Carnegie Elementary School
Parent/Student Handbook

2026-2027

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2026-2027 IMPORTANT DATES

August	
13	New Teacher Induction
17	Professional Development for Teachers
18, 19, 20	Professional Development for Teachers
20	Meet the Teacher Night - Elementary
21	Clerical Day for Teachers
24	First Day of School for Students
September	
7	Labor Day - No school for Students and Teachers
30	2 Hour Delay Day (Data Day)
October	
12	Professional Development Day for Teachers - No School for Students
27	End of Quarter 1 (Marking Period)
28	2 Hour Delay Day (Data Day)
November	
3	Parent Teacher Conferences - No School for Students
25, 26, 27, 30	Thanksgiving Break - No School for Students and Teachers
December	
22	Early Dismissal for Students
23, 24, 25, 28, 29, 30, 31	Winter Break - No School for Students and Teachers
January	
1	Winter Break - No School for Students and Teachers
15	End of Semester 1/End of Quarter 2 (Marking Period)
18	Professional Development Day for Teachers - No School for Students
February	
3	2 Hour Delay Day (Data Day)
March	
23	End of Quarter 3 (Marking Period)
25	Spring Break - No School for Students and Teachers (Make-Up Day 1)
26	Spring Break - No School for Students and Teachers
29	Spring Break - No School for Students and Teachers (Make-Up Day 2)
April	
May	
28	Last Day and Early Dismissal for Students
28	Graduation
31	Memorial Day - No School for Students and Teachers

June

1	Clerical Day for Teachers

Welcome to Carnegie Elementary School!

Carnegie Elementary School
Dr. Julie Franczyk, Principal
301 Franklin Avenue
Carnegie, PA 15106

Phone: 412-429-2540 **Fax: 412-429-3253**

School Colors: Green and Gold School Mascot: Cougar

The Carnegie Elementary School Student/Parent Handbook provides information regarding rules, policies, academic opportunities, student privileges and responsibilities. Carnegie Elementary School is a community of learners who need the cooperation of all in making the school a safe and caring environment for all who enter. We ask that you refer to this handbook and contact staff members as needed throughout the school year.

Welcome to the Carnegie Elementary School family! Have a great school year!

District Mission Statement

The Carlynton School District recognizing the shared responsibility of educators, students and families of this culturally diverse community, will provide a challenging educational program for all students within a safe nurturing environment, which will enable them to function as productive, ethical and responsible global citizens.

Belief Statement

We believe that:

- Education is worth the commitment of time, money and effort.
- Education is a cooperative effort of parents, students, staff and community.
- All students are unique individuals with varied interests and abilities.
- All students can be successful learners based on ability.
- All students have a right to be educated to the fullest potential.
- Individual guidance is critical to maximize each student's potential.
- Students should be encouraged to reach their potential.
- High expectations directly affect performance.
- Each individual has worth and deserves respect and dignity.
- A nurturing, safe environment is conducive to learning.
- The school district encourages students to be responsible members of a global society.

ADMINISTRATION, FACULTY AND STAFF

CARLYNTON SCHOOL DISTRICT ADMINISTRATION

Superintendent
Dr. John Kreider
john.kreider@carlynton.k12.pa.us

Director of Fiscal Affairs/Budget
Mr. Keith Bielby
keith.bielby@carlynton.k12.pa.us

Human Resources/Business Office Coordinator
Mrs. Amy Jenkins
amy.jenkins@carlynton.k12.pa.us

Director of Student Services/Psychology Services
Dr. Patricia Serdy
patricia.serdy@carlynton.k12.pa.us

Athletic Director & Transportation Operations Coordinator
Mr. Ryan Gevaudan
ryan.gevaudan@carlynton.k12.pa.us

Director of Technology & School Safety and Security Coordinator
Mr. Joshua Jones
joshua.jones@carlynton.k12.pa.us

Director of Maintenance/ Custodial Services
Mr. Al Pater
albert.pater@carlynton.k12.pa.us

Registrar/ Enrollment/Registration
Ms. Brittany Etkins
brittany.etkins@carlynton.k12.pa.us

Director of Special Education
Ms. Desiree Burns
desiree.burns@carlynton.k12.pa.us

Coordinator of Educational Programs & Services
Mr. Michael Loughren
michael.loughren@carlynton.k12.pa.us

CARNEGIE ELEMENTARY ADMINISTRATION

Principal
Dr. Julie Franczyk
julie.franczyk@carlynton.k12.pa.us

School Secretary
Mrs. Chris Foley
christina.foley@carlynton.k12.pa.us

CARNEGIE ELEMENTARY FACULTY

Mrs. A. Fekety	K	Mrs. A. Garrison	K	Mrs. L. Price	K
Mrs. J. Leslie	K	Mrs. E. Retcofsky	1	Ms. K. Sumpter	1
Mrs. M. Campbell	2	Mrs. M. Kladakis	2	Mrs. A. Lea	2
Mrs. H. Aitken	3	Ms. D. Bombich	3	Mrs. L. Merglowski	3
Mr. D. Hahn	4	Mrs. E. Hanley	4	Ms. J. Lewis	4
Mr. S. Donnelly	5	Mrs. R. Gaydos	5	Mrs. J. Stephens	5
Ms. E. Brozenick	6	Mrs. B. Muraco	6	Mr. J. Roussos	6

CARNEGIE ELEMENTARY UNIFIED ARTS AND SUPPORT STAFF

Guidance Counselor	Mrs. E. Chaffee	Dean/Gifted Support	Mrs. B. Martys
School Psychologist	Mrs. M. Dilla	General/Instrumental Music	Mr. C. Comm
Computer Technology	Ms. A. Malcolm	Band	Mr. T. Obidowksi
Learning Support K-2	Mr. N. Vayansky	Autistic Support/LS	TBD
Learning Support 3-4	Mr. B. Harewicz	Emotional Support K-6	Ms. M. Persinger
Learning Support 5-6	Mrs. A. Harrity	Nurse	Ms. L. Nick
Art	Mrs. M. Dzurenda	Speech/Language	Mrs. N. Uhrin
Library/STEAM	Mrs. A. Sirianni	Title I Math	Mrs. E. Cummings
Phys. Ed./Health	Mr. J. Ficorilli	Title I Reading	Mrs. L. Zimmerman
Title I Math	Mrs. J. Bhuta	Chill Counselor	Ms. L. Hunter
Title I Reading	Mrs. L. Rippole	Chill Therapist	Ms. B. Hagerty

PTA (PARENT TEACHER ASSOCIATION)

The PTA, or the Parent Teacher Association is a network of families, teachers, administrators, and business and community leaders devoted to the educational success of each Carnegie Elementary student and the promotion of family engagement in our school.

The goal of the PTA is to provide a fun experience for all students. Dances, field day, monthly themed activities, family reading night, and field trips are among the many activities and educational experiences sponsored by the Carnegie Elementary PTA.

There are many ways for parents and caregivers to be involved in the PTA. You may choose to be involved as much or as little as your schedule permits. Meetings are once monthly. Opportunities to participate range from hands on at school events to making phone calls from home, and everything in between. There is a place for everyone in the PTA and it takes many hands to ensure a successful school year for our students.

The cost to become a voting member of the Carnegie PTA is $10/year. You may reach out to the PTA Board at carnegie.pta@carlynton.k12.pa.us with any questions.

We look forward to seeing you!

ACADEMIC DAY AND ATTENDANCE

The school day begins with arrival at 8:25 AM and ends with dismissal at 3:00 PM.

Late Arrivals (Tardy)

Students arriving to school between 8:35 AM and 10:00 AM are considered tardy.
Students arriving to school between 10:00 AM and 11:30 AM are marked absent for a half-day.
Students arriving to school after 11:30 AM are marked absent for the entire day.

Students arriving to homeroom after 8:35 AM are considered tardy. Students tardy to school must arrive with an excuse from a parent/guardian or doctor. Excuses brought on subsequent days for tardy arrivals will not be accepted.

For the first 10 occasions of tardiness, a parent note will be accepted and students will be able to make up missed work if the note properly excuses the tardiness. When tardiness to school occurs beyond the tenth occasion, students will be required to submit a doctor's note for the tardiness to be excused. Students are not permitted to make up work for unexcused tardiness to school. Based upon cumulative minutes of missed instruction, principals may file charges with the local magistrate.

Early Dismissals

No student of Carlynton School District, regardless of their age, will be excused prior to the regular dismissal time without a written request from a parent/guardian. A parent/guardian must be present at the time of the early dismissal. All written requests for early dismissal must be turned in to the homeroom teacher. Appointments with doctors, dentists, etc. should be made after school hours when possible. Under NO circumstances should parents send an email regarding early students dismissal, this information must be communicated via a phone call to the Main Office. Students leaving the elementary school prior to 11:30 AM will be marked absent for ½ day. Students will only be released to adults listed as emergency contacts with proper ID. **NO EARLY DISMISSALS WILL TAKE PLACE AFTER 2:30 PM DAILY.**

Attendance

Acceptable reasons for students to miss school are as follows:

- Illness of the student
- Death in the immediate family or family emergency
- Quarantine of the family
- Impassable roads (as determined by the District)
- Court appearance with proper documentation
- Pre-approved religious educational events
- Medical or dental appointments (partial day absence)
- Pre-approved Educational Trip

Student absences for any other reason will be marked "unexcused".

A properly signed excuse must be submitted to the school office **within three (3) days** of a student's return to school. If submitted after three days, the absence is an illegal absence. The district cannot accept emailed excuses. Click here to download and complete an Excused Absence Form: Excused Absence Form

Students may miss up to ten (10) days of school per year before a doctor's note will be required. For every absence over 10 days, a doctor's note will be required for absences to be excused.

Days excused by a certified medical provider will be accepted by the District and will not count toward the ten (10) days outlined above.

Pre-approved family trips count toward the ten (10) days of absence per year. Students must receive pre-approval from the school principal for all family educational trips. Days not pre-approved or that exceed the ten day limit will be considered illegal. Click here to download and complete an educational trip form: Educational Trip Form

Students who miss more than ten (10) days of school and do not provide a doctor's excuse will be considered illegally absent/truant from school. The district will take the following steps:

A. Third Illegal Absence (Truant)
    a. The district will send a letter with a copy of legal penalties for violation of compulsory attendance.
    b. Student may not make up work
    c. Student may not participate in any activities until next official school day
B. Fourth (4th) Illegal Absence
    a. The district will schedule a meeting with student and parent/guardian to discuss the cause of truancy and to develop a Truancy Elimination Plan (TEP).
    b. Student Attendance Improvement Plan (SAIP). All parties (school, parent/guardian, student) are expected to sign the SAIP.
C. Sixth (6th) Illegal Absence
    a. The district will send a letter informing the parent/guardian that the student has reached his/her maximum number of missed days.
    b. Medical excuses will be required for any additional absences or those days will remain as illegal.

Habitually truant students may be referred to Children, Youth and Family (CYF).

Missed Work

Students may make up work missed by any excused absence or suspension. Make-up work is entirely the student's responsibility. Failure to make up class work and tests within the same number of days missed will result in a failing grade for the missing work. Students will not receive credit for work for those days on which absences are unexcused.

Educational Trips and Tours

Educational trips that are non-school district sponsored will be given an excused absence if the following conditions are met:

- Student's parent/guardian submits a written request to the Principal for excusal. Request forms may be found here: Educational Trip Form
- The Principal has approved the student's participation on the trip or tour.

- There is an adult directing and supervising the pupil during the trip/tour who is acceptable to both the parent and Principal.
- Excused absence for non-school sponsored trips will be limited to ten (10) days during a school term. Educational trips will be counted in the 10 days of permissible absences per year.
- Student state testing does not conflict with the dates of the requested trip. Trips will not be approved during state testing windows.

*See Policy 204: Carlynton SD Attendance Policy

STUDENT HEALTH/EMERGENCY INFORMATION SHEETS

The Health/Emergency Form is an extremely important document in relation to medication, health history and immediate contact of parents/guardians. In cases where school personnel need to make immediate contact with parents/guardians it is imperative that this information be provided. Such incidents may include, but are not limited to the following: medical emergencies, disciplinary instances, emergency early dismissals and immediate academic concerns. Please click the links to download and complete these forms.

Student Emergency Form
Authorization for Medication During School Hours Form

CUSTODY AND PARENTAL RIGHTS

Because the district stands in the legal position of "in loco parentis", the following reasonable guidelines must be adhered to:

- If a student's parents are estranged and there has not been a court order establishing custody, and there is no legal guardian duly appointed, the district will regard the PARENT IN CHARGE (parent with whom the child resides) as the legal custodian of the child for the purposes of this policy. Unless informed otherwise in writing, the district shall rely on the child's Registration Form to determine residency.
- In cases where a court order has established custody, the district will honor the court's decision upon receipt of a certified copy of the court's order.
- A child will be released only to the individual having legal custody, the legal guardian or the PARENT IN CHARGE.
- All communications from the district regarding the child will be directed to the individual having legal custody, the legal guardian or the PARENT IN CHARGE, unless otherwise directed by a court order.

*See Policy 238: Carlynton SD Custody/Parental Rights Policy

VISITING OUR BUILDING

The Carlynton School Board welcomes visits to Carnegie Elementary School by parents and guardians of children enrolled in the school. All guests visiting Carnegie Elementary School are to report directly to the main office and present photo identification. Each visitor will be given a visitor identification badge (sticker) that must be worn while in the building. Any classroom visits must be scheduled with the classroom teacher and administration. Carlynton School District utilizes the Raptor System to generate visitor badges with a valid driver's license/state ID.

*See Policy 907: Carlynton SD School Visitors Policy

CAFETERIA SERVICES/SCHOOL MEALS

The Carlynton School District provides free breakfast and lunch to all students at Carnegie Elementary School. Students have the option of a hot lunch, peanut butter and jelly sandwich, or cheese sandwich for lunch. Families are also welcome to send a packed lunch with their children.

DRESS CODE

The Carlynton School District wishes to present an appearance and mode of behavior, which can be pointed to with pride by anyone within the school community. While we accept changes in fashion and recognize certain situations requiring appropriate modes of dress, we counsel moderation. Please use good judgment when choosing clothes to be worn to school. As to avoid the loss of valuable class time, students are counseled to avoid clothing which is distracting to the orderly process of education.

The school district considers the following to be inappropriate (to the educational process) and will NOT be tolerated:

- Bare feet, bare midriffs, muscle shirts, halter tops, see-through clothing; hats, hoods, and heavy outerwear jackets in school
- Shorts or skirts that are less than fingertip length when the arms are extended alongside the legs (while in a standing position)
- Baggy shorts or pants
- Cut off garments
- Dog collars and chains
- Clothing with holes or clothing that is blatantly not in a good state of repair
- Articles of clothing that display offensive words, such as, but not limited to vulgarity, drugs, alcohol, and offensive signs, symbols or gestures
- Articles of clothing which may be perceived as threatening
- Tear-away clothing unless it is permanently fastened

No visible skin/undergarments shall be exposed on the torso. Students may be required to wear certain types of clothing while participating in physical education class.

*See Policy 221: Carlynton SD Dress and Grooming Policy

DISTRICT-OWNED TECHNOLOGY USE

In order to enhance and maximize the academic potential of each student, the Carlynton School District provides essential technology. There are behavioral expectations associated with the use of all technology at Carnegie Elementary School. Inappropriate use of technology will result in disciplinary action and may temporarily or permanently restrict a student's use of District-owned technology.

STUDENTS WILL NOT BE PERMITTED TO USE DISTRICT-OWNED TECHNOLOGY WITHOUT SIGNED ACKNOWLEDGEMENTS OF THE POLICIES GOVERNING RESPONSIBLE USE.

Click here to access the Carlynton School District Technology Handbook and complete the required forms.

PERSONAL ELECTRONIC DEVICES

The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the district's students. Nonetheless, the Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment.

Electronic devices shall include any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; any device that can provide a connection to the Internet (whether wireless, wired, 3G or 4G); laptops and tablet computers; electronic gaming systems; and laser pointers.

The Board prohibits all students from any use of electronic devices in locker rooms, bathrooms, and other changing areas.

The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school-sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, or unless the use is authorized for educational purposes as outlined below.

The Board prohibits the use of any electronic device by any elementary school student while in district buildings, on district property and grounds including on district buses, and at school-sponsored activities. An electronic device that is possessed by any student in school buildings or on district property must remain powered off and kept out of sight at all times.

Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.

Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program (IEP) or Section 504 Service Agreement.

Unauthorized use of electronic devices as defined above shall result in the following:

- First Offense: Item is confiscated from the student and will be returned at the end of the school day.
- Second Offense: Item to remain in the school office. The item is only given to a parent/guardian.

Display of any of these items that leads to a disruption in the school may be reported to the principal and may result in disciplinary action.

*See Policy 237: Carlynton SD Electronic Devices

EMERGENCY PRACTICES

Fire Drills and Emergency Evacuations

Fire drills are practiced monthly for a quick, quiet and safe evacuation. In an emergency evacuation, all students and staff will be escorted to one of the designated evaluation locations.

School Delays/Closings and Emergency Dismissals

When a school closing or delay is necessary due to emergency weather conditions, announcements will be available on the following TV stations: WTAE, WPXI and KDKA. The school may also notify families through the automated call and/or email system.

Flexible Instruction Days (FIDs)

What is a Flexible Instruction Day (FID)?
Flexible Instruction Days are deemed a school day and count toward the number of instructional days/hours required under Article 15 of the Public School Code and Chapter 11 of the State Board of Education regulations. FIDs employ non-traditional strategies to provide a continuation of instruction on regularly scheduled school days when circumstances (primarily weather) call for an alternate approach.

How will it work for Carlynton?
On days that require school closure, the district will have teachers and students stay home to complete their tasks. As long as students complete their assignments within 7 calendar days of the FID and turn in their attendance form to their homeroom teacher, they will receive credit for the school day.

What's the benefit of a FID?
It's an effort to address inclement weather days while at the same time attempting to eliminate the need to extend the school year. It will not require additional make up days to be fulfilled - or to extend the school year to make up for inclement weather cancellations. FIDs are deemed a school day and count toward the number of instructional days/hours required under Article 15 of the Public School Code and Chapter 11 of the State Board of Education regulations.

Unanticipated emergencies sometimes occur during the school year which requires school authorities to dismiss pupils earlier than their regular dismissal time. (Examples: extreme heat, cold, heavy snow, dangerous road conditions, etc.) As school authorities consider the health and safety of District students and staff, should public schools dismiss early, all parents should be aware of this possibility so that they may discuss whatever family procedure they want their child to follow to ensure his/her health and safety. **Family arrangements should be reinforced from time to time, especially with kindergarten or primary school aged pupils**

ACADEMIC FOCUS

Homework

Students in grades Kindergarten through six are expected to do homework on a consistent basis. A parent/guardian should set aside time daily for children to complete homework. Homework assignments may include, but not limited to studying, written work, projects, spelling practice, math and reading for enjoyment. As students progress through the grades, the homework load will get more demanding. Failure to complete homework on a routine basis may result in progressive consequences.

Student Planners

All students in grades 1 through 6 will be provided with a daily student planner at the start of the school year. This planner serves as an essential communication tool between home and school.

Purpose of the Planner:

- To help students build responsibility, time management, and organizational skills.
- To record daily homework assignments, upcoming tests, and important reminders.
- To serve as a daily link between parents and teachers.

Parent Expectations:

- Please check your child's planner each evening.
- Use the planner to stay informed about classwork, homework, and any notes from the teacher.
- Initial or sign the planner (based on the teacher's classroom routine) to confirm you have
- reviewed it.

The daily planner is a key tool in supporting your child's success. Encouraging its consistent use at home reinforces positive habits and helps keep everyone informed and connected.

Homework When Absent

Whenever children are absent, parents should make arrangements to pick up the missed assignments. Please be advised that work requests will be ready for pick-up 24 hours after the request is made.

Reporting Pupil Progress

The cooperation of the home and school is a vital ingredient in the growth and education of the student. We recognize the importance of keeping the parents informed of student welfare and progress in school. Reporting student progress shall include cards and parent conferences as needed with teachers.

Grading Student Progress

We recognize that a system of grading student achievement can help the student, teachers and parents to better assess the student's progress toward personal educational goals. Nine (9) week period grades will be based solely on objective test grades. Other evaluations will be provided for performance, work habits, citizenship, punctuality, and attendance.

The system of grading is as follows:

Primary and Intermediate Grades (1-6)

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

Promotion and Retention

We recognize that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. A student will be promoted to the succeeding grade level when s/he has successfully completed the course requirement at the presently assigned grade. Every effort will be made to remediate the student's difficulties before s/he is retained, including the Multi-Tiered System of Supports (MTSS) process. Refer to "Special Programs" for a more complete description of the Multi-Tiered System of Supports (MTSS).

Standardized Testing Information

The Carlynton School District utilizes standardized testing to provide valid and reliable data to evaluate the effectiveness of each child's educational program. IXL Benchmark testing and Acadience reading and math universal screeners are given 3 times a year to monitor progress. **Information will be sent home regarding the grade levels to be tested and the dates for testing.**

Student Records

The primary purpose of record keeping shall be for the educational welfare and advancement of the pupil. The Board authorizes the Principal to forward educational records on request to a school in which a pupil of this District seeks to enroll or intends to enroll.

CURRICULUM

Language Arts

The Carlynton School District curriculum is aligned to the Pennsylvania Core, McGraw Hill Reading Wonders Series, which features an integrated curriculum of Reading, English, Spelling, and Writing into each of the daily lessons. Opportunities are offered to extend this learning into other content areas as well. In the series, students have the opportunity to be exposed to a variety of excellent, contemporary children's literature through their exploration of six major themes in each grade level. Skills are introduced and repeated throughout the levels, providing students with opportunities to practice and develop proficiency. Assessment occurs regularly throughout the levels in an effort to determine the student's mastery of concepts and skills. Alternative lessons are provided when deficiencies in skill areas are evident so that the student may experience proficiency.

Mathematics:

The Carlynton School District has adopted and implemented the enVisionmath2.0 Math Curriculum-Savvas in Grades K-6. Students have the opportunity to develop mastery of concepts and skills beginning with the use of concrete, hands-on manipulatives during introductory lessons, ultimately building to the conceptual level. Practice and review exercises are offered throughout the levels to assist the student in developing proficiency. Assessment occurs frequently within the lessons to determine areas of mastery and deficiency. Alternative lessons are provided when deficiencies in conceptual/skill areas are apparent, so that the student may experience proficiency.

Social Studies

The Carlynton School District has adopted and implemented My World Interactive in grades K-5. ***MyWorld Interactive*** encourages students to explore their world, expand their thinking, and engage with social studies content. In grade 6, they adopted and implemented McGraw Hill. This social studies program is designed to draw students into rigorous learning experiences to help them understand the world around them.

Science

The Carlynton School District has adopted and implemented the Elevate Science Program in grades K-3. ElevateScience® is a hands-on science curriculum immersing students in the inquiry process. This is science elevated for problem solving, critical thinking, and the Next Generation Science Standards performance expectations.
Grades 4-6 has adopted and implemented Science Dimension. The students will be given authentic investigations, hands-on activities and labs, and be inspired through the STEM curriculum.

Unified Arts

Unified Arts will rotate using a 6-day cycle. Homeroom teachers will give specific information about the rotation. Unified Arts are as follows:

Music

Classes are conducted at all grade levels where students play on xylophones and a variety of percussion instruments as well as sing and do rhythmic movements. Students learn to read music written on the treble clef staff. Advanced students learn to read and perform music in parts.

Music Enrichment Grades 4-6

Chorus Students in grades 4-6 will have the opportunity to participate in our chorus program. Chorus classes will be held once per week. Through their participation in the program, students will have the opportunity to participate in various choral programs throughout the school year.

Instrumental Band Additional music opportunities are available for students in grades 4-6. Students can choose to play the oboe, flute, clarinet, trumpet, trombone, baritone, tuba, saxophone, or percussion. Students will receive small group instruction and participate in periodic full band rehearsals. The band is divided into Beginning Band and Advanced Band. These groups perform several concerts throughout the year.

PAWS

Practice Respect, Act Responsibly, Work Together, and Stay Safe. Students will have the opportunity to discuss social issues, build character, and focus on career readiness.

Physical Education

The focus of the kindergarten through grade two programs is movement. Students work on the development of spatial and body awareness, along with the critical locomotor and non-locomotor skills. Grades three and four focus on developing skills needed for various sports activities and a greater understanding of fitness principles. Students in grade five and six focus on developing their individual skills, as well as working towards individual lifetime fitness and activity goals.

Visual Arts

Instructional classes are provided for all students in kindergarten through sixth grade. The art curriculum is based on the National Visual Arts Standards, as well as the Pennsylvania Visual Arts Standards, providing students with exposure to a variety of media, different cultures, and history. Additional enrichment is also provided for students through curriculum integration with the classroom teacher.

Library Science/STEAM

Students in grades K-6 visit the Library/STEAM space once during their 6-day Unified Arts rotation. This classroom also incorporates the maker mindset philosophy. This discipline is important for students to develop and master as they are working to develop themselves as successful students. Students are stimulated to develop good-citizenship behaviors while completing curriculum-linked activities, which will develop critical thinking skills, library enrichment and respect for self and others. In addition, students will have an opportunity to review basic library skills and participate in book circulation.

Computer Technology

The K–6 Computer Technology class equips students with essential 21st-century skills through engaging, age-appropriate instruction in three key areas: coding, computer applications, and digital citizenship. Students will explore the basics of programming through interactive coding activities that promote problem-solving and logical thinking. They will build proficiency in computer applications such as word processing, spreadsheets, presentations, and creative tools to support learning across the curriculum. In addition, students will learn how to be safe, responsible, and respectful digital citizens, gaining a foundational understanding of internet safety, online etiquette, and ethical technology use.

SPECIAL PROGRAMS

Multi-Tiered System of Supports (MTSS)

A Multi-Tiered System of Supports (MTSS) is a school-wide framework used to help every student succeed. Through MTSS, teachers regularly monitor student progress and provide different levels of academic, behavioral, and social-emotional support based on each student's individual needs.

All students receive high-quality instruction in the classroom. Some students may receive additional targeted support in small groups, while a smaller number of students may receive more intensive, individualized interventions. Student progress is monitored regularly to ensure supports are effective and adjusted as needed.

The goal of MTSS is to identify student needs early, provide timely support, and help every child achieve success in school by:

- Using research-based scientifically validated interventions/instruction
- Monitoring student progress to inform instruction
- Using data to make decisions
- Using assessments for three different purposes: screening, diagnostics and progress monitoring

The Chill Room Project

The Allegheny Health Network CHILL Room Project, founded by Dr. William Davies, provides a multi-tiered system of mental health services and support. If a student or staff member is having a bad day or needs some time to regroup from anxiety, anger or emotions that challenge their ability to function, they can visit the CHILL Room. School personnel within the CHILL Room will be trained to help students identify and manage their stress and will help soothe and calm their demeanor with preventative measures and proactive strategies. All students and staff will have access to the CHILL Room. The behavior health educator will also implement a school-wide, 30-week mindfulness curriculum. The curriculum will also have a monthly theme. Students will attend sessions in the room with their class and on an as-needed basis. In addition to the student services, our employees will also have access to counseling services and mindfulness resources through the CHILL Room. The next tier of the program works with students who have an existing IEP or 504 plan. This therapist is paid for through insurance and works specifically with identified students. This person will also provide resources to staff members and work with the administrative and SAP teams. The final tier provides an in-school Certified Registered Nurse Practitioner who can provide and administer medication to students. In addition to these services, the CHILL Project will also work with parents and members of the community through outreach and other initiatives. Presentations will be made to community members during PTA meetings, Open House, Rotary Club meetings, and other community events.

Positive Behavior Interventions and Support (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a school-wide framework that promotes a safe, respectful, and positive learning environment for all students. Through PBIS, our school teaches,

models, and reinforces positive behaviors while providing clear expectations for how students should behave in all school settings.

Students are recognized and encouraged for demonstrating positive behaviors, and staff work together to provide consistent support when behavioral concerns arise. When students need additional help, interventions and supports are provided to teach and strengthen appropriate behaviors.

The goal of PBIS is to help every student develop the social, emotional, and behavioral skills needed to be successful in school and beyond.

Student Assistance Program (SAP)

The Student Assistance Program (SAP) is a school-based team that helps identify and support students who may be experiencing academic, behavioral, attendance, social, emotional, or mental health concerns that are affecting their success in school. Students may be referred to SAP by parents/guardians, school staff, or by requesting help themselves. The SAP team works with families to better understand a student's needs, connect them with appropriate school or community resources, and develop a plan to help the student be successful. Participation in SAP is voluntary and parents/guardians are involved throughout the process.

Student Safety Patrols

The sixth grade students apply to participate in the Safety Patrol Program. Once accepted as a safety patrol person, each student is instructed as to how to perform the following duties: assisting students on the bus, in the hallways and learning how to responsibly report to the safety supervisor.

Intramurals

Activities may be offered during recess for grades first through six in a variety of platforms.

Title I Reading Program

Title I Reading is a federally funded program designed to provide additional reading support to students who need extra help developing foundational reading skills. Students are identified for services using multiple sources of data, such as reading assessments, classroom performance, and teacher input. Instruction is provided by qualified reading staff in small groups or individually and focuses on the specific skills each student needs to become a more confident and successful reader. Participation is based on student need, and progress is monitored regularly to ensure students are making growth. Families are notified when their child qualifies for Title I services and are encouraged to partner with the school to support reading success.

Title I Math Program

Title I Math is a supplemental program designed to provide additional math instruction and support to students who need extra help developing grade-level math skills. Using assessment data and classroom performance, students may receive small-group or individualized instruction focused on building foundational math concepts, problem-solving strategies, and confidence. Title I Math Intervention is provided in addition to regular classroom instruction and is intended to help students make meaningful academic progress and become successful, independent learners.

WIN Time (What I Need)

WIN Time (What I Need) is a dedicated block of time during the school day when students receive instruction and support based on their individual learning needs. During WIN Time, students may receive extra help in reading or math, participate in enrichment or extension activities, work in small groups with a teacher, or practice skills independently. Student groups are flexible and may change throughout the year based on assessment data, classroom performance, and teacher recommendations. The goal of WIN Time is to ensure every student receives the right support or challenge to help them grow academically.

Support for Students and Families Experiencing Homelessness (McKinney-Vento Act)

The **McKinney-Vento Homeless Assistance Act** is a federal law that helps students who do not have a fixed, regular, and adequate place to live. A student is considered "homeless" if they:

- Stay with friends or relatives because they lost housing or can't afford rent,
- Live in a shelter, hotel, or motel,
- Sleep in a car, park, campground, or other place not meant for people to live, or
- Are living in any unstable or temporary situation.

Unaccompanied youth are students who meet this definition but do **not live with a parent or guardian**. These students have the same rights and supports as all other students.

Your Rights Under McKinney-Vento

Students experiencing homelessness have the right to:

- **Go to school right away**, even without paperwork such as proof of address, immunizations, or school records.
- **Stay in their current school** (called the "school of origin") if it is best for them, or **enroll in the new school** where they are living now.
- **Get transportation** to and from their school of origin, if needed.
- **Participate fully** in school activities and programs just like other students.
- **Receive extra support** to help with school success, including free meals and access to special programs.
- **Stay enrolled** in school while any disagreements about enrollment or placement are being resolved.

Who Helps? – The District's Homeless Liaison

Carlynton School District's **Homeless Liaison** makes sure that students and families experiencing homelessness:

- Are identified and enrolled in school immediately,

- Get connected to transportation and other needed services,
- Receive support during school transitions, and

- Have someone to turn to if problems or disputes come up.

Homeless Liaison Contact:

*Name :*Bethany Mudd

Title: Home and School Visitor / Homeless Liaison

*Phone:*412-429-2500 x. 2918

Email: Bethany.mudd@carlynton.k12.pa.us

If You Have a Problem or Disagree

If you disagree with a school decision about enrollment or placement, your child will **stay in school and receive services** while the issue is worked out. The Homeless Liaison will help you understand your rights and guide you through the dispute process.

Learn More

- Carlynton School District Board Policy #251 – Students Experiencing Homelessness, Foster Care, and Other Educational Instability:Carlynton SD Board Policy 251

- Basic Education Circular (BEC): Education for Homeless Youth (22 Pa. Code §11.18): BEC-Education for Homeless Youth

DISCIPLINE POLICY

Code of Student Conduct

Among the essential goals of the Carlynton School District's Code of Conduct is the promotion of self-discipline and personal responsibility among students. Consistent with this goal, the discipline of any student is designed to seek proper conduct through learning. Students are prohibited from engaging in any conduct or activity contrary to, or in violation of the Pennsylvania Crimes Code, ordinances of local municipalities or published regulations of the School District, or any other applicable statutes, regulations, ordinances, policies, or rules.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of students, district personnel, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of students to:

- Treat all members of the Carlynton community in a respectful manner through both words and actions.
- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.**Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.*
- Comply with requests posed by district personnel.
- Attend school daily and be on time to all classes and other functions.
- Pursue the satisfactory completion of the course of study prescribed by the Commonwealth and local school authorities.
- Make up work when absent from school.
- Provide information to district personnel in matters relating to the health, safety, and welfare of the individual and school community as well as the protection of school property.
- Exercise proper care when using public facilities and equipment.

*See Policy 235: Carlynton SD Student Rights and Responsibilities Policy

Self-Reporting Safe Haven

Students are expected to know and follow school regulations governing student behavior, including the list of prohibited items. As a responsible member of the school community, a student who has unintentionally brought to school, or while in school, has come into the possession of such items, should immediately bring the situation to the attention of a teacher or administrator. In so doing, the student would be demonstrating the principles of self-discipline and accountability that the student code of conduct promotes. In such circumstances, the student's self-reporting of the situation will be considered as a mitigating factor in determining what discipline, if any, should result.

Safe 2 Say Something

Say Something Anonymous Reporting System allows you to submit secure and Anonymous safety concerns to help identify and intervene upon at-risk individuals BEFORE they hurt themselves or others. You can do this by reporting observed threats, behaviors, actions and harassment.

Abuse/Harassment/Intimidation/Bullying

Abuse, harassment, intimidation, bullying and acts of cyber-bullying by students, staff and third parties toward students are strictly prohibited. Students are prohibited from engaging in violent, aggressive or abusive behavior, physically abusing an individual, or harassing an individual, including sexual harassment, through conduct or communications. It is the responsibility of students and all district personnel to report incidents of bullying to a school official or designee as outlined in the district bullying policy.

"Abuse, harassment, intimidation, bullying or cyber-bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may have the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment including interfering with the psychological well-being of the student.
-

*See Policy 247: Carlynton SD Hazing Policy
*See Policy 249: Carlynton SD Bullying/Cyberbullying Policy

Buses (Violations)

Since many violations on the buses can cause unsafe conditions, we are concerned about the safety and behavior on the buses and must be alert to maintain a safe situation. All school regulations apply to riding the school bus.

Warning: The bus driver may issue a warning notice to the student, which will exclude the student from riding the bus.

- First Violation: Verbal warning, opportunity for assigned seat, parent(s) notified.
- Second Violation: In-school recess detention. Parents will be notified.
- Third Violation: After-school detention. Parents will be notified.
- Fourth Violation: One (1)-day bus suspension to and from school.
- Fifth Violation: Three (3)-day bus suspension to and from school.
- Sixth Violation: Five (5)-day bus suspension to and from school.

All bus violations will be reviewed by the administration, and consequences may be distributed at the discretion of the building principal. **If a violation warrants, the loss of transportation could begin at any violation level.**

Violations for unsatisfactory conduct on the school bus, which could lead to suspension of transportation to and from school include, but are not limited to, the following:

- Not remaining seated while the bus was in motion
- Pushing/shoving/fighting*
- Boisterous conduct, whistling or calling people from the bus
- Not keeping all parts of the body inside of the bus/feet on the floor
- Littering
- Cutting the seats

- Disrespect to the bus driver
- Loud conversations
- Unnecessary noises
- Throwing objects from or on the bus
- Profanity*
- Eating or drinking
- Smoking*

*These infractions will be handled at the appropriate level of the general discipline code.
**Suspension from transportation does not excuse a student from attending school.

Transportation to and from school is a great convenience for our students. We ask your cooperation in making riding a school bus in the Carlynton School District a pleasant and safe experience.

CONSEQUENCES FOR STUDENT MISCONDUCT

The following table is a list of Code of Conduct violations and subsequent consequences. The code of conduct is applicable on school grounds, in school buildings, on school buses, during school activities, field trips, and excursions and from the time of departure for school until arrival at home. Although some consequences are prescribed for specific actions, disciplinary consequences are determined on an individual basis consistent with the student's past behavior, special needs, etc.

Consequences For Student Misconduct							
INFRACTION	**Lunch Detention**	**After-School Detention**	**Meeting With Principal**	**Parent Conference**	**In-School Suspension**	**Out-of-School Suspension**	**Police Notified**
Abuse/Harassment/Intimidation/Bullying	·	·	·	·	·	·	·
Assault/Fighting		·	·	·	·	**3-5 Days**	·
Buses	·	·	·	·	·	·	·
Bomb Threat/Fire Alarm						**10 Days**	·
Cafeteria Disturbance	·	·	·	·	·		
Classroom Disturbance	·	·	·	·	·		
Dress Code Violation	·	·	·	·	·		
Drug & Alcohol Use						**10 Days**	·
Electronic Devices			·	·	·		
Fire/Explosion						·	·
Food/Beverages	·	·	·	·	·		
Hazing					·	·	·
Insolence/Disrespect	·	·	·	·	·	·	
Insubordination	·	·	·	·	·	·	·
Leaving School Grounds		·	·	·	·	·	
Misuse of Technology		·	·	·	·		
Photograph/Recording (Video or Audio)		·	·	·	·	·	·
Physical Aggression	·	·	·	·	·	**1-5 Days**	·
Tardy to School	·	·	·	·			
Theft		·	·	·	·	·	·
Threats	·	·	·	·		**10 Days**	·
Tobacco Use and Possession					·	·	·
Vandalism		·	·	·	·	·	·
Weapons			·	·	·	**10 Days**	

Definitions of Consequences

Detention: the assignment of a student to a quiet, supervised area in the school for a specific amount of time beyond the regular school day. When assigned to detention, students are expected to report on time, bring materials, sit in the seat assigned by the supervisor, refrain from eating, drinking, sleeping and talking with others, and remain in the detention room for the duration of the assigned detention. Failure to serve detention as assigned will result in further disciplinary action.

In-School Suspension: the exclusion of a student from their regular class schedule and all school-related activities and functions for a period of one (1) to three (3) days. The parent is informed of the suspension in writing. In-school suspension at the elementary level must be scheduled, and may take place days after the incident.

Out-of-School Suspension: The exclusion of a student from school and all school-related activities and functions for a period of one (1) to ten (10) days. The parent is informed of the suspension in writing. When the suspension exceeds three (3) days, the student and parent are given an opportunity to attend an informal hearing with the principal.

Expulsion: exclusion from school for a serious offense or a series of offenses for a period exceeding 10 school days. Expulsion may be permanent. If a student is to be excluded from school for a period exceeding 10 days, a formal hearing before the School Board or Superintendent will be held before any action is taken.

Restriction from School Activities: Participation in co-curricular activities, extracurricular activities, sports and ceremonial events is a privilege and not a right. Activities include, but are not limited to, athletic contests, musical and dramatic performances, school clubs and ceremonial events such as dances, field trips, assemblies, grade level activities or events, talent show and classroom parties. These activities may be restricted when a student violates the Carlynton School District Code of Conduct. Restriction from participation and attendance at school activities will be assigned by the school administration. Nothing in this rule shall negate prescribed disciplinary actions such as suspension, detention, the filing of charges with law enforcement officials or other appropriate sanctions. A student and his/her parent(s) or guardian(s) shall be notified in writing by the administration that restriction will be applied. Upon request by the parent, the assigning principal will meet informally to review the issue and afford appropriate due process.

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

Searches: School authorities, having reasonable suspicion, may search a student’s personal property or locker and seize any illegal material. School lockers and other storage spaces are school property. Students shall not expect privacy regarding items placed in school lockers or storage spaces. School officials may conduct random, periodic or sweeping searches of all lockers, at any time for any reason,

with or without notice. Seized materials may be used as evidence against the student in disciplinary proceedings.

Students are responsible for the contents of the locker assigned to them. It is essential that students keep their lockers locked and not give other students access to their locker. The school does not assume responsibility for the loss or theft of personal items stored in lockers.

*See Policy 218: Carlynton SD Student Discipline Policy
*See Policy 233: Carlynton SD Suspension and Expulsion Policy
*See Policy 226: Carlynton SD Searches Policy

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT ("HIPAA")

The Carlynton School District is aware of its obligation to comply with the Privacy Regulations promulgated by the Health Insurance Portability and Accountability Act of 1996. The "HIPAA" Privacy Rule prevents the unauthorized disclosure of health information with consent.

Written Privacy Practices have been developed. To review the Health Insurance Portability and Accountability Act, please contact the building principal.

CARLYNTON SCHOOL DISTRICT

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

1. Purpose of this Notice:

Pursuant to the Health Insurance Portability and Accountability Act of 1996, this notice explains how the Carlynton School District. School District may use and disclose YOUR PROTECTED HEALTH INFORMATION. This NOTICE describes the types of information that is collected and YOUR rights with regards to that information.

2. Definitions:

As used in this NOTICE, the following capitalized terms shall have the meanings ascribed to them unless the context clearly indicates otherwise:

INCLUDES and/or INCLUDING means inclusive of and not limited to and by way of example and not limitation.

"NOTICE" means this Notice of Privacy Practices.

"PROTECTED HEALTH INFORMATION" means your individually identifiable health information maintained in any form or medium by the Carlynton School District PROTECTED HEALTH INFORMATION INCLUDES the following: health history; medical records; name, address, and date of birth; marital status; sex; social security number; information regarding dependents, and; other similar information that relates to past, present or future medical care. PROTECTED HEALTH INFORMATION does not include individually identifiable health information maintained in education records, as defined by the Family Education Rights and Privacy Act.

"PROVIDER" refers to all employees, agents and subcontractors of the Carlynton School District who provide medical care or health services for which the Carlynton School District seeks reimbursement through electronic means. For the purposes of this Notice and YOUR rights under the Health Insurance Portability and Accountability Act of 1996, PROVIDER refers to the health care component designated as the PROVIDER by Carlynton School District.

"YOU" and "YOUR" refers to the individual whose PROTECTED HEALTH INFORMATION is covered by this NOTICE. In the case of an unemancipated minor, "YOU" and "YOUR" refer to the unemancipated minor, or the parents or other legal guardians entitled to exercise rights under this NOTICE, as the context requires.

3. Permitted Uses and Disclosures of Protected Health Information:

A. Uses and Disclosures for Treatment:

The PROVIDER may use or disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for all treatment purposes as allowed by law, INCLUDING to doctors, nurses, laboratory technicians, medical students, psychologists, physical therapists, speech therapists, and other health care and personnel involved in YOUR treatment.

B. Uses and Disclosure for Payment:

The PROVIDER may use and disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for its own payment activities as allowed by law, INCLUDING to obtain reimbursement for eligible medical and health services under the Medical Assistance program.

C. Uses and Disclosures for Operations:

The PROVIDER may use and disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for all of its own health care operations as allowed by law, INCLUDING the provision of "related services" as required by the Individuals with Disabilities Education Act.

4. Other Uses and Disclosures for Which Your Authorization is Not Required:

In the situations described below, Carlynton School District may disclose YOUR PROTECTED HEALTH INFORMATION without obtaining YOUR authorization:

When requested by a public health authority for the purpose of preventing or controlling disease, injury, or disability;

When requested by a public health authority in connection with reporting of child abuse or neglect;

To a government authority of the PROVIDER: (1) reasonably believes that YOU may be the victim of abuse, neglect, or domestic violence; (2) is required by law to make the disclosure; (3) YOU are unable to consent to the disclosure; and, (4) the PROVIDER reasonably believes, in the exercise of professional judgment, that informing YOU of the disclosure would place YOU at risk of serious harm;

To a health oversight agency for oversight activities authorized by law, including; audits; civil, administrative, or criminal investigations; inspections; licensure or disciplinary actions; civil, administrative, or criminal proceedings or actions; or other activities necessary for appropriate oversight of the health care system;

In response to an order of court or administrative tribunal, but only to the extent required by the order;

In response to a subpoena, discovery request, or other lawful process, if the requesting party demonstrates that it made a good faith attempt to notify you of the request;

To a law enforcement official, as required by law, pursuant to a warrant, subpoena, or other administrative summons;

To a law enforcement official, upon request for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person;

To a law enforcement official, upon request, for identification of a victim of a crime, where you are unable to consent, where such information is not intended to be used against you, where immediate law enforcement activity depends upon the disclosure, and where the PROVIDER determines that it is in YOUR best interest to make the disclosure;

To a law enforcement official, for the purpose of alerting law enforcement of the death of the individual if the PROVIDER has a suspicion that such death may have resulted from criminal conduct;

To a law enforcement official, where the PROVIDER believes in good faith that the protected health information constitutes evidence of criminal conduct that occurred on the premises of the Carlynton School District.

To a law enforcement official to avert a serious threat to health and safety;

To a coroner, medical examiner or funeral director as required by, or consistent with, applicable law;

To organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of cadaveric organs, eyes, or tissue for the purpose of facilitating organ, eye, or tissue donation and transplantation;

To military, national security, and intelligence officials, as required by law.

5. Statement of Privacy Policy and Practices:

It is the policy and practice of the Carlynton School District to maintain YOUR PROTECTED HEALTH INFORMATION confidential and to not use or disclose YOUR PROTECTED HEALTH INFORMATION unless YOU authorize such use or disclosure, or such use or disclosure is permitted or required by law as described in the "Permitted Uses and Disclosures of Protected Health Information." Any use or disclosure of YOUR PROTECTED HEALTH INFORMATION by the Carlynton School District other than as listed in the "Permitted Uses and Disclosures of Protected Health Information" or "Other Uses and Disclosures for Which Your Authorization is Not Required" sections of this NOTICE will only be made with YOUR prior written authorization. In situations where YOU authorize the Carlynton School District to disclose YOUR PROTECTED HEALTH INFORMATION, YOU may revoke that authorization. Such revocation must be in writing to the Contact Person designated in this NOTICE. If YOU provide proper written notice of revocation of authorization, the Carlynton School District is bound by that revocation except to the extent that it has acted in reliance on the authorization.

The Carlynton School District has adopted appropriate administrative, technical and physical safeguards to prevent unauthorized uses and disclosures of YOUR PROTECTED HEALTH INFORMATION.

6. Your Rights under the Health Insurance Portability and Accountability Act of 1996:

A. Restrictions.

YOU have the right to request restrictions on how the PROVIDER uses or discloses YOUR PROTECTED HEALTH INFORMATION. Such requests must be in writing to the Complaint Officer/Contact Person designated in this NOTICE. The Carlynton School District is not bound by YOUR request, and may refuse to accept the requested restriction. If the Carlynton School District agrees to YOUR request for a restriction, the Carlynton School District will notify YOU in writing of its acceptance of the restriction.

B. Communication.

YOU may request to receive communications of YOUR PROTECTED HEALTH INFORMATION by reasonable alternative means or at reasonable alternative locations, if disclosure of all or part of that information could endanger YOU. Such a request must be made in writing to the Complaint Officer/Contact Person designated in this NOTICE, must specify how the alternative communication is to be made, and must explain that the reasonable alternative means or reasonable alternative locations are requested because disclosure of all or part of the information could endanger YOU.

C. Right to Inspect.

YOU have the right to inspect and/or copy YOUR PROTECTED HEALTH INFORMATION that is maintained in a designated record set by the Carlynton School District. A request to inspect or copy must be made in writing to the Complaint Officer/Contact Person designated in this NOTICE. The Carlynton School District will act on YOUR request within 30 days of receipt. If the Carlynton School District grants YOUR request, YOU may be charged a reasonable fee for copying and postage. If the Carlynton School District denies YOUR request, the Carlynton School District will inform YOU in writing and will explain how YOU may contest the denial.

D. Right to Amend.

YOU have the right to request an amendment of YOUR PROTECTED HEALTH INFORMATION maintained by the Carlynton School District. A request for an amendment of YOUR PROTECTED HEALTH INFORMATION must be made in writing to the Complaint Officer/Contact Person designated in this NOTICE and must explain in sufficient detail the reason for the amendment. The Carlynton

School District will act on the request for amendment within 60 days of receipt. If the Carlynton School District denies YOUR request for amendment, the Carlynton School District will inform YOU in writing of the denial and will explain how YOU may contest the denial.

E. Right to an Accounting.

YOU have the right to request an accounting of all disclosures by the Carlynton School District of YOUR PROTECTED HEALTH INFORMATION in the six years prior to the date on which the accounting is requested, or since April 14, 2003, whichever period is shorter. A request for an accounting must be made in writing to the Complaint Officer/Contact Person designated in this NOTICE. The Carlynton School District will provide an accounting of all disclosures of YOUR PROTECTED HEALTH INFORMATION, except those that it is not required by law to disclose.

F. Right to Receipt of this Notice.

YOU have the right to receive a written copy of this NOTICE by requesting a copy from the Complaint Officer/Contact Person designated in this NOTICE.

7. Carlynton School District's Duties.

The Carlynton School District is required by law to maintain the privacy of PROTECTED HEALTH INFORMATION and to provide individuals with notice of its legal duties and privacy practices with respect to PROTECTED HEALTH INFORMATION.

The Carlynton School District will abide by the terms of the NOTICE in effect at the time action is taken.

8. Right to Change Notice.

The Carlynton School District reserves the right to change the terms of its NOTICE and to make the new NOTICE provisions effective for all PROTECTED HEALTH INFORMATION that it maintains. If the Carlynton School District revises its NOTICE in any substantive manner, the Carlynton School District will notify YOU by regular mail of the revision. YOU may obtain a copy of the revised NOTICE by requesting it from the Complaint Officer/Contact Person designated in this NOTICE.

9. Complaint Procedure.

YOU may complain to the Carlynton School District and to the Secretary of the United States Department of Health and Human Services if YOU believe that the Carlynton School District has violated YOUR privacy rights. If YOU wish to initiate a complaint with the Carlynton School District, YOU may do so by writing to the Complaint Officer/Contact Person designated in this NOTICE, stating the grounds for YOUR complaint and the individual(s) or entity(ies) that YOU believe violated YOUR privacy rights. The Carlynton School District will investigate YOUR complaint and will take appropriate action.

The Carlynton School District will not retaliate against YOU for filing a complaint, either with or with the Secretary of the United States Department of Health and Human Services.

10. Complaint Officer/Contact Person.

The Complaint Officer/Contact Person for the Carlynton School District designated by this NOTICE is: Carlynton School District. In the event that YOUR complaint concerns actions by the Contact Person, YOU may alternatively contact the Privacy Officer: Director of Student Services.

11. Effective Date.

The effective date of this NOTICE is April 14, 2003

PARENT RIGHT TO KNOW LETTER

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 1, 2026

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

Your child attends Carnegie Elementary, which receives Federal Title I 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 Carnegie Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' 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 the teacher holds, 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. The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

• Information on policies regarding student participation in assessments and procedures for opting out, and
• Information on required assessments that include
o subject matter tested,
o purpose of the test,
o source of the requirement (if applicable),
o amount of time it takes students to complete the test, and
o time and format of disseminating results.

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 making sure that all of 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 Dr. Julie Franczyk at Carnegie Elementary at 412-429-2500 x 3336 or email me at julie.franczyk@carlynton.k12.pa.us.

Sincerely,
Dr. Julie Franczyk, Principal

PARENT/STUDENT ACKNOWLEDGEMENT AND UNDERSTANDING

By signing this form, students, parents, and/or guardians acknowledge they have read the Carnegie Elementary School Parent and Student Handbook and that the students and parents/guardians have the responsibility to understand its contents fully. It is understood by the students and parents/guardians that violations of the handbook will be dealt with firmly and that the students and their parents/guardians should take the necessary actions to eliminate those behaviors that disrupt the educational climate at Carnegie Elementary School. Failure to address such problems properly may result in suspension or expulsion from school.

Please Note: The Carlynton School District reserves the right to amend this handbook at any time for just cause and the parents/guardians will receive prompt notification from Carnegie Elementary if/when changes are made.

Click HERE to complete the Acknowledgement Form.