requesting unreasonable information or responses will be forwarded to District Administration/School Police.

Website

Our District website can be accessed by typing in the following address on your website browser: http://www.burgettstown.k12.pa.us.

Our elementary site can be accessed by going to the above site and clicking on the elementary center at the top **right** of the site when asked to select a school. Once you

click on elementary center, click on the tab labeled **Parent Resources**. Parent information can be accessed under this tab. Breakfast and lunch menus **are found on on the main page of the district site listed under School Menus.**

BASD Social Media Sites

Twitter: @BAECinAction Facebook: @BASDnews
According to Twitter, the minimum age for the usage of its service is age 13.
According to Snapchat, the minimum age for the usage of its service is age 13.
Facebook requires everyone to be at least 13 years old before they can create an account.
Class Dojo.com - Join our positive School Story by downloading the app on your iPhone or Android or by visiting the website. Locate us by finding Burgettstown Area Elementary Center. You can locate your child's teacher there too.

Cafeteria Food Service: 724.947.8150 x3320

Mr. Hal Minford is the food service director and his office can be reached at the above phone number.
If you are calling about your child's specific cafeteria account, please call 724.947.8100 and ask to speak to Mrs. Cheryl Christy.

MENUS
A cafeteria breakfast and lunch menu will be posted to the district website on a monthly basis. These can be found on the **on the district's main page under School Menus..**
Menus are subject to change without prior notice.

FOOD SERVICE PRICING:
******Please note that for the 2025-2026 school year, breakfast is free for all students. Lunch pricing is listed below.** If students are buying additional snacks or ice cream, then there is a charge for additional items.

Breakfast: **BREAKFAST IS FREE for the 2025 - 2026 school year.**
When not free, the prices for breakfast are below:
Full Paid Students: **$1.80** daily…..…**$9.00**/week Milk: $0.55
Reduced Students: $0.30 daily…..…$1.50/week

Lunch: Full Paid Students: **$2.80** daily…..…**$14.00**/week Milk: $0.55

Reduced Students: $0.40 daily…..…$2.00/week

Your student may give the cafeteria cashiers their monies. They will deposit it into your child's account. Please have the monies in an envelope marked with the following:
Student's Name Grade Homeroom Teacher

If you are writing a check, please make the check payable to BASD cafeteria. This process will help to deter lines at the cash register during student lunches and during the breakfast program.

SchoolCafe.com ACCESS: If you would like to open an account with the online portal, please go to our **elementary home page under parent resources and click on School Cafe.** It will walk you through the steps to create an account for your child. You will need to know your child's SCHOOL ID NUMBER which you can attain from our elementary office **at 724.947.8150.**

NATIONAL SCHOOL LUNCH PROGRAM

Many families may find it difficult to pay full price for breakfast and lunch. This is why the B.A.S.D. participates in this exceptional State and Federal Program. The application to request free or reduced breakfast/lunch can be downloaded from our district website: www.burgettstown.k12.pa.us. Households qualifying for this program should utilize the program. This program not only assists you and your children but all the students by keeping the cost of school breakfast and lunch as low as possible.

Applications for the National School Breakfast and Lunch Program should be completed and returned as soon as possible to the Cafeteria personnel. All information is confidential. All participating students must fill out a new application each year. New school year applications need to be completed at the start of the new school year. If you have any questions about filling out the application or the program itself, please call Mrs. Cheryl Christy at 724.947.8100. In the operation of the breakfast/lunch program, no child will be discriminated against because of race, sex, national origin, age, or handicap.

You may contact **Mr. Hal Minford**, Food Service Director, at any time about questions concerning our food service program. His email is **hminford@burgettstown.k12.pa.us.**

Student Conduct and Responsibilities

The Burgettstown Area School District employs the **Cooperative Discipline** behavior model at the elementary school level. The goal of the Cooperative Discipline program is to identify demonstrated proactive strategies teachers can use to influence students to **choose** responsible behavior. This program is an approach toward managing and motivating student behavior in a positive manner while teaching students to accept the consequences of their behavior.

School-Wide Code of Conduct

You will realize that you are a capable, connected, and contributing team member by following the general building rules:

- WE FOLLOW DIRECTIONS.
- WE ARE PREPARED FOR LEARNING.
- WE WILL KEEP OUR HANDS, FEET, and OBJECTS TO OURSELVES.
- WE ASK PERMISSION BEFORE WE LEAVE A CLASSROOM.
- WE WALK IN THE CLASSROOMS AND HALLWAYS.
- WE ALWAYS USE AN INDOOR VOICE INSIDE THE BUILDING.
- WE LEAVE OUR TOYS AT HOME.

  ***Unless the teacher permits toys for a special occasion.
- WE WEAR HATS IN THE BUILDING ONLY DURING PLANNED EVENTS.
- WE KEEP OUR ELECTRONICS AT HOME.
- WE KEEP OUR SCHOOL FREE FROM VANDALISM.
- WE WILL FOLLOW OUR CLASSROOM CODE OF CONDUCT AND THE PROCEDURES IN OTHER AREAS OF THE BUILDING.
- IN THE CAFETERIA, WE STAY IN OUR SEATS. WE RAISE OUR HANDS TO LEAVE OUR LUNCH TABLE. WE USE PROPER TABLE MANNERS and CLEAN OUR AREA WHEN FINISHED EATING. WE DO NOT SHARE FOOD.

Classroom Code of Conduct

During the first few days of school, teachers will present a Code of Conduct for their classrooms. This code will list the behaviors that will make the students feel capable, connected, and contributing members of the class. The classroom code of conduct lists the rules, positives, consequences, and severe behavior. Examples of severe behavior are fighting, vandalism, overt/extreme defiance, or behavior that stops the class from functioning.

Elementary Discipline Procedure

As part of the **Cooperative Discipline** program, each teacher will complete a behavior log that charts a student's misbehavior. If a student is in violation of the Code of Conduct, the following procedure should be followed making use of the strategies of the **Cooperative Discipline** model.

Verbal Warning:	Make student aware of the code of conduct violation.
Level 1:	5 Minute Time Out-Teacher Conferences with Student
Level 2:	10 Minute Time Out-Teacher Conferences with Student
Level 3:	15 Minute Time Out-Teacher Conferences with Student
Level 4:	20 Minute Time Out-Teacher Conferences with Student Parent notified by Teacher.
Level 5:	Time Out In Another Classroom-Parent notified by Teacher. Administration notified.
Level 6:	Administrative Intervention

Once the administrator is involved, the student may earn a time out with the principal and the parent will be notified. The administrator or designee reserves the right to bypass the disciplinary procedure above and issue more severe measures for extreme cases of unacceptable behavior.

Lunch Detention: A student may sit at a lunch table/desk by himself/herself during the lunch period.

After School Detention: The student can also earn after-school detention which will operate from 3:30 PM – 4:30 PM weekly on Tuesdays, Wednesdays, and Thursdays. The after-school detention will be supervised by a teacher and the student will be assigned work to complete during the session. After-school detention will begin promptly at the end of the school day at 3:30 PM. Parents/guardians are responsible for transportation home at 4:30 PM.

Saturday Detention sessions (Grades 3 – 5) can also be assigned by an administrator and will be held at the Middle/High School. Parents are responsible for transportation to and from the M/HS. Students will be assigned work and be supervised by a teacher.

Suspension from school may also result.

As always, we hope that parents will continue to support the efforts of the school in creating a positive and safe learning climate for students, free from disruption and misbehaviors.

THREATS

At the elementary level, it is important that you remind your child that there is no "joking excuse" accepted when a threat is made. Please instruct your child to not use the word "kill" in school. Any student making a **serious** threat to kill or harm another student will have disciplinary consequences.

WEAPONS – GUNS – KNIVES - (Look-Alikes)

At BAEC, weapons, including guns, knives, and look-alike toys are not permitted. Please instruct your children that taking any type of gun, knife, or simulated weapon to school is not permitted. It is the responsibility of the parents/guardians to check their children's book bags each day. If a weapon is discovered on school property, the police will be notified, and an investigation will follow. Discipline action may be imposed after an investigation. If a special needs student violates this policy additional procedures will be followed. **Students should refrain from using the words gun, weapon, knife, and bomb in school as the words are alarming to others.**

VAPES/E-Cigarettes: Please keep these devices out of reach of children. Often times, these devices are designed with colorful packaging that may attract the attention of children and could end up in a child's bookbag.

BASD Anti-Bullying Policy

The Burgettstown Area School District recognizes that a student's ability to learn, and the District's ability to safely educate students, is adversely affected by bullying. The School District seeks to avoid these adverse effects and maintain the safety of the school environment. School Board policy 249 Anti-Bullying can be accessed on the BASD website or a paper copy can be obtained by contacting our elementary office at 724-947-8150. Through our character education program, our goal is to prevent bullying behaviors and to teach students to respond when bullying occurs.

Character Education Program

Our faculty instructs character education using 7 Mindsets which is a comprehensive social and emotional learning solution designed to build a positive and productive school culture. We focus on teaching the skills associated with these mindsets.

Mindset #1: Everything is Possible
Mindset #2: Passion First
Mindset #3: We are Connected
Mindset #4: 100% Accountable
Mindset #5: Attitude of Gratitude
Mindset #6: Live to Give
Mindset #7: The Time is Now

They also teach character education using the Second-Step social-emotional learning program and Bully Prevention unit. K - 2 Teachers will instruct students by utilizing the story, Have you Filled Your Bucket Today? by Carol McCloud which encourages kindness towards others.

During the month of September, we focus on teaching the expectations for building procedures: cafeteria, hallway, playground, and bus ridership expectations.

We celebrate our students' development of these skills throughout the school year by hosting a culminating character education carnival at the end of the school year.

Bus Information

This message is from our Superintendent:
"Our buses are at maximum capacity. The higher loads mean we are not able to accommodate temporary bus change notes. All students must ride their assigned bus(es) to and from school. Parents are asked to plan accordingly. We appreciate your understanding."

Transportation Department

Safety is our main priority in the Transportation Department of the Burgettstown Area School District. We also strive to provide a transportation schedule that is both efficient and convenient. Answers to many of your questions regarding the operation of our school buses and transportation policies can be found here. Additional concerns and questions can be addressed to the **Transportation Director** at 724.947.8148. Burgettstown Area School District owns and operates its own fleet of school buses. We transport students to special, parochial, and private schools within a ten (10) mile radius of the district's borders on our own buses, along with contracting to a private carrier when necessary. Bus schedules are/have been carefully prepared to accommodate the transportation needs of the District. The times are approximate and subject to revision.

Bus Drivers

All school bus drivers in Pennsylvania must be certified and hold a current Commercial Driver's License (CDL). To become certified as a school bus driver, an individual must be at least eighteen (18) years of age, possess a valid commercial driver's license, pass a physical examination, attend at least fourteen (14) hours of classroom instruction, receive a minimum of six (6) hours of behind-the-wheel training, and pass a series of school bus driver's tests administered by the Pennsylvania Department of Transportation. To maintain certification a bus driver must pass an annual physical examination and every four (4) years, must attend seven (7) hours of classroom instructions, receive three (3) hours of behind-the-wheel refresher training and retake a school bus driver's test. Bus drivers are also subject to all background checks that are required for school staff, plus a background check on their driving record. Copies of yearly records of renewal of their School Bus endorsement, physical card, and CDL License for each driver are kept on file in the administration and transportation offices. All Burgettstown Area School District bus drivers wear District-provided name badges.

School Buses

Today's school bus is designed according to strict federal and state regulations in order to provide the safest form of transportation in the United States. Every year, each school bus used in transporting students is subject to two (2) official PA State Inspections. In addition, the Pennsylvania State Police conduct one scheduled inspection of all buses each year and periodically perform spot checks throughout the year. Also, each driver is required to visually inspect his/her bus and to complete a safety check prior to the start of each trip.

Bus Rules

Every parent and student is asked to know the following Bus Rules for riding a Burgettstown Area School District school bus.

1. Students are to get on and off the bus in an orderly manner.
2. Students should remain seated while the bus is in operation.
3. Conversation levels should be kept low. Profanity or obscene gestures will not be tolerated.

4. Windows of the bus should only be operated with the permission of the driver. Nothing is to be passed through the windows.
5. Students should respect each other and the bus driver. Students should keep their hands, feet, bookbags, or any other objects to themselves. Safe behavior is expected.
6. No fighting on the bus.
7. Animals are not permitted on the bus.
8. Eating food, chewing gum, or possessing tobacco or nicotine products is not permitted on the bus.
9. No defacing or destroying school property; including but not limited to: seats, lighting, and windows.
10. The bus driver and/or school administrator has the authority to assign or reassign student seating assignments.
11. Students are not permitted to leave the bus except at their designated stop and are not permitted to ride another bus without permission from a school administrator or the Director of Transportation.

Bus Passes

The District is not responsible for the transportation of students to locations other than the student's home residence. Students are to ride the bus to which they are assigned. Only in an emergency situation will students be permitted to ride another bus. Permission to ride a different bus must be obtained from the school. The student must first bring a note from home or an e-mail must be sent to the school. Upon approval, the school will issue a note to the transportation department, which the bus driver will accept and allow the student to ride their bus. Bus drivers will not accept verbal confirmation from the parent, and there must be space available on the bus to accommodate the request.

State law requires a daily roster of every student on each bus and specifies the number of students allowed on each bus. To be in compliance with the law, we must keep a paper trail in the form of a bus pass for every change made to each bus daily. Therefore, our district will follow the guidelines noted below for the issuance of bus passes:

1. For the purpose of accommodating childcare arrangements, each student is eligible to be rostered on one (1) alternate bus. This request must be submitted prior to the start of the school year. After initial routes and runs have been established for the new school year, adequate seating space must be available to accommodate requests.

    a. Parents must follow the procedure by submitting an alternate bus request.

    b. Exceptions will be made for custodial parents.

2. Bus passes will not be accepted by phone. Exceptions will be made in cases of extreme emergency conditions and must be approved by the building principal or Director of Transportation.

3. No elementary student shall ride the high school bus in the morning unless it is for a school-related activity such as student council, band, tutoring, etc. A one-day notice is required. High school students will not be permitted to ride the elementary bus to school in the morning.

4. Bus passes cannot be approved for reasons such as going to a friend's house, scout meetings, birthday parties, etc. The same applies to early dismissal days.

Nothing in this policy is intended to prevent temporary emergency changes in critical conditions at the discretion of the Director of Transportation.

Frequently Asked Questions

Q. Are school districts required to transport students?
A. With the exception of charter school students, Pennsylvania law does not require a school district to provide transportation to its students.

Q. How long may a child be required to ride the bus?
A. There are no time limits set by law or regulations.

Q. How far may a child be asked to walk to a school bus stop?
A. The law allows a school district to ask a child, regardless of age, to walk up to a mile and a half to a bus stop. The mile and a half is measured by public roads and does not include any private lane or walkway of the child's residence.

Q. The bus goes right down my street. Why can't the bus stop at my house?
A. Bus stops are centrally located for all students. In most cases, we try to use intersections that are easy to locate and where motorists may be more alert to pedestrians and stopped vehicles. The District attempts to keep the number of stops minimized thus keeping the buses moving and reducing ride times. Stopping at every driveway inconveniences the motoring public causing them to become impatient trying to get around the bus, compromising safety and adding a considerable amount of time to the bus run.

Q. I can't see the stop from my house. Can't the stop be closer?
A. Unfortunately, not everyone will be able to see the stop from their house. It is not feasible to put all stops in sight range. Parents must use good judgment by either going to the stop with the child or working with other families in the area to support safety.

Q. Why is my child assigned to a contracted carrier rather than a BASD bus?
A. The majority of our special needs schools and some of our private schools are serviced by contracted vehicles. With an ever-changing enrollment and special arrangements, contractors are in most cases better suited to handle these routes.

The granting of special transportation services is based on the disability or physical handicap of the child transported as required by the Pennsylvania Regulations at 22 Pa. Code 15.6 and 504 of the Rehabilitation Act of 1973.

Q. Who is responsible for student behavior at bus stops?
A. The District is responsible to determine safe stop locations. Parents are responsible for their child's behavior at the stop. If inappropriate behavior is reported to the bus driver, they will turn this information over to the school for investigation.

Q. Who handles discipline on the bus?
A. Buses carrying students are considered an extension of the school setting. A high standard of student behavior is expected and required. The driver is the authority figure responsible for enforcing the transportation rules. The driver can handle minor discipline problems by speaking to students or reassigning seats. More serious issues are addressed at the school by the building principal(s). Misconduct forms may be submitted to the school by drivers. Violations may result in a warning, reprimand, loss of recess, and/or suspension of riding privileges.

Any student whose conduct on a school vehicle is found improper will be subject to disciplinary procedures as per appropriate grade and building-level discipline codes. Smoking, throwing objects from the bus or windows, rowdiness, standing while the bus is in motion, deliberate delays in boarding, unauthorized transferring to another bus, the opening of emergency doors without the driver's permission (except in bona fide emergencies), distracting the attention of the driver, failure to cooperate with the driver, or any conduct detrimental to safe bus operation will result in a review of the offending student's opportunity to continue to ride the bus and may cause permanent loss of this privilege or suspension from school. Damage to the vehicle will be charged to the student responsible.

All buses serving Burgettstown Area School District transportation needs are subject to be both video and audio recorded to assist in ensuring that the students are transported in a manner that protects them as well as the vehicle operator from physical injury, verbal abuse, or threats. Such recordings, both audio and video, may be utilized in all disciplinary investigations of students and employees of Burgettstown Area School District and its contracted service providers.

Q. May a district suspend busing services for a child?
A. Yes. Transportation is a privilege, not a right. School Administrators do have the right to suspend a child from the use of the school bus for inappropriate behavior.

Q. When does a school district have to provide transportation to a nonpublic school?
A. When a school district provides transportation for its public pupils, it must provide transportation services to nonpublic pupils of the same grade level that it provides for its own pupils. The nonpublic school must be nonprofit and located within ten miles of the district's boundary, measured by the nearest public highway. If the school building in which the pupil is enrolled is not located within the ten-mile distance, the nonpublic pupil is not eligible for transportation by Burgettstown Area School District, nor is his/her parent(s) eligible for payment towards transportation costs.

Q. May a school district ask a child going to a nonpublic elementary school to ride on a vehicle with public high school students?
A. Yes.

Q. When I registered my child with the school, do I need to contact the transportation office to set up busing?
A. No, the school will forward the required information to the transportation department. No student will be assigned transportation until the proper documentation has been submitted to the school. Once registered, the information is sent to the transportation office for a bus assignment. Please allow at least 3-5 business days for this process as some buses may have to be rerouted to accommodate a new stop. Please note that District policy requires that parents provide three (3) items as proof of residency upon registration or change of address.

Q. What should I do if I move during the school year?
A. Notify the school of your change of address and let our Department know 7-10 days ahead of your move so that we may get your child assigned to a bus stop. If you move outside the school's attendance area, notify the school office where your child is enrolled.

Q. Can my child ride home on another bus?
A. We ask parents for their understanding and to please note that bus stop assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system. Therefore, we discourage this from happening. Requests, if absolutely necessary, should be for childcare needs only. Students changing buses cause disturbances in seat assignments and can cause overcrowding issues.

The District cannot consider factors that are associated with individual family or parental situations. Such concerns are expected to be resolved by the family, parent, or guardian, not the School District.

If your child must ride another bus, please contact your child's school directly. If the request is approved, they will issue a pass to your child notifying the bus driver. Please note that no more than two students may ride with another student on any given day, and with limited open seats on most buses, some requests may not be approved.

A roster and seating chart is maintained on all buses at all times.

Q. Is it possible to transport my child to or from a daycare rather than my home?
A. This is possible; however, it is governed by several rules. The daycare must be within the attendance area of the school and must reside on an existing route.

The Department will not travel outside the attendance border for childcare purposes. The daycare you are using should provide a list of students to our department. Arrangements for stops at a daycare provider location should be the same Monday through Friday to avoid confusion at the school or for the child. If you need to make different arrangements, only two (2) schedules will be accepted by the school and transportation. Additionally, it is important that your child know where they are going each day if it is a part-time service. Drivers cannot be responsible for knowing your child's schedule.

Q. My child is the only student at the stop. Should I call when he/she is not riding?
A. This is helpful and appreciated. Your call to our Transportation Department saves mileage and time so that the bus route may run more efficiently.

Q. I do not plan to regularly use transportation but want my child kept on the list. Is there a procedure I should follow?
A. If your child is the only one at the stop and will be riding rarely, we ask that you notify our department to have your child listed as "will ride when calling". The bus will only come to your stop if you need service. Please call the day before to allow ample time for us to schedule the pickup.

Q. There is split custody for my child. Can I get him/her assigned to two different buses?
A. Yes, but we can only list one primary stop. Contact our department and we will determine a secondary stop and notify the driver. Both homes must be in the same school attendance area for transportation.

Q. When the bus is running late, why don't you call to inform parents?
A. In most cases, there simply is not enough time. When all other buses are running on time, it can be difficult to call the numerous families assigned to one bus. In the case of a breakdown, our focus is on getting a replacement vehicle to service the students as quickly as possible.

Q. What time should my child arrive at the bus stop?
A. Students are required to be at the bus stop at least 10 minutes prior to the designated time.

Q. If the bus does not arrive, how long should my child wait at the bus stop?
A. The District asks that you use good judgment based on weather conditions.

Q. What should I do if my child does not arrive home after school as expected?
A. We urge parents/guardians to take the following steps: Call your child's school if within ½ hour of student dismissal. Contact the transportation department at 724-947-8148. We understand that this situation can cause undue stress and worry, but we encourage parents/guardians to proceed calmly and rationally. Many times, we find that children are located at a friend's home or are taking part in an after-school activity.

Q. I have a complaint about a bus driver, to whom do I call?
A. You can contact the Director of Transportation using the information provided on the school district website or phone at 724.947.8148. Normally an issue is solved immediately and does not happen again. If this is not the case, please contact the transportation department again or the Principal of the school.

Q. I have a complaint about a bus stop, to whom do I call?
A. You can contact the Director of Transportation using the information provided on the school district website or call 724.947.8148. Any other concerns can be directed to the Principal of the school.

Q. How will I find out my child's busing information for the new school year?
A. Each summer, usually by the third week of August, this information is posted on the school district website: www.burgettstown.k12.pa.us.

Q. How should I find out about school closings and delays?
A. More information regarding Burgettstown Area School District closings and delays can be found on the District website: www.burgettstown.k12.pa.us.
Please remember the following law regarding stops and drivers:

School Bus Loading Zones As required by Section 3345(h) of the Vehicle Code, Title 75 of the Pennsylvania Consolidated Statutes; Every school district transporting school children by school bus must establish and maintain school bus loading zones at or near all schools to or from which children are transported.

Each school district transporting children by school bus also must establish school bus loading zones along the highways traveled by school buses, in accordance with the Department's regulations, Title 67, Chapter 104 of the Pennsylvania Code.

Whenever school bus loading zones have been established at or near a school or along a highway, it is unlawful for a school bus driver to stop the bus to pick up or discharge school children at any location other than the loading zones.

For more information regarding the transporting of students in the district please contact **the Director of Transportation at 724-947-8148.**

Bus changes may be denied by the Transportation Director if there are not sufficient seats available on the requested bus. Do not call the school after 2:00 PM to request a bus change. Please note: Only musical instruments which can be held on the lap should be carried on the bus. Electronics such as cell phones, gaming, and music devices, e-readers, and iPads are not permitted on the bus. The district is not responsible if an electronic is lost or stolen.

The Burgettstown Area School District and the State of Pennsylvania have provided the privilege of transportation to all eligible students. All transported students are charged with the responsibility of proper behavior and respect to the driver or adult in charge. Students must also respect the school bus as school property and they will be required to pay for any damage to the bus. Students violating bus rules will be given fair disciplinary actions including warnings, change of seat, parent conferences, after-school detention, and suspension from the bus or denial of bus services. Students denied transportation must be present for each school session to prevent them from being marked illegally absent from school and subjecting parents to charges filed with the Magistrate.

Please review Policy 830: Audio/Video Camera Recording as it relates to district-provided vehicles.

Transportation Changes

Any change in transportation (whether it be a school bus, daycare, parent pick-up, early dismissal, other family members picking up the student, etc.) is to be written to the school in the form of a note from the parent/guardian each time there is a change. Refrain from using district email/**Class Dojo** to make last-minute transportation changes. The email may not be checked if the teacher is instructing his/her class or if there is a substitute teacher. Please call the office if an emergency should arise.

Field Trips

Field trips are designed to enrich classroom experiences and enhance the school curricula. A field trip is an extension of the school day and all conduct at the site or on the bus must follow the guidelines and policies of behavior established within the school district. Field trips are under budgetary review each school year.

Birthday Invitations, Classroom Parties, and Gifts

Invitations: Teachers are not permitted to pass out invitations to a party being held outside of school unless everyone in the class receives one. Keep in mind: Teachers or school personnel are not permitted to give out student contact information for invitations.

Gifts: Concerning gifts, there should be no exchange of gifts during the school day unless the gift exchange is part of an authorized school activity.

Birthday Treats: Due to the effect of the COVID-19 pandemic, birthday treats that are store-bought and pre-packaged individually may be permitted to be distributed in the classrooms.

Classroom Parties: **For a classroom party, the homeroom teacher may be contacted to determine food items/drinks.**

Snacks

Students may bring a healthy snack to school for themselves. Students may also bring in a water bottle to drink from throughout the school day. **Only water is permitted inside the water bottle. The water bottle must be transported inside a student's book bag to and from school.** Keep in mind, we do not have refrigerators or microwaves in the classrooms for the students to utilize to cool or heat their foods. Sharing snacks is not permitted.

Fundraising

A collection of money by approved school organizations may be permitted by the building principal. Collections by students on behalf of organizations from outside the school may be permitted only by the school and district administration.
Once fundraisers are approved, the administration will provide rules and regulations for the fundraiser which shall: specify the times and places in which funds may be collected; describe permitted methods of solicitation which do not place undue pressure on students or patrons; and limit the kind and amount of advertising for solicitation. Funds solicited shall be controlled by District Activity Accounts.

The Board prohibits the collection of money in school or on school property, or at any school-sponsored event by a student for personal benefit.

Student Assessment

Students will be assessed on the knowledge, skills, and understandings learned over a period of time and the application of the knowledge, skills, and understandings in varied practical experiences and activities in the learning process. Students will bring home their graded assessments for parent review.

Kindergarten
In Kindergarten, a report card is issued electronically every sixty (60) days with a progress report available every thirty (30) days within a trimester. Kindergarten uses an electronic report card which will be emailed to families.

First through Fifth Grades
In Grades 1-5, progress reports and grades are accessed through a web-based grading system: ALMA GRADEBOOK. Log-in information is provided by the District.

If you have any questions concerning the web-based grade book or are experiencing problems with retrieving your child's grades, please email our school counselor at jgrasha@burgettstown.k12.pa.us.

Grading Scale

The report cards in Grades 1 – 5 will display percentages. The grading scale for the elementary center is as follows:

A	=	90 - 100	
B	=	80 - 89	
C	=	70 - 79	
D	=	60 - 69	
F	=	59 or Below	
I	=	Incomplete	P = Pass
O	=	Outstanding*	F = Fails
S	=	Satisfactory*	
U	=	Unsatisfactory*	

* Art, Music, Physical Education, Library and Information Technology
(Please note that students in Kindergarten through Second Grade do not earn a grade for a special area class.)

Honor Roll - GRADES 4 and 5

The following criteria are to be used to compute the honor roll.
High Honors: 4.0 **Honor Roll:** 3.99 to 3.5 **Honorable Mention:** 3.49 to 3.00
Any student earning a "D" or "F" in any academic area will not be eligible for the honor roll during the marking period. Academic areas include Reading, Mathematics, Language, Spelling, Social Studies, and Science.

Special Area Classes

The students in Grades 3 – 5 will participate in music, library, physical education, information technology, and art. The students in Grades K – 2 will participate in music, physical education, library, art, and information technology. Students in K -2 will have the opportunity to check out books for reading at home or in school.

CHILD FIND AND ANNUAL NOTICE TO PARENTS (CFR 300.125)

In compliance with state and federal law, the district listed above will provide to each protected handicapped student 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. In order to qualify as a protected handicapped student 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 for "protected handicapped students" 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 to protected handicapped students or eligible students, contact the appropriate district contact listed above.

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during the process. Each school district shall also conduct awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district/IU (see contacts) and request an explanation.

Intermediate Unit 1 acts as a MAWA, a public education agency provides early intervention to eligible three to five year olds who live in Fayette, Greene and Washington Counties. Throughout the notice, the reader will find references to the IU, the MAWA, or to the MAWA agency—all referring to Intermediate Unit 1 for the purposes of this notice.

IDENTIFICATION ACTIVITY

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities, that if found to cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, in the case of a child that is of preschool age developmental delay. Screening activities are also conducted to determine student need for gifted support services.

The aforementioned school districts provide educational services for all eligible students either through district- operated classes, contracts with Intermediate Unit #1, or Approved Private Schools. Classes providing Learning Support, Life-Skills Support, Emotional Support, Physical Support, Multiple Disabilities Support, and Autistic Support are available for students at beginning school age through age 21, if necessary. Additional services include hearing, vision, and speech and language support. Students found to meet eligibility criteria as "mentally gifted" may receive services through district's Gifted Support programs.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. Children suspected of being "mentally gifted" who need specially designed instruction not ordinarily provided in the regular education program also go through screening activities. The activities include: review of group data, conduct hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

The school district will follow procedures outlined in the special education regulations (Chapter 14) for determining eligibility and need for special education services. Chapter 16 regulations will be followed to determine eligibility and need for Gifted Support services.

Each LEA's public outreach awareness system includes methods for reaching homeless children, wards of the state, children with disabilities attending private schools, and highly mobile children, including migrant children.

CONFIDENTIALITY (CFR 300.127)

If after screening, a disability is suspected, upon your permission, your child will be evaluated. Written records of the results are called an education record, which are directly related to your child and are maintained by the school districts. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family member, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable.

The school district will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies.

The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employee's names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at designated intervals, except general information such as your child's name, address, phone number, grades, attendance record and classes attended, grade level completed, may be maintained without time limitation.

As the parent of the child you have a number of rights regarding the confidentiality of your child's records. The right to inspect and review any education records related to your child are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay before any meetings regarding planning for your child's special education program (called an IEP meeting). Should you and your school district disagree about your child's special education supports and services and a due process hearing is requested, the school district will furnish you with the opportunity to inspect and review your child's records, within 30 days.

You have the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records, and the right to have a representative inspect and review the records. This review is conducted with the assistance of an appropriate school district staff member.

Upon your request, the school district will provide you a list of the types and location of education records collected, maintained, or used by the agency. Additionally, the school district will charge a fee for copies of records made in response to your request except, it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. A current list of reasonable fees relative to records request is available in the district's central office. The district will not charge a fee to search or retrieve information.

You have the right to request in writing the amendment of your child's education records that you believe are inaccurate or misleading, or violate the privacy or other rights of your child. The school district will decide whether to amend the records within 45 school days of receipt of your request. If the school district refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at that time, additional information regarding the hearing procedures. Upon written request, the district will schedule and provide written notice of the hearing to challenge information in your child's education files.

Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

A parent may file a written complaint with the Pennsylvania Department of Education at the address below alleging that the rights described in this notice were not provided.

Pennsylvania Department of Education
Bureau of Special Education Division of Compliance
333 Market Street
Harrisburg, PA 17126-0333

The Department of Education will investigate the matter, issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with:

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

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.

- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

The school districts listed above will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact your local school district contact.

EARLY INTERVENTION IDENTIFICATION

In Pennsylvania, a child between three years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above, will be identified as an "eligible young child." The parents of these children have the same rights described above.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act.

Screening for preschool children is available through the Child Alert Program operated by Intermediate Unit #1. To schedule an appointment for screening, call IU1 at 1.800.328.6481. For additional information, contact your local school district.

POTENTIAL INDICATORS OF WEAKNESSES IN THE DEVELOPMENTAL DOMAIN AREAS AND OTHER RISK FACTORS THAT COULD INDICATE A DISABILITY

(Requirement of Section 14.212(b))

A developmental delay is determined by the results of a developmental evaluation. The results of one or more domain areas (adaptive, personal-social, communication, motor or cognitive) have to show at least a 25% delay or a score of 1.5 standard deviations below the mean (Standard Score of 77 or below). The delay results in the need for specially designed intervention/ instruction (SDI) in order to participate in typical activities and routines.

Children with a developmental delay may show weaknesses in the following areas:

Adaptive – Pre-kindergarten aged children with a developmental delay may have difficulty dressing/ undressing; using utensils to eat, removing shoes without assistance, distinguishing between nonfood/food substances, or have difficulty with toileting needs. One may have difficulty moving independently around the house, understanding that hot is dangerous, putting away toys when asked, indicating an illness or ailment to an adult, or demonstrating caution and avoiding common dangers.

Personal-Social – Pre-kindergarten aged children with a developmental delay may have difficulty responding positively to adult praise, rewards or promise of rewards; greeting familiar adults spontaneously, enjoying simple stories read aloud, helping with simple household tasks, initiating social interaction with familiar adults, expressing affection/liking for peers, playing cooperatively with peers, stating first name, last name, age, or whether he is a male/female; using objects in make-believe play, using 'I' or 'me' to refer to himself, or recognizing facial expressions of common emotions.

Communication - Pre-kindergarten aged children with a developmental delay may have difficulty following 2-step verbal commands, associating spoken words with pictures, recalling events from a story presented orally; engaging in extended and meaningful nonverbal exchanges with others, using words to get his needs met, responding to 'yes' and 'no' questions appropriately, or asking 'wh' questions.

Motor - Pre-kindergarten aged children with a developmental delay may have difficulty running without falling, kicking a ball without falling, walking up and down steps alternating feet without assistance, walking backward, imitating the bilateral movements of an adult, pointing with his index finger independent of the thumb and other fingers, scribbling linear and/or circular patterns spontaneously, using the pads of fingertips to grasp a pencil, holding a paper with one hand while drawing or writing with the other hand, fastening clothing without assistance, cutting with scissors, copying a circle, or imitating vertical and horizontal markings.

Cognitive - Pre-kindergarten aged children with a developmental delay may have difficulty attending to one activity for 3 or more minutes, reciting memorized lines from songs or TV shows, showing interest in age-appropriate books, matching/naming colors, responding to one and one more, giving three objects on request, matching shapes, identifying objects by their use, identifying items by size, identifying colors of familiar objects not in view, or identifying simple objects by touch.

OTHER FACTORS THAT COULD INDICATE A DISABILITY

Developmental disabilities are birth defects related to a problem with how a body part or body system works. They may also be known as functional birth defects. Many of these conditions affect multiple body parts or systems. Researchers have identified thousands of different birth defects. Birth defects can have a variety of causes, such as: Genetic problems caused when one or more genes doesn't work properly or part of a gene is missing, problems with chromosomes, such as having an extra chromosome or missing part of a chromosome, environmental factors that the expectant mother is exposed to during pregnancy, such as Rubella or German measles or if she uses drugs or alcohol during pregnancy.

FACTORS CONSIDERED WHEN DETERMINING MENTAL GIFTEDNESS

1. The child performs a year or more above grade achievement level in one or more subjects as measured by a nationally normed and validated achievement test.
2. The child demonstrates rates of acquisition/retention of content and skills reflecting gifted ability.
3. The child demonstrates achievement, performance, or expertise in one or more academic areas as evidenced by products, portfolios or research, as well as criterion-referenced team judgment.
4. The child demonstrates early and measured use of high level thinking skills, academic creativity, leadership skills, intense academic interest, communication skills, foreign language aptitude, or technology expertise.
5. The child demonstrates that intervening factors such as English as a second language, disabilities, gender or race bias, or socio/cultural deprivation are masking gifted abilities.

For additional information, please contact the Supervisor of Special Education, at 724-947-8100 ext. 5316.

SPECIAL EDUCATION LIAISON PERSONNEL (LEAs)

**All Phone Numbers are (724) Area Code*

BENTWORTH

Robert Niziol
Bentworth School District
150 Bearcat Drive
Bentleyville, PA l5314
Phone: 239-2861 x3269 Fax: 239-2865
rniziol@bentworth.k12.pa.us

BROWNSVILLE AREA

Bill King
Brownsville High School
5 Falcon Drive
Brownsville, PA 15417
Phone**:** 785-8200 x1502 Fax: 785-4333
wking@basd.org

BURGETTSTOWN AREA

Maria Shaffer
Burgettstown Middle/High School
104 Bavington Road
Burgettstown, PA 15021
Phone: 947-8104 Fax: 947-3325
mshaffer@burgettstown.k12.pa.us

CANON-MCMILLAN

Becky Lieb
Canonsburg Middle School
25 East College Street
Canonsburg, PA 15317
Phone: 873-5231 x4 Fax: 746-9604
liebb@cmsd.k12.pa.us

CALIFORNIA AREA

Marcy Bebout
California Area Elementary
40 Trojan Way
Coal Center, PA 15423
Phone: 785-5800 x2398 or x1203
Fax: 785-5458
beboutm@calsd.org

CARMICHAELS AREA

Jeanine Hudock
Carmichaels Area Middle Sr. High School
215 N. Vine Street
Carmichaels, PA 15320
Phone: 966-5045 x2203 Fax: 966-5839
jhudock@carmarea.org

CENTRAL GREENE

Edith Woods
Administration Office
P.O. Box 472
Waynesburg, PA 15370
Phone: 627-8151 x2 *1232 Fax: 627-9591
ewoods@cgsd.org

CHARLEROI AREA

Carla Herrnberger
Charleroi Area School District
125 Fecsen Drive
Charleroi, PA 15022
Phone: 483-3509 x1217 Fax: 483-3776
carlaherrnberger@charleroisd.org

CONNELLSVILLE AREA

Nicolas Damico
West Crawford Elementary School
215 Falls Avenue
Connellsville, PA 15424
Phone: 323-2220 Fax: 628-2666
ndamico@casdfaclons.org

FRAZIER

Eric Johnson
Frazier School District
142 Constitution Street
Perryopolis, PA 15472
Phone: 736-9507 x109 Fax: 736-0688
ejohnson@fraziersd.org

INTERMEDIATE UNIT 1

Dr. Kristin Szewczyk
Intermediate Unit 1 Central Office
One Intermediate Unit Drive
Coal Center, PA 15423
Phone: 938-3241 x242 Fax: 938-6666
kristin.szewczyk@iu1.org

JEFFERSON-MORGAN

Sara Bates
1351 Jefferson Road
P.O. Box 158
Jefferson, PA 15344
Phone: 883-2310 x1260 Fax: 883-3786
sbates@jmsd.org

LAUREL HIGHLANDS

Lori DiCenzo
Administration Office
304 Bailey Avenue
Uniontown, PA 15401
Phone: 437-2821 x1007 Fax: 437-8929
lori.dicenzo@lhsd.org

MCGUFFEY

Charissa Rychcik
Claysville Elementary
P.O. Box 421, 119 Main St.
Claysville, PA 15323
Phone: 663-5364 Fax: 663-4298
rychcikc@mcguffey.k12.pa.us

PETERS TOWNSHIP

Patricia Kelly
District Administrative Offices
631 East McMurray Road
McMurray, PA 15317
Phone: 941-6251 x7271 Fax: 941-6565
KellyP@pt-sd.org

RINGGOLD

Sherry Black
Ringgold Administrative Office
400 Main Street
New Eagle, PA 15067
Phone: 258-7141 Fax: 258-2222
sblack@ringgold.org

SOUTHEASTERN GREENE

Dr. Kimberly Tencer
Mapletown Jr./Sr. High School
1000 Mapletown Road
Greensboro, PA 15338
Phone: 943-3401 x2241 Fax: 943-4376
tencer.kimberly@segsd.org

TRINITY AREA

Ken Cross
Trinity High School
Special Education Office
231 Park Avenue
Washington, PA 15301
Phone: 223-2000 x6518 Fax: 228-6241
kcross@trinityhillers.net

UNIONTOWN AREA

Dr. Kelly Swartz
Uniontown High School
205 Wilson Street
Uniontown, PA 15401
Phone: 438-4501 x1605 Fax: 437-2868
kelly.swartz@uasdraiders.org

WEST GREENE

Erin Shifflett
West Greene School District
1352 Hargus Creek Road
Waynesburg, PA 15370
Phone: 499-5191 x2218 Fax: 499-5524
shiflette@wgsd.org

Chapter 15 and Section 504 of the Rehabilitation Act of 1973

Children who have disabilities that substantially limit their participation in or access to school programs, but do not need special education, may qualify for reasonable accommodations in the regular education classroom under Section 504 of the Rehabilitation Act of 1973 and Chapter 15. These rules that apply are different from those for students needing special education. For further information on the evaluation procedures and provisions of services for Chapter 15 contact the Special Education Supervisor at 724.947.8104.

Family Educational Rights and Privacy Act (FERPA)

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:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student for the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. 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.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure 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 as its agent to provide a service instead of using its own employees or officials (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 or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) 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. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Please visit our BASD website to review the following policies:

PROGRAMS:

103: Discrimination/Sexual Harassment affecting Students

Authority

The Board declares it to be the policy of this District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex, as well as to prohibit retaliation for protected conduct related to Title IX. Such discrimination and retaliation may be referred to collectively throughout Board Policy 103 and its Attachments as "Title IX sexual harassment." Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The District does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner. This requirement extends to admission and employment.

The Board also declares it to be the policy of this District to comply with federal and state laws prohibiting other unlawful harassment, discrimination and retaliation against employees, students and others who may be protected by law, as stated in this Policy.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from all forms of unlawful discrimination, harassment and retaliation, by providing all students course offerings, counseling, assistance, services, athletics and extracurricular activities without any form of unlawful discrimination, harassment, or retaliation, including but not limited to Title IX sexual harassment and retaliation. Such unlawful conduct is inconsistent with the rights of students and the educational and programmatic goals of the District.

In accordance with Title IX, the District does not discriminate on the basis of sex in the education program or activity that it operates, and is required by Title IX not to discriminate in such a manner. The District's legal obligation not to discriminate in its education program or activity extends to admissions and employment.

Title IX Coordinators

District Title IX Coordinator: Melissa Ferencuha, Assistant Superintendent (724)947-8136 mferencuha@burgettstown.k12.pa.us

MS/HS Title IX Coordinator : Dr. Shaun Cooke, Principal scooke@burgettstown.k12.pa.us (724)947-8100

Elementary Title IX Cooridinator: Mrs. Melissa Mankey, Principal mmankey@burgettstown.k12.pa.us (724)947-8150

Policies continued:

103.1: Nondiscrimination - Qualified Students With Disabilities
122: Extracurricular Activities
123.1: Concussion Management
123.2: Sudden Cardiac Arrest
146: Student Services

PUPILS:

203: Immunizations and Communicable Diseases
203.1: HIV Infection
204: Attendance
209: Health Examinations/Screenings
210: Medications
210.1: Over-The-Counter Medications
210.2: Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
220: Student Expression/Distribution and Posting of Materials
226: Searches
227: Controlled Substances/Paraphernalia
227.3: Non School-related Drug and Alcohol Violations
233: Suspension and Expulsion
235: Student Rights and Responsibilities
235.1: Surveys
246: School Wellness
247: Hazing
249: Bullying/Cyberbullying

EMPLOYEES:

351: Drug and Substance Abuse

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OPERATIONS:

815: Acceptable Use of Internet, Computers, and Network Resources
815.1 Computer Technology Discipline
830: Audio/Video Camera Recording

BURGETTSTOWN AREA SCHOOL DISTRICT

100 Bavington Road, Burgettstown, PA 15021-2730
Admin: (724) 947-8136 MS/HS: (724) 947-8100 Elem: (724) 947-8150

Admin Fax: (724) 947-8143 - HS Fax: (724) 947-3325

Dear Parent/Guardian,

As we begin another school year, we wanted to make you aware of a recent update regarding student discipline.

From time to time, the District becomes aware of communications in which students participate while outside of school. The question of the District's authority to discipline students for these communications then arises. Most often, this question occurs in relation to students' communications through their own social media, messaging platforms and equipment.

A federal court decision which was issued in recent years, *B.I. v. Mahanoy Area School District*, has clarified the extent of the District's authority over students' ***out-of-school communications,*** which are defined as those which:

- occur off-campus

- do not occur during District-sponsored activities and events

- occur outside of the use of District-owned, operated or supervised equipment or communication channels/on-line platforms; ***and***

- do not bear, and cannot be reasonably interpreted as bearing, the endorsement of the District

The District may, however, legitimately discipline students for ***out-of-school communications*** which:

- threaten violence ***or***

- harass other

In addition, the District may continue to discipline students for ***in-school communications*** that threaten violence or harass others, and also those that:

- are vulgar, lewd or plainly offensive (some exceptions are made for political speech) -
  cause or are likely to cause a substantial disruption of, or material interference with, the school

- advocate the use of alcohol or illegal drugs

If you have any questions, please do not hesitate to reach out to your child's building principal. Please accept my best wishes for a successful start to the school year.

Dr. Stephen Puskar, Superintendent

N:\WPDATA\BURGETSD\p-s\29231rkl.l01 Parents Burgettstown Area School District

BURGETTSTOWN AREA SCHOOL DISTRICT

100 Bavington Road, Burgettstown, PA 15021-2730
Admin: (724) 947-8136–MS/HS: (724) 947-8100 - Elem: (724) 947-8150

Admin Fax: (724) 947-8143 - HS Fax: (724) 947-3325

August 2025

Dear Parents and Guardians:

In compliance with the federal McKinney-Vento Homeless Assistance Act, Burgettstown Area School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular, and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact Melissa Ferencuha, Assistant Superintendent at 724-947-8136 ext. 3318.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

Sincerely,

Melissa Ferencuha
Assistant Superintendent

Burgettstown Area Elementary Center

Title 1 Program — Parent-Student-School Compact

The purpose of this Compact is to foster and promote a home/school partnership that will help students meet the Pennsylvania Core Standards in English Language Arts & Mathematics and achieve the goals and mission of the Burgettstown Area School District. This compact is for the **2025-2026** school year.

Parent	Teacher	Student
I will encourage and support my child's learning by:	**I will encourage and support student learning by:**	**I will become an active partner in my own learning by:**
● Requiring regular school attendance.	● Demonstrating care and commitment for each student.	● Attending school regularly.
● Making sure my child arrives at school on time.	● Respecting cultural, racial, and ethnic differences.	● Bringing pencils, paper and other necessary tools to class.
● Encouraging positive attitudes about school.	● Providing quality teaching and leadership.	● Completing my assignments.
● Supporting school rules and procedures.	● Managing the classroom to provide a safe environment that encourages learning and helps students achieve state performance standards.	● Letting my teacher know when I don't understand something or when I need help.
● Encouraging and overseeing the completion of all class assignments and homework.	● Explaining and modeling behaviors and ways of doing things that are expected of students.	● Respecting the rights and property of others.
● Supporting my child's efforts to improve and do good work.	● Providing texts, materials and supplies that support instruction.	● Following school and classroom rules.
● Attending parent/teacher conferences.	● Providing parents with assessments of student achievement and progress.	● Cooperating with my parents and teachers.
● Communicating with the school, any problems that may interfere with my child's learning.	● Providing assistance to parents who need help in working with their child.	● Reading to, and with my parents at home.
● Discussing report cards, behavior reports and any assessments of progress or achievement with my child.	● Making parents aware of this compact and its implementation.	● Reading library books, newspapers, and other things that interest me.

_____ Parent Signature

_____ Teacher Signature

_____ Student Signature

*This compact is voluntary and not legally binding.

(Revised 05/21/2025)

Burgettstown Area Elementary Center
Title 1 Parent & Family Engagement Policy

Purpose

Burgettstown Area Elementary Center recognizes that parental involvement contributes to achieving academic standards by students participating in Title I programs. BAEC views the education of students as a cooperative effort among the school, parents/guardians, and community.

Authority

Burgettstown Area Elementary Center is required under Section 1116 of the *Every Student Succeeds Act* (ESSA) to develop a written Parent and Family Engagement Policy that is jointly developed between school staff and parents/guardians. This policy is to be distributed and reviewed annually to parents of participating children. It must also be incorporated into the Title 1 Schoolwide Plan and Consolidated Application, which summarizes all programs, activities, and procedures supported by Title 1 funds. BAEC must ensure that the information provided is in a format and language that parents/guardians can easily understand.

Policy Overview

Burgettstown Area Elementary Center will engage parents/guardians in the joint development of a written Parent & Family Engagement Policy. BAEC shall ensure the policy describes how the school/staff will:

1. Involve parents/guardians in the joint development of the school's overall Title I program.
2. Develop activities that promote the schools' and parents/guardians' capacity for strong parental involvement.
3. Coordinate and integrate parental involvement strategies at annual virtual and/or in-person meetings.
4. Involve parents/guardians in an annual evaluation of the content and effectiveness of the parent compact in improving the academic quality of BAEC served under Title I.

5. Use findings of annual parent surveys to design strategies for more effective parental involvement and Title 1 programs.
6. Involve parents/guardians in BAEC's yearly activities served under the Title I Consolidated Application & Schoolwide Plan.
7. Provided technical assistance with technology devices, Google Classroom, and ALMA (student information system).
8. Provide opportunities for virtual and/or in-person training/workshops.
9. Provide information and support for transitioning incoming students, fifth graders to middle school, and eighth graders to high school.

Annual Meetings

Fall Meeting

An annual fall meeting of parents/guardians of participating Title I students shall be held to explain the goals and purposes of the Title I program. This will include:

1. An overview of programs provided under Title 1.
2. Assistance in understanding the State's academic content standards and student achievement standards, local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children.
3. Explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

Spring Meeting

An annual spring meeting shall be held to allow parents/guardians to plan, review, and improve the Title I program. This will include:

1. Review/revision of Parent Involvement Policy.
2. Review/revision of School-Parent Compact
3. Review/analysis of annual parent survey results.

Parent Teacher Conferences

In addition to the required annual fall and spring meetings, parent/guardian conferences shall be held at various times of the day and evening. At these meetings, parents/guardians shall be provided:

1. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
2. Opportunities to meet with the classroom and Title 1 teachers to discuss their child's progress.

School-Parent Compact

BAEC receives Title I funds and shall jointly develop with parents/guardians of students served in the program a Parent Compact outlining how parents/guardians, school staff, and students share responsibility for improved student achievement in meeting academic standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district's academic standards.
2. Indicate how parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance and homework completion, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
3. Address the importance of parent-teacher communication on an ongoing basis through, at minimum, parent-teacher conferences, reports to parents/guardians, parent workshops, and reasonable access to staff.

Board Approval: 06/16/2025

Burgettstown Area Elementary Center

100 Bavington Rd. Burgettstown, PA 15021

724-847-8150

Parent Right to Know Information

as required by the Elementary and Secondary Education Act (ESEA) {Section 112(e) (1) (A) and the Every Student Succeeds Act {Section 112(e)(1)(A)}

August 6, 2025

Dear Parent(s)/Legal Guardian(s):

Your child attends Burgettstown Area Elementary Center, which receives Federal Title 1 funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Burgettstown Area Elementary, we are very proud of our teachers, and we feel they are ready for the coming school year and prepared to give your child a high-quality education. As a Title 1 school, we must meet federal regulations related to teacher qualifications as defined in ESEA. The regulations allow you to learn more about your child's teacher training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees does the teacher hold, including graduate certificates and additional degrees, and major(s) or area(s) of concentration?

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes ensuring all our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Mrs. Melissa Ferencuha at 724-947-8136 ext. 3308 or email her at mferencuha@burgettstown.k12.pa.us**.**

Your partner in education,

Melissa M. Mankey

Burgettstown Area Elementary Center

100 Bavington Road

Burgettstown, PA 15021

Application for Educational Tour or Trip

Part I – To be completed by Parent or Guardian.

Name:	Grade:	Homeroom:	Phone #:
Street Address:	City:	State:	Zip:

Destination:	Dates student will miss school:
Were prior requests granted this school year? If so, when?	
Itinerary:	
Purpose & Educational Benefit of tour or trip:	
Reason why trip cannot be taken while school is not in session:	

I hereby request that the above student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within a reasonable period of time as designated by his/her teacher(s).

Parent Signature:	Date:

Part II – To be completed by the student's teachers.

Period	Teachers Initials	Comments/Assignments (Attach sheet if necessary)	Due Date
Reading / Language			
Science			
Math			
Social Studies			
Other			
Other			

Part III – To be completed by building principal.

Approved: ____ Disapproved: ____	Reason: The student will need to share his/her photo journal, souvenirs, or written report with the class upon his/her return. Enjoy!
Principal Signature:	Date:

EDUCATIONAL TOUR OR TRIP

1. **REQUEST FOR EXCUSE** The parents or guardians of a student who wish to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the principal of the school in which the student is enrolled. Except for emergency situations, which must be fully explained, this request must be submitted at least 14 calendar days prior to the date on which the student seeks to be excused for compulsory attendance.

2. **ADMINISTRATOR'S DISCRETION**: The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of the Burgettstown School District to discourage excused absences for educational tours or trips during the final two weeks of any school term. However, if permission is granted for an educational tour or trip, any part of which will cause the student to be absent during the final 14 calendar days of any school term, the building principal shall permit the student to make up examinations administered during the last two weeks of the term if, in the judgment of the building principal, the facts of the case so merit. Days of absence for educational tours or trips are counted when calculating student attendance.

3. **ASSIGNMENTS** Upon request by a parent, guardian or student, teachers shall submit a list of student assignments/responsibilities for the period of absence during an approved educational tour or trip. Assignments/responsibilities which are to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period of time as designated by the teacher(s).

4. **RETURN TO SCHOOL** The student shall return to school by the first scheduled school day after the excused absence or date previously specified by the building principal.

5. **FAILURE TO COMPLY** A student who after being denied an excuse, persists in unexcused absence from school, shall be considered in a violation of the compulsory attendance requirements in the Public School Code of 1949. A student, who after being granted an excuse, fails to complete the assignments / responsibilities within a reasonable period of time as designated by the teacher, shall earn a failing grade for the incomplete assignments and/or responsibilities.

6. **ATHLETIC ELIGIBILITY** The Pennsylvania Interscholastic Athletic Association (P.I.A.A.) Constitution stipulates that: A pupil who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty school days following his twentieth day of absence, except that where there is a consecutive absence of five or more school days due to confining illness, injury, or quarantine, such absence may be waived from the application of this rule by the district committee, if a thorough and complete investigation warrants such waiver. Attendance at summer schools does not count toward the sixty days required. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

7. **IMPLEMENTATION** This policy is designed for implementation at the building level. Frequent recurrence of requests for educational tours or trips during a school year shall result in disapproval, although the requested trip may be meritorious. This policy is designed to foster better school/student relationships rather than excessive absence.

BURGETTSTOWN AREA SCHOOL DISTRICT
100 Bavington Road, Burgettstown, PA 15021
Phone: 724-947-8150
Website: http://www.burgettstown.k12.pa.us
Melissa M. Mankey, Principal Email: mmankey@burgettstown.k12.pa.us

Media Release Policy

Activities within the district are showcased on our website and social media channels. It is our goal to recognize and share the accomplishments and experiences of our students as much as possible. We feel that displaying student images helps strengthen the partnership between our school and the community. To facilitate this process, the district does not utilize a "media release" form. Parents maintain the right to decline the use of their student's images, but this has been a rare occurrence. Rather than collect hundreds of forms from parents who are in agreement and slow down the ability to share images, we only collect documents from parents/guardians who **DO NOT** want their student's images used.

Our students participate in a variety of athletic and academic activities throughout the school year, and it is our intention to share these moments whenever possible. Parents and/or guardians who do not wish to have their student's photograph used in district publications, social media channels, or on the website, should notify their child's building principal in writing stating this objection. The district does not utilize a specific form for this process. Parents must submit a letter to decline photo publications. These letters will be kept on file at the school so that all requests are honored. They will be effective the school year for which they are written and must be submitted each year.

Burgettstown Area School District
Medication Administration Consent And
Licensed Prescriber Order

Burgettstown Area Elementary Center
Rachel Miller, RN, BSN
724-947-8150 x 304 Fax: 724-947-8150

Burgettstown Middle/High School
Zuri Vigliotti, RN
724-947-8114 Fax: 724-947-3325

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a *Medication Administration Consent* form signed by the student's parent/guardian and a *Medication Order* from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy. All over the counter medication must be in the ORIGINAL, FACTORY SEALED, UNOPENED container accompanied by this completed form for Middle/High school students. Elementary students needing OTC medication must obtain and Licensed Prescriber Order in as well according to district policy.

Field Trip/Overnight Activity/Athletic Activity – This form must also be completed by parents of students in need of medication when participating in off campus and/or athletic activities. **Only the amount of prescription medication needed for the length of time the student will be away from school, should be sent. The student will give the medication to the sponsor/coach as directed above. The sponsor/coach will keep all medications in a sealed container and will supervise the student's self medication. OTC meds must be given to sponsor/coach as stated above.**

Parent/Guardian Consent:

I give my permission for my child, _____, to receive the following medication by a licensed prescriber during the school day. I understand that the medications will be given by school health personnel according to my child's licensed prescriber's directions.
Name and dosage of medication _____ frequency_____
OTC medications only need parent consent at the Middle High school level. Elementary students require physician permission as well.
Parent/Guardian signature: _____ Date: _____

Parent/Guardian name printed: _____ Phone: _____

Licensed Prescriber Medication Order:

Patient's name: _____ Date: _____
Name of medication: _____
Route and dosage: _____
Time of administration: _____
Directions: _____
_____

Discontinuation date: _____

Allergies: _____

Licensed prescriber signature: _____

Licensed prescriber name printed: _____ Phone:_____

Emergency Care Plan

BEE STING ALLERGY 

Student: _____Grade: ____ School Contact: _____ DOB: _____

Asthmatic: Yes No (increased risk for severe reaction) Severity of reaction(s): _____

Mother: _____ MHome#: _____ MWork#: _____ MCell #: _____

Father: _____ FHome #: _____ FWork #: _____ FCell #: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

SYMPTOMS OF AN ALLERGIC REACTION MAY INCLUDE ANY/ALL OF THE FOLLOWING:

- **MOUTH** Itching & swelling of lips, tongue or mouth
- **THROAT** Itching, tightness in throat, hoarseness, cough
- **SKIN** Hives, itchy rash, swelling of face and extremities
- **STOMACH** Nausea, abdominal cramps, vomiting, diarrhea
- **LUNG** Shortness of breath, repetitive cough, wheezing
- **HEART** "Thready pulse", "passing out"

The severity of symptoms can change quickly – it is important that treatment is given immediately.

STAFF MEMBERS INSTRUCTED: Classroom Teacher(s) Special Area Teacher(s)
Administration Support Staff Transportation Staff

TREATMENT: Remove stinger if visible, apply ice to area. Rinse contact area with water.

Treatment should be initiated: with symptoms without waiting for symptoms
Benadryl ordered: Yes No Give _____ Benadryl per provider's orders

Call school nurse. Call parent/guardian if off school grounds.
Epinephrine ordered: Yes No Special instructions: _____

IF ANY SYMPTOMS BEYOND REDNESS OR SWELLING AT THE SITE OF THE STING ARE PRESENT AND EPINEPHRINE IS ORDERED, GIVE EPINEPHRINE IMMEDIATELY AND CALL 911.

Preferred Hospital if transported: _____
Epinephrine provides a 20 minute response window. After epinephrine, a student may feel dizzy or have an increased heart rate. This is a normal response. Students receiving epinephrine should be transported to the hospital by ambulance. A staff member should accompany the student to the emergency room if the parent, guardian or emergency contact is not present and adequate supervision for other students is present.

Transportation Plan: Medication available on bus Medication NOT available on bus Does not ride bus

Special instructions: _____

Healthcare Provider: _____ Phone: _____

Writtenby: _____ Date: _____

Copy provided to Parent Copy sent to Health Care Provider

Parent/Guardian Signature to share this plan with Provider and School Staff: _____

This plan is in effect for the current school year and summer school as needed.

Emergency Care Plan

FOOD ALLERGY 

Student: _____Grade: ____ School Contact: _____ DOB: _____
Asthmatic: Yes No (increased risk for severe reaction) Allergen(s): _____
Mother: _____MHome#: _____ MWork #: _____ MCell #: _____
Father: _____ FHome #: _____ FWork #: _____ FCell #: _____
Emergency Contact: _____ Relationship: _____ Phone: _____

SYMPTOMS OF AN ALLERGIC REACTION MAY INCLUDE ANY/ALL OF THE FOLLOWING:

- **MOUTH** Itching & swelling of lips, tongue or mouth, mouth "feels hot"
- **THROAT** Itching, tightness in throat, hoarseness, cough
- **SKIN** Hives, itchy rash, swelling of face and extremities
- **STOMACH** Nausea, abdominal cramps, vomiting, diarrhea
- **LUNG** Shortness of breath, repetitive cough, wheezing
- **HEART** "Thready pulse", "passing out"

The severity of symptoms can change quickly – it is important that treatment is given immediately.

STAFF MEMBERS INSTRUCTED: Classroom Teacher(s) Special Area Teacher(s)
Administration Support Staff Transportation Staff

TREATMENT: Rinse contact area with water if appropriate.

Treatment should be initiated: with symptoms without waiting for symptoms
Benadryl ordered: Yes No Give _____ Benadryl per provider's orders

Call school nurse. Call parent/guardian if off school grounds.
Epinephrine ordered: Yes No Special instructions: _____

IF INGESTION OR SUSPECTED INGESTION OF ALLERGEN OCCURS, SYMPTOMS ARE PRESENT AND EPINEPHRINE IS ORDERED, GIVE EPINEPHRINE IMMEDIATELY AND CALL 911.

Preferred Hospital if transported: _____
Epinephrine provides a 20 minute response window. After epinephrine, a student may feel dizzy or have an increased heart rate. This is a normal response. Students receiving epinephrine should be transported to the hospital by ambulance. A staff member should accompany the student to the emergency room if the parent, guardian or emergency contact is not present and adequate supervision for other students is present.

Transportation Plan: Medication available on bus Medication NOT available on bus Does not ride bus
Special instructions: _____

Healthcare Provider: _____ Phone: _____

Writtenby: _____ Date: _____

Copy provided to Parent Copy sent to Health Care Provider

Parent/Guardian Signature to share this plan with Provider and School Staff: _____

This plan is in effect for the current school year and summer school as needed.

Emergency Care Plan

SEIZURE DISORDER 

Student: _____Grade: ____ School Contact: _____ DOB: _____
Mother: _____MHome#: _____ MWork #: _____ MCell #: _____
Father: _____ FHome #: _____ FWork #: _____ FCell #: _____
Emergency Contact: _____ Relationship: _____ Phone: _____

SYMPTOMS OF A SEIZURE EPISODE MAY INCLUDE ANY/ALL OF THE FOLLOWING:

Tonic-Clonic Seizure:

- Entire body stiffens, jerking movements
- May cry out, burn bluish, be tired afterwards

Absence Seizure:

- Staring spell, may blink eyes

STAFF MEMBERS INSTRUCTED: Classroom Teacher(s) Special Area Teacher(s)
Administration Support Staff Transportation Staff

TREATMENT:

Clear the area around the student to avoid injury.
DO NOT PUT ANYTHING IN THE STUDENT'S MOUTH.
Place student on side if possible, speak to the student in a reassuring tone.
Stay with the student until help arrives.

Emergency Medical Services (911) should be called, student transported to hospital.
Preferred Hospital if transported: _____

Emergency medication to be given by Nurse at onset of seizure.
Student should be allowed to rest following seizure, call parent.

Transportation Plan: Medication available on bus Medication NOT available on bus Does not ride bus

Special instructions: _____

Healthcare Provider: _____ Phone: _____

Writtenby: _____ Date: _____

Copy provided to Parent Copy sent to Health Care Provider

Parent/Guardian Signature to share this plan with Provider and School Staff: _____

This plan is in effect for the current school year and summer school as needed.

Emergency Care Plan

LATEX ALLERGY 

Student: _____Grade: ____ School Contact: _____ DOB: _____
Mother: _____MHome#: _____ MWork #: _____ MCell #: _____
Father: _____ FHome #: _____ FWork #: _____ FCell #: _____
Emergency Contact: _____ Relationship: _____ Phone: _____

SYMPTOMS OF AN ALLERGIC REACTION MAY INCLUDE ANY/ALL OF THE FOLLOWING:

- **MOUTH** Itching & swelling of lips, tongue or mouth
- **THROAT** Itching, tightness in throat, tightness in chest
- **SKIN** Hives, warmth, itchy rash, generalized swelling
- **STOMACH** Nausea, abdominal cramps, vomiting and/or diarrhea
- **LUNG** Shortness of breath, repetitive cough, wheezing
- **HEART** "Thready pulse", "passing out"

The severity of symptoms can change quickly – it is important that treatment is given immediately.

STAFF MEMBERS INSTRUCTED: Classroom Teacher(s) Special Area Teacher(s)
Administration Support Staff Transportation Staff

TREATMENT: Rinse contact area with water.

Benadryl ordered: Yes No Give _____ Benadryl per provider's orders

Call school nurse at _____. Call parent/guardian if off school grounds.
Epinephrine ordered: Yes No Special instructions: _____

IF ANY SYMPTOMS BEYOND REDNESS OR SWELLING ARE SEEN AT THE SITE AND EPINEPHRINE IS ORDERED, GIVE EPINEPHRINE IMMEDIATELY AND CALL 911.

Preferred Hospital if transported: _____
Epinephrine provides a 20 minute response window. After epinephrine, a student may feel dizzy or have an increased heart rate. This is a normal response. Students receiving epinephrine should be transported to the hospital by ambulance. A staff member should accompany the student to the emergency room if the parent, guardian or emergency contact is not present and adequate supervision for other students is present.

Transportation Plan: Medication available on bus Medication NOT available on bus Does not ride bus

Special instructions: _____

Healthcare Provider: _____ Phone: _____

Writtenby: _____ Date: _____

Copy provided to Parent Copy sent to Health Care Provider

Parent/Guardian Signature to share this plan with Provider and School Staff: _____

This plan is in effect for the current school year and summer school as needed.

Burgettstown Insurance for Chromebooks Sign-Up

Student Name: _____ Grade: _____

❑ Yes, I would like to participate in the BASD insurance Program for Chromebooks. I understand this is a voluntary program which will reduce the fines and replacement cost that I may be subject to if the Chromebook on loan to my student is damaged, lost or stolen. The BASD insurance program (including the reduced fines and replacement cost) are described on the reverse side of this form.

Payment Selection:
The standard payment to enroll in BASD insurance is $25.00 per school year for each child in a household. This amount is reduced for students on free/reduced lunch or for larger families.

Please select the payment amount below. Your receipt is proof of insurance, and will be required to file a claim. (Please make checks payable to Burgettstown Area School District):
❑ Standard Payment of $25.00 per year (Check to School)
❑ My child is currently eligible for reduced lunch benefits - $15.00 per year (Check to School)
❑ My child is currently eligible for free lunch benefits - $10.00 per year (Check to School)
❑ I have already made BASD insurance payments for two other students in my household - $0.00
Names of students already enrolled:_____

I certify that the information provided above concerning free/reduced lunch or payments for other children is true and correct. (This information will be verified by district staff in accordance with federal law.)

I have read and understand the rules and the financial responsibilities of the BASD insurance for Chromebooks program. I agree to all terms and conditions of the program and voluntarily enroll my student(s) for the current school year.

_____ _____ _____
Print Parent/Guardian Name Signature Date

- -

❑ NO, I decline participation in the BASD insurance Program. I understand I will be financially responsible for all fines or the full replacement cost associated with the loss or damage of the Chromebook while checked out to my child.

_____ _____ _____
Print Parent/Guardian Name Signature Date

For internal use: Check #_____ Cash_____ Opted Out_____

BURGETTSTOWN 1:1 CHROMEBOOK RESPONSIBLE USE AND SAFETY AGREEMENT

PURPOSE: Burgettstown Area School District (BASD) may provide and assign students a Chromebook computer for use at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement provides guidelines and information about expectations for students and families who are being issued these one-to-one (1:1) devices. In addition to this agreement, the use of district-provided technology also requires students to abide by the Student Code of Conduct and all policies related to technology acceptable use.

Our expectation is students will responsibly use district technology and network resources. We also expect students will keep their district-issued devices safe, secure and in good working order. This agreement includes the following specific responsibilities and restrictions.

RESPONSIBILITIES – The student will:

1. Bring their 1.1 device to school each day with a full charge.
2. Communicate responsibly and ethically using school appropriate language and speech.
3. Report any instance of cyber bullying, personal attacks or threats toward anyone made to school personnel.
4. Use technology for school-related purposes. Use for commercial or political purposes is prohibited at all times.
5. Follow copyright laws and fair use guidelines.
6. Upon request, make the 1.1 device available for inspection by any administrator or teacher.
7. Understand all electronic communication, activities and files accessed on district technology or networks are not private and may be reviewed, monitored or archived by the district at any time.

RESTRICTIONS – The student will not:

1. Mark, deface, or place stickers that are not easily removed by student, on the Chromebook or case.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means.
3. Bypass or otherwise change the internet filtering software, device settings, or network configurations.
   - Student 1:1 devices, in compliance with federal law, are configured so internet content is filtered.
4. Tamper with hardware or software, attempt unauthorized entry into and/or vandalize or destroy the computer or computer files.
5. Attempt to locate, view, share, or store any materials that are unacceptable in the school setting. This includes but is not limited to pornographic, obscene, graphically violent, racist, or vulgar images, sounds, music, language, video or other material that violates District policies, procedures, guidelines or student codes of conduct. The criteria for acceptabilitiy is demonstrated in the types of material made available to students by staff and the school media center.

By signing this agreement, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of BASD technology. You understand should you fail to honor all the terms of this agreement, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Student misuse will be subject to disciplinary action outlined in the BASD Student Code of Conduct.

As the parent/guardian, my signature indicates I have read and understand this Responible Use and Safety Agreement, and give my permission for my child to have access to an use district-issued technology.
Parent/Guardian-

_____	_____	_____
Print Parent/Guardian	Signature	Date

As the student, my signature indicates I have read or had explained to me and understand this Required Use and Safety Agreement and accept responsibility to abide by the terms and conditions outlined.

_____	_____	_____
Printed Student Name	Signature	Date