2026-2027

K-3 SCHOOL HANDBOOK AND PROGRAM OF STUDIES



FOCUS ON LEARNING FOR EVERY STUDENT EVERY DAY

K-3 Contact Information

School & Contact	Position	Phone & Email
Hance Elementary School 5518 Molnar Dr., Gibsonia, 15044 www.hance.pinerichland.org		724-443-1541 724-443-1290 (Fax)
Mrs. Paula Giran	Principal	pgiran@pinerichland.org
Miss Tammy Godino	Guidance	tgodino@pinerichland.org
Mrs. Mary Brennan	Secretary	mbrennan@pinerichland.org
Mrs. Michelle Ressler	Certified School Nurse	mressler@pinerichland.org
Mr. David Harajda	School Security	dharajda@pinerichland.org
Richland Elementary School 3811 Bakerstown Rd., Gibsonia, PA 15044 www.richland.pinerichland.org		724-443-1558 724-443-2180 (Fax)
Mrs. Jenna Rucker	Principal	jerucker@pinerchland.org
Mrs. Amy Molitor	Guidance	amolitor@pinerichland.org
Mrs. Gina Hoffman	Secretary	vhoffman@pinerichland.org
Mrs. Nikki Woodrow	Secretary	nwoodrow@pinerichland.org
Mrs. Beth Cassandro	Certified School Nurse	bcassandro@pinerichland.org
Ms. Judith Wolverton	School Security	jwolverton@pinerichland.org
Wexford Elementary School 250 Brown Rd., Wexford, PA 15090 www.wexford.pinerichland.org		724-935-4631 724-935-3733 (Fax)
Mrs. Kelly Gustafson	Principal	kgustafson@pinerichland.org
Mrs. Brittany Papas	Guidance	bpapas@pinerichlnad.org
Mrs. Alison Paines	Secretary	apaines@pinerichland.org
Ms. Robin Jamison	Secretary	rjamison@pinerichland.org
Mrs. Jacquelyn Cerny	Certified School Nurse	jcerny@pinerichland.org
Mr. Jason Zak	School Security	jzak@pinerichland.org





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Foreword

We believe that our primary schools provide the best beginning for a child's schooling. Our goal is for each student to reach proficiency or beyond by the end of third grade and be a curious, capable, and confident learner. The school staff and community strive to work together to maintain a warm, caring, and safe family-oriented environment for our students.

The purpose of the Student Handbook is to give school district students and their parents/guardians an understanding of the general expectations and guidelines for attending school and for receiving an education in our schools.

Students and parents/guardians should be aware this document is reviewed annually yet policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the administration and the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

The information contained in this student handbook is provided for informational purposes, and is not intended to replace or deviate from any current **Board Policy** or the **Pine-Richland School District Discipline Code**. In the event of any conflict between any provision in this handbook and the terms of the discipline code or any board policy, the terms in the discipline code and/or board policy will control and take precedence. All students and parents are strongly encouraged to review the discipline code and the board policy manual, each of which are available for viewing on the District's website at **www.pinerichland.org**. Please review this handbook carefully and contact the school office if you have any questions.

Welcome

Dear Elementary Families,



It is with great RAM PRide that we welcome you to our K-3 elementary schools. We are looking forward to a productive 2026-2027 school year focused on learning. Our elementary buildings utilize a K-3 structure that thrives on creating positive experiences that build academic, social, and emotional learning.

One of our main goals is for students to come to school and feel engaged throughout the entire school day. In order to fully engage our students, we feel that parent engagement is essential as well. Throughout the school year, we look forward to collaboration with you through various opportunities as well as through the separate elementary building PTO.

The elementary schools offer fantastic learning environments. In order to create a conducive learning environment for all students, all stakeholders must work together as a team to foster student growth and achievement as part of educating the whole child. The elementary staff is adept at working diligently to focus on learning for every student every day. The students at our elementary schools also work very hard and continually strive to do their best on a daily basis, which is evidenced by their achievement, growth, and continual engagement in learning. The K- 3 experience at Hance, Richland and Wexford Elementary Schools features active student engagement that fosters learning to read, write, understand numbers, critically think, problem solve and engage in inquiry. We hope to continually inspire students to love to learn so that they develop the foundational skills that will allow them to be successful as they move to the upper elementary grades.

In the year ahead, we will work together to continually exude a student-centered environment that supports the mission, vision, and values of the Pine-Richland School District keeping in mind that learning is our primary purpose. By focusing on learning for every student every day, we will provide tailored and rigorous instruction that meets each student's unique strengths and needs. As we design and develop learning experiences for our students, we also keep in mind the vision for the district and embed opportunities that occur both inside and outside the classroom. This student-centered and team approach will help the students reach their fullest potential.

The upcoming school year is set to include academic experiences for our students that are rigorous, relevant and help students develop positive, appropriate relationships. We are excited and encouraged about the time ahead of us. If you have any questions, please feel free to contact our school office. We look forward to working with you as a team so that our elementary students can experience a successful school year and educational career in the Pine-Richland School District.

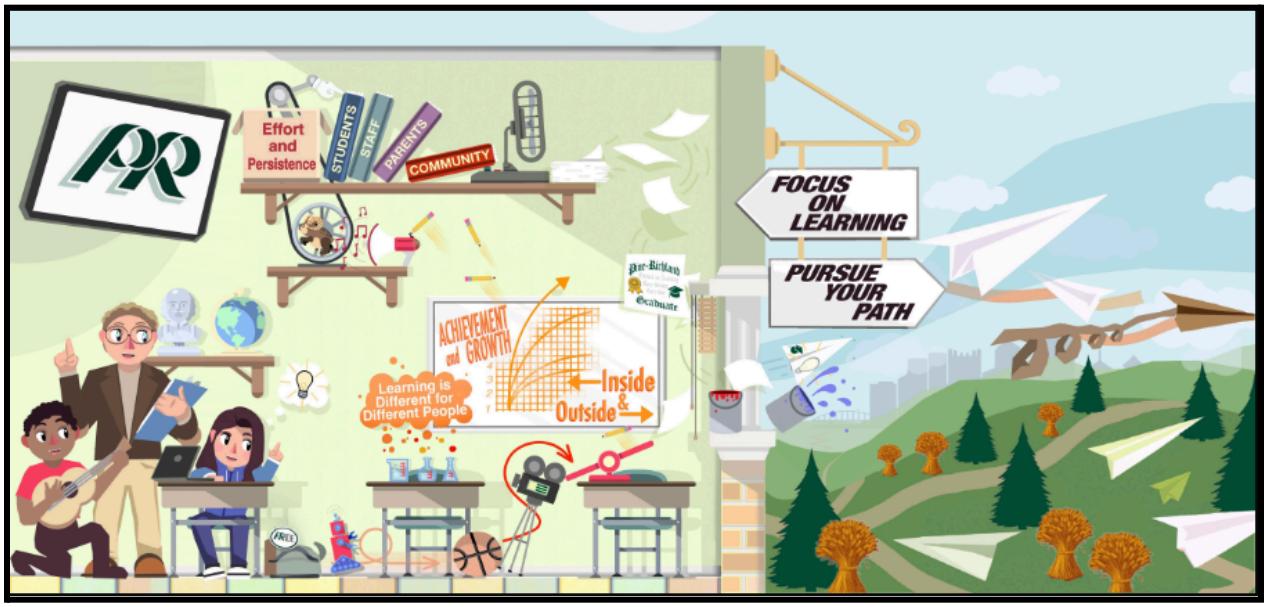
Educationally yours,
K-3 Elementary Principals

Mission, Vision, and Shared Values

Mission Statement

The mission of the Pine-Richland School District is to **focus on learning** for **every student every day**.

Vision Statement



The vision of the Pine-Richland School District is a picture developed by a student that captures the mission and provides a vivid reminder of the challenge and opportunity of our schools. In narrative language, the image conveys the following:

- Learning is our primary purpose.
- Learning occurs inside and outside the classroom. Learning is measured as BOTH achievement AND growth.
- Learning happens differently for different people so flexibility and variation is needed in the approach.
- Learning requires effort and persistence.
- Learning is for all of us and requires the support of everyone (e.g., student, staff, and parents).

Shared Values



The values that guide our actions are based on the PRIDE acronym:

P - Personal Growth
R - Resiliency
I - Innovation
D - Diverse Opportunities
E - Engagement

Personal Growth represents a belief in the whole child and development through the years at Pine-Richland. In addition to academic growth, this value is meant to represent social, emotional, and physical growth as well. Personal growth can also be applied to the staff.

Resiliency is locally defined as "the ability to adapt well in the face of hard times and build upon one's strengths." It was adapted from the American Psychological Association. We believe that students must be equipped to handle success and adversity in their lives.

Innovation represents breakthrough change. Innovation also signals an emphasis on problem solving and critical thinking. These skills are important for post-high school success.

Diverse opportunities capture the importance of a wide range of choices in academics, athletics, arts and activities. It acknowledges the fact that students have varied interests. Exposure to a wide variety of opportunities helps them achieve personal growth and potential areas of future interest.

Engagement reflects the degree to which students, staff, parents, and community are part of the school district. It reflects engagement in the classroom for students as well as their connection to other aspects of student life. For our staff and community, engagement is a critical element of achieving our goals

K-3 Typical Day

The primary schools service students from kindergarten through grade 3. Kindergarten is a half-day program, and lunch is not served. In addition to the instruction within the classroom, kindergarten students have a library and either art or music class once per five-day cycle.

Students in grades 1-3 have a 30-minute lunch and a 30-minute recess each day. Additionally, students in grades 1-3 have art, computers, library, music, and physical education on a five-day cycle.



Daily Schedule

Kindergarten through 3rd Grade

9:10 am – 9:20 am	Doors Open—Students Arrive
9:20 am	Warning Bell Rings
9:20 am	Instructional Day Begins
11:50 am	Dismissal Begins for AM Kindergarten
1:00 pm – 1:10 pm	Doors Open—PM Kindergarten arrives
1:10 pm	Instructional Day Begins—PM Kindergarten
3:50 pm	Instructional Day Ends/Dismissal Begins
3:55 pm – 4:10 pm	Buses Depart

Kindergarten 2-Hour Delay Schedule

Morning Session: 11:20 am – 1:05 pm (arrival 11:10 am – 11:20 am)

Afternoon Session: 2:05 pm – 3:50 pm (arrival 1:55 pm – 2:05 pm)

Who to Contact

If you have any questions or concerns regarding your child, please contact your child's homeroom teacher. If you have general questions, you may also contact the office staff. Since staff members are teaching throughout the day, email may be the most efficient method for contacting your child's teacher. A **staff directory** and contact information for the **school counselor** and office staff is available for each school.

Question Regarding	Who to Contact
Enrollment/New Student	Contact the **Central Office** (by appointment only).
Transportation / Bus	Contact the **transportation coordinator** and/or **Student Transportation of America (STA)**.
Medical	For health/medical questions, contact the **school nurse**.
Classroom Concern	You can contact your child's teacher. Contact info can be found via the **staff directory or teacher pages**.
Peer Issues	Reach out to your child's teacher via the **staff directory or teacher pages** and the school counselor at Hance, Richland or Wexford elementary **via the school counselor directory**.
Attendance	Contact the office staff **via directory within this document contacts** or school counselor at Hance, Richland or Wexford Elementary **via the school counselor directory**.
Food Service/Lunches	For questions related to food services, contact the general manager for the **PR Food Service Department**.
Tutoring	Questions regarding tutoring can be addressed with your child's teacher or the school counselor at Hance, Richland or Wexford Elementary **via the staff directory**.
Sapphire Community Portal	Questions regarding **the Sapphire Community Portal** (Sapphire) can be found via this web page including the help desk contact email.

Elementary School Academic Program

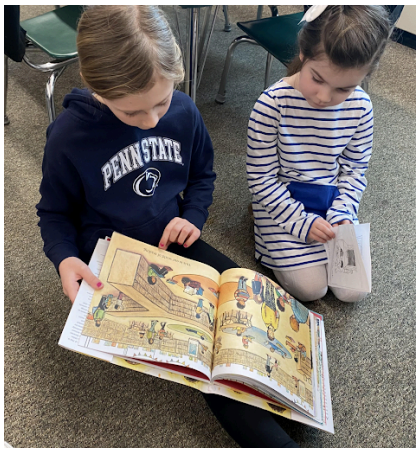
Technology

The **safe** use of technology is taught as a tool to support and enhance classroom learning. The nature of the work is connected to grade level curriculum and appropriate technology application. Computers are available for students via their 1:1 device, which they take with them to the computer lab for their special class. This instruction is standards driven and integrated with the curriculum. Throughout the week, there are "open" lab times where classroom teachers can continue to work with students.

Classrooms are equipped with interactive display boards, as well as the 1:1 devices provided by the district. Primary students are taught age-appropriate safe use of technology and digital citizenship. Technology is used as a tool to support and enhance classroom learning. This instruction is standards based and integrated with the curriculum.

English Language Arts

The **English Language Arts** program encompasses the areas of reading, writing, language, listening, spelling, and speaking. Students are involved in activities beginning in Kindergarten that are designed to help them explore their interests, share their experiences, and develop a lifelong love of reading. Additionally, **online textbook resources** exist for families to access.



English Language Arts gives students essential skills and strategies needed to meet the Pennsylvania Standards in English Language Arts, fostering comprehension, retention, and application of eligible content throughout the academic year. Skills are not taught in isolation, rather they are purposefully integrated to support children analyzing and responding to meaningful texts. The content is introduced and practiced, spiraling throughout the year.

Instruction includes, but is not limited to, development of phonetic skills, phonemic awareness, word attack skills, vocabulary fluency skills, comprehension skills, writing process skills, and research.

Mathematics

The math program is designed to help prepare students to meet tomorrow's challenges. The primary math program focuses on concept development, computation, problem solving connected to real-life applications, and communication of mathematical concepts and processes. This foundation is strengthened by embedding the Standards for Mathematical Practice, which encourage students to reason abstractly and persevere in solving complex problems. The math program is sequential and in clearly defined strands. Technology is used during instructional time to provide real-life relationships of mathematical concepts.

Beginning in grade 3, there is an additional pathway called the *compacted/extended* pathway. Our traditional pathway courses will be referenced as the *current* pathway. Both the compacted/extended and current pathways prepare our students to take calculus in high school. The units planned for each course and the approximate time allotted for each unit are the same.

The compacted/extended pathway courses are built from the foundation of our current courses with certain topics compacted (shortened or eliminated), which allows our teachers to extend learning opportunities for students who have demonstrated the ability to quickly understand complex mathematical concepts.

Learn more about math pathways on our website.

Math Pathways

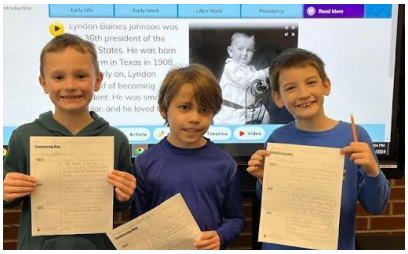
PRSD Math Pathways

K	1	2	3	4	5	6	7	8	9	10	11	12
Course Level Determination				Course Acceleration					Hon.Alg2 ≥90% in Alg.1	Hon.TIA ≥90% in Geo/Alg.2 ≥80% in Hn.Geo/Hn.Al2	APCalcAB ≥90% in AA&T ≥80% in Hon.TIA APCalcBC ≥90% in Hon.TIA APStats ≥90% in AA&T ≥80% in Hon.TIA	APCalcAB ≥90% in AA&T ≥80% in Hon.TIA APCalcBC ≥90% in Hon.TIA APStats ≥90% in AA&T ≥80% in Hon.TIA
				Math (5th)	Math (6th)	Pre-Alg	Hon.Alg 1	Hon.Geo				
Math K	Math 1	Math 2	Compacted/Extended Pathway						Hon.Geo ≥90% in Alg. 1	Hon.Alg2 ≥90% in Alg.1	Hon.Pre-Calc ≥90% in Alg.2 OR ≥80% in Hn.Al2	CHSBusCalc ≥80% in Trig APCalcAB ≥90% in AA&T ≥80% in Hon.TIA APCalcBC ≥90% in Hon.TIA APStats ≥90% in AA&T ≥80% in Hon.TIA
			Math 3	Math 4	Math 5	Math 6	Pre-AI	Algebra1				
			Current Pathway						Geometry Alg. 1	Alg2 Alg. 1 & Geom. Or Concurrent w/ Geom.	Pre-Calculus >=80% Alg. 2 or >=70% H.Alg. 2 OR Trig. & Anal. Geom. Geom. & Alg. 2 OR Stats *complete Alg2	CHSBusCalc ≥80% in Trig or BusCalc ≥80% in Trig or Stats *complete Alg2
			Math 3	Math 4	Math 5	Math6	Pre-AI	Algebra1				
									Algebra 1	Geometry Alg. 1	Alg2 Alg. 1 & Geom. Or Concurrent w/ Geom.	Pre-Calculus >=80% Alg. 2 or >=70% H.Alg. 2 OR Trig. & Anal. Geom. Geom. & Alg. 2 OR Stats *complete Alg2
							Fund. of Pre-AI	Fund. of Alg. I	Algebra I w/Lab	Geo w/ Lab ≤80% in Alg1	Alg2 w/ Lab Alg. 1 & Geom. Or Concurrent w/ Geom.	

Science

The Science curriculum exposes students to a wide range of topics in the areas of earth and space science, life science, and physical science. Students are presented with opportunities to develop the skills needed to understand how science works, learn new concepts, solve problems, and make decisions in today's technological society. Each grade level also investigates concepts and scientific phenomena by using concrete, hands-on materials, starting each unit with a phenomenon.

Social Studies



The social studies program is sequenced to build on major skills and students' understandings. It focuses on people, places, and time. Students' understandings are developed in the areas of geography, history, civics and government, economics, and culture. Map, chart and graph skills, citizenship skills, and multicultural competence are emphasized at each level.

Specials

Physical Education/Health Education



The physical education curriculum consists of physical fitness, cooperative activities, locomotor movements, manipulative and team games/sports for all students. The program provides activities that encourage movement, cooperation, physical fitness, and learning skills that can promote a physical lifestyle. Adaptive/modified activities are provided on an individual basis for students that require such accommodations. Health education and wellness topics will be integrated into the physical education/health classes. Kindergarten students' physical education and health is integrated within the curriculum and supplemented with recess.

General Music Education

The role of music instruction in schools is to provide opportunities for children to discover their innate musical abilities in a safe, fun and collaborative learning environment. Music making is a human behavior across all cultures, and all students deserve the chance to find their places in the culture of music in the school community and beyond. Musicianship is discovered and refined through the music curriculum based upon the following Core Arts Standards: Creating, Performing/Presenting/Producing, Responding and Connecting. In addition to building musicianship, research shows that studying music uses the whole brain and facilitates learning and healing on many levels. Musical skills and behaviors learned in school will serve students for life.

Technology



The **safe** use of technology is taught as a tool to support and enhance classroom learning. The nature of the work is connected to grade level curriculum and appropriate technology application. This instruction is standards driven and integrated with the curriculum.

Classrooms are equipped with interactive display boards, and Chromebooks. Primary students are taught age-appropriate safe use of technology and digital citizenship. Technology is used as a tool to support and enhance classroom learning. This instruction is standards-based and integrated with the curriculum.

Library



The primary library program fosters a love of reading and places an emphasis on information literacy skills. Students learn to use the library independently in order to find and enjoy books of choice. Students experience the various genres of literature and learn characteristics of each as the years progress.

Elements of literature such as character, plot sequence and setting are highlighted. Students are provided with instruction in early research and note-taking skills and are given opportunities for application of these skills.

Students become comfortable with using the school's Online Library Catalog to identify and locate books of interest for pleasure reading or to fill an information need. Technology use is encouraged and opportunities for growth in day-to-day use of available technology are provided. Book checkout is available on a daily basis.

Art Education



The focus of the elementary art program is on creating art, understanding art and artist, talking about art and responding to various aspects of art from different times and cultures. The students learn to use various art materials and visuals to create art and to explore ideas. The primary art curriculum offers sequential curriculum in design, drawing, painting, printing, clay, crafts and sculpture. A certified art teacher furnishes students with opportunities for self-expression using a wide variety of tools, materials and techniques.

Intervention

Each school has a Student Assistance Program (SAP) and Multi-Tiered System of Support (MTSS) teams. The primary goal of the teams is to help students overcome barriers to learning in order that they may achieve, remain in school, and advance. These teams consist of teachers, guidance counselors, reading specialists, interventionists, school psychologists, and principals.

Team members meet regularly to discuss students' data, progress, and possible interventions. Depending on students' needs, interventions may vary by type, intensity, or frequency. For example, a Tier II intervention may include small group reading support facilitated by a reading specialist, but a Tier III intervention may include participation in additional interventions or programs such as Sound Sensible, Spire, or Wilson Reading.

Handbook

Academic Integrity

Academic integrity serves as the foundation of a student's journey through their K-12 education and beyond. It speaks to a person's character, integrity, and respect for knowledge. Learning requires effort and persistence. Students should complete their own work for homework, assessments, and other assignments. There are emerging technologies, such as artificial intelligence, that may serve to enhance the learning experience if used ethically. Artificial intelligence should be used at the direction of the teacher. Any work submitted by a student should be authentic and appropriate sources should be cited. The combination of artificial intelligence and other technology resources along with academic integrity has the potential to enhance the learning experiences. Students should never use these resources to generate content that they submit as their own.

Accident Insurance

The school district does not provide accident coverage for accidents that occur to students at school through no fault of the school. The Pine-Richland School District authorizes the sale of accident insurance to students enrolled in our school. This insurance is offered as a public service, and participation is voluntary. Information pertaining to this insurance is sent home with each student during the first week of school. Applications for insurance are to be completed by the parents and submitted to the school secretary by mid-September.

Admission Requirements

Children must be five years old **before September 1** to enter kindergarten or six years old before September 1 to enter first grade. Pennsylvania state law requires evidence of a birth certificate, immunization records, and proof of residency prior to admission.

Arrival at School Procedures

All children are encouraged to ride the school bus transportation provided by the school district. If your child needs to be driven by car for a special reason, he/she should not be dropped off prior to 9:10 a.m.. Car traffic is not permitted in the Bus Drop-off Zone. Students arriving by car should enter the parking lot and use the second lane from the building for drop off. Students are to enter the front doors. Any student dropped off after 9:20 a.m. must gain access through the secured front doors and receive a tardy pass.

Assemblies

The **Hance, Richland, and Wexford Parent Teacher Organizations** (HES, RES, or WES PTO) sponsor assemblies of an entertainment and/or educational nature with a focus of promoting student-learning experiences. Assemblies are selected in collaboration with our PTO and the school faculty. Kindergarten students are also welcome to attend any assembly program with their parents when the program is offered outside the child's regular kindergarten session.

Attendance/Tardiness

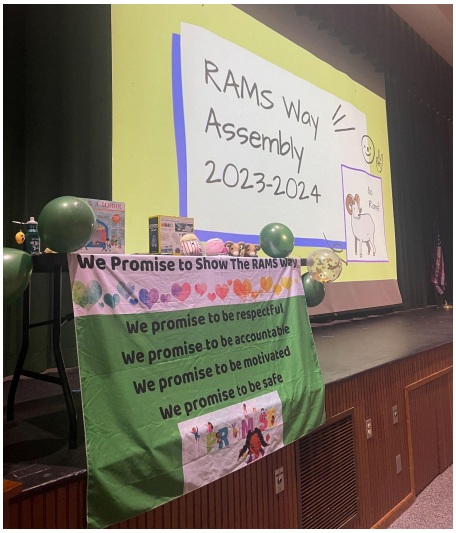
Regular school attendance is essential to student success. Students are expected to arrive at school on time each day. Being tardy means arriving in homeroom any time after the tardy bell. After that time, the student must report to the office to receive a tardy slip.

Board policy permits up to 10 parentally-excused absences annually. These absences include days qualifying as an educational tour or trip, as well as sick days without a doctor/medical excuse. Students missing more than 10 days of school will be invited to a School Attendance Improvement conference to develop an attendance plan. Students accumulating an excess of medically excused absences may also be invited to participate in a School Attendance Improvement conference to develop an attendance plan.

Personal illness, family illness, death in the family, and religious holidays are accepted excuses for absence. A written excuse, signed by the student's parent or guardian is required for each absence or incidence of tardiness. This written excuse must be signed by the parent and must be submitted in our Sapphire Community Web Portal within three days after the absence or tardy. If no signed note is uploaded via the Community Web Portal, within three days, the tardy or absence is recorded as permanently unexcused. Unexcused absences may result in additional action as required by the Pennsylvania School Code and the **Pine-Richland School District Discipline Code**.

Should a special absence be necessary for travel or other urgent family need, a **K-12 Family Trip or College Tour** form must be completed in advance. This form is available through the Sapphire Community Portal and should be completed at least one week prior to the absence. The classroom teacher will determine how missed classroom work should be handled because of the absence. The student assumes the entire responsibility for getting the missed work done and handed in within two (2) weeks after his/her return. Assignments not received will be recorded as a failing grade.

Behavior Guidelines



We believe in a positive approach to student behavior. Self-control, considerate behavior, and thoughtful decision-making are traits that are encouraged. Specific discipline strategies are outlined in the **Pine-Richland School District Discipline Code**. The elementary staff holds students to high standards and expects students to be respectful, kind, and to give their best effort.

Additionally, a K-12 approach is used to promote a positive school climate by addressing behavior through a school wide initiative called **RAMS Way**. Each school has a team of teachers who work with the staff and students to teach and reinforce behavioral expectations in the same manner. RAMS stands for Responsible, Accountable, Motivated, and Safe. Supports are in place to reinforce RAMS Way positive behaviors in areas of the school such as the classroom, playground, bus, hallways, cafeteria, and restrooms.

Beverages and Outside Food Purchases

Open beverages from local establishments should not be brought to school. Students are not permitted to bring coffee drinks, soda pop, or fast food items into the classroom. Food items should be finished prior to entering the building, or packed away until the student's lunch period. Food deliveries for students from third parties to the school are not permitted. All food should be brought to school by the student directly or dropped off in the office by a parent if forgotten on occasion. Breakfast is always available in the cafeteria should it be necessary for your child. No glass containers are permitted. Purchasing lunch from fast-food restaurants for your child is strongly discouraged. Students are not permitted to share food at lunch, given the potential for medical concerns to arise (e.g., allergies, food content for students with diabetes or specialized diets, etc.).

Bullying/Cyber Bullying/Harassment/Discrimination

The Pine-Richland School Board is committed to providing a safe, positive learning environment for district students. The board recognized that bullying creates an atmosphere of fear and intimidation that detracts from the safe environment necessary for student learning, and may lead to violence that is more serious. Therefore, the Board prohibits bullying by district students. Please refer to the **Pine-Richland School District Discipline Code** for additional information and links to all applicable non-discrimination policies.

Bus Conduct

Pine-Richland's mission as it pertains to transportation is to provide safe student transportation and maintain conditions on our buses that are conducive to the best interest of our students. Safety, respect, and courtesy are expected of all students who ride school buses, to and from school, to field trips, or to student activities. Video and audio recording equipment may be utilized to support efforts to maintain discipline and to ensure the safety and security of all students, staff, and others being transported on district-owned, operated, or contracted school buses or school vehicles. The rules for safe bus behavior are listed in the **Pine-Richland School District Discipline Code**; however, the following general behaviors are expected:

- Classroom conduct is the accepted behavior on a school bus. This can be interpreted to mean: *following the driver's instructions, remaining properly seated, talking quietly, and keeping your hands and personal items to yourself.*
- Obscenities and profanity will not be tolerated on the school bus.
- Bullying/harassment (teasing, shouting, pushing, intimidation, or fighting) is not acceptable.
- Students who do not follow the Pine-Richland School District Discipline Code may be suspended from the bus.

Bus Passes

If arrangements have been made for your child to go home with a friend after school, it is necessary for both you and the parents of your child's friend to send in separate notes indicating the names of the children and the bus number they will be riding. Bus passes are issued from the office. Bus drivers are not to admit a student on an alternate bus without a bus pass. Bus passes will only be issued for existing

stops. Student Transportation of America reserves the right to restrict the issuance of bus passes on specific buses that are at full capacity. Parents will be notified of buses that have reached capacity.

Bus Transportation

Bus **transportation** is provided by the school district for students during the regular school day. Bus routes and stops are determined by the transportation office. All students are encouraged to utilize bus transportation on a regular basis.

Students are permitted to walk or ride a bike to school only when the parent and the school have granted permission. Transportation for students involved in activities beyond the school day, when transportation is not provided, is the responsibility of the parent.



It is Pine-Richland School District's practice not to leave any kindergarten student at the bus stop unless there is a parent or guardian to greet them. If the parent or guardian is not present, the bus driver will return the student to school or the bus depot, and the parent will be contacted to pick up their child. Parents can write a letter to their child's school stating a relative or another adult will be authorized to meet the kindergarten student at the bus stop.

Pine-Richland School District has implemented a system to better identify all PM kindergarten students who are transported on a school bus in the afternoon. A bright colored tag will be attached to every child's backpack. The tag will serve as a visual reminder for the bus driver that a parent or guardian must be at the stop to receive the student.

Information regarding the bus stop times and locations is established by **Student Transportation of America** and is distributed to parents via the **Sapphire Community Portal** before the beginning of the school year. Please contact Student Transportation of America at 724-502-4614 or the district transportation office if you have any questions or concerns.

Cafeteria

Breakfast and lunch are served daily in the cafeteria. Lunch service is not offered on school-scheduled half days.

A monthly printable breakfast and lunch menu is posted online. You can also use the Menu option on your school's website.



Meal Program

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

Breakfast and lunch are served daily meeting the USDA guidelines and school wellness initiatives. Free and Reduced Meals are available to eligible families. Families must reapply each year for eligibility. Applications are accepted any time during the school year. Visit the food services website for details.

Paying For Cafeteria Purchases



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

Pay Online

Pay online via the Food Service section of the district or school webpage. View your child's purchase history and make payments. Payments can be set up automatically or add money as needed. A convenience fee will be charged at the time of payment. Payments will update to your account within 24-48 hours but as quickly as 30 minutes. You can set up an alert to notify you when your student's meal account has fallen below the amount you have specified. We recommend you set up the low balance reminder at $10.00 to provide enough time to add additional funds.

Pay By Check

When sending a check, have your student hand the check to their teacher. Make checks payable to the Pine-Richland Cafeteria Fund or PRCF and please record your student's name and student ID number on the check. We recommend you place your check in an envelope with your student's information.

Create Online Account/Pay By Check

We have many parents/guardians who would like to monitor their student's meal habits, but continue to send a check in with the student. It is FREE to create an on-line account to monitor your student's eating habits, and create low balance alerts. The only time you are charged a fee is if you choose to pay online. We recommend all families create an account to monitor spending.

In accordance with **PR School Board Policy 808 Food Services**, the district has established guidelines for low and/or negative balances.

Meal Prices

2026-2027 Meal Prices will be added once board-approved.

	Full Price	Reduced	Free
Breakfast			$0.00
Lunch			$0.00

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

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

Appropriate behavior in the cafeteria is the expectation. Students should arrive in the cafeteria in a quiet, orderly fashion. The following table etiquette should be observed, aligning to our RAMS Way expectations:

- Responsible, courteous behavior
- Hands to self
- Listen to and respect adult supervision
- Students should use indoor voice; no shouting
- Respect other people's lunches (not taking food or trading)
- No throwing food
- Dispose of trash and cleaning area around oneself

Cell Phones/Personal Electronic Devices

The use of electronic devices, which include but are not limited to mobile telephones and other devices that can send, receive, play, or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is prohibited by students during instructional periods of the school day and in such other circumstances as delineated in PR School Board Policy 237 Electronic Devices. Electronic devices may be brought to school but must be kept turned off and out of sight during all instructional periods and activities. Use of electronic devices in certain designated areas of the school or in other special circumstances may be approved by the building principal.

Students are not permitted to use cell phones or other electronic devices such as smart watches during regular school hours. If these devices must be brought to school for after-school communication/activities, they must be turned off and kept in the student's locker or backpack until after dismissal. If a student is found using a cell phone or smart watch anywhere in the building during regular school hours, the item may be confiscated according to the District Discipline Code. These devices are to be turned off and placed in backpacks before exiting the school bus or car in the morning. Students may not use personal or

school-issued devices on the school bus. Students staying for after-school activities may use them in the building after 4:15 pm. Students are unable to receive text messages during the school day. Students may use the landline phone in the office to call home and parents may contact the front office if a message needs to be relayed to a student. The school is not responsible for lost or damaged cell phones/Smart watches or other electronic devices. Please see the **Discipline Code** for more information.

Change of Address or Telephone Number

Parents and/or guardians are asked to notify the district immediately of any change in home address or telephone number. Updated addresses will need to be provided to Central Administration. Updated telephone numbers can be updated through the Hance, Richland, or Wexford Elementary front office or **through the Student Information System**.

Child Care

Pine-Richland School District does not provide for the supervision of students prior to 9:10 a.m. School doors will be locked until this time. However, if you are in need of childcare before or after school hours, Stepping Stones provides childcare. Please contact Stepping Stones for **childcare information** at 724-625-2199. Stepping Stones operates out of our elementary schools, but is a separate entity. We do not control the enrollment into Stepping Stones, nor their capacity.

Classroom Celebrations

Pine-Richland School District has developed a **wellness policy** based on state nutritional guidelines in order to reduce childhood obesity, promote better health for children, and provide a safe, caring environment for all children. Classroom celebrations and parties should focus on the interactive social benefits of such activities. For the safety of the students, food should not be offered during such events. **Non-edible treats** are recommended (pencils, stickers, vouchers to the school store, etc.).

Communications

Pine-Richland uses the website, an e-newsletter system, and a rapid call program as the primary tools for communicating with parents. Each school has its own unique e-newsletter. These electronic newsletters include news from the school, PTO, and district, and community events. If you have not been receiving e-notifications, register your family at **www.pinerichland.org/communications** by clicking on the e-newsletters link and follow the directions to enter your email address. Please be sure to keep your email and phone number information up to date with your building's front office.

Concussions

The Pine-Richland School District is committed to promoting the safety, health, and well-being of students who participate in athletic contests and competitions by increasing awareness of the serious nature and consequences of concussions. Concussions are defined as a traumatic brain injury (TBI) caused by direct or indirect blow to the head or body, or any other jolt, blow, or trauma to the head or body which produces signs, symptoms, or behaviors that are associated with concussions or TBI. Parents should contact the school nurse or principal to arrange for appropriate accommodations.

Custody Issues

It is imperative that the school is kept up to date on any changes in custody information. Please make certain copies of the **most recent court order** are provided to the office at the beginning of each school year. The safety of our students is of utmost importance to the school staff. Making certain the school has updated information is one way to ensure this happens. All information is kept confidential.

Delay/Emergency Closing of School

When winter weather conditions prompt a decision to delay or conduct a virtual learning day, schedule changes will be immediately posted to the **district's website**. In addition, emergency information is available on PRTV, and will also be relayed to local television stations, as well as the Pine-Richland News Line (724-443-7575). A decision to conduct a virtual learning day or delay is generally made by 5:30 am. This decision will affect all children (public, private, Beattie, and parochial) who ride Pine-Richland buses. A call will be made via the rapid call. Our primary stations for alerts will be KDKA-TV, WTAE-TV, and WPXI-TV.

School make-up days, if needed, are listed on the **Pine-Richland website calendar**. If the call is for a two-hour delay, school buses will pick up the students two hours later than normal. Breakfast is not served on two-hour delay days; however, lunch is served.

Kindergarten 2-Hour Delay Schedule

Morning Session: 11:20 am – 1:05 pm (arrival 11:10 – 11:20; dismissal 12:55 – 1:05)
Afternoon Session: 2:05 pm – 3:50 pm (arrival 1:55 – 2:05; dismissal normal time)

Please watch the local television stations or consult the district's **website** for information about school delays and closings if you do not receive a rapid call, then contact the Director of Communications at **ehasinger@pinerichland.org** or 724-625-7773 ext. 6202. Please do not call the school office.

Demographic Data Sheet

Parents are required to complete a Demographic Data Form for each child every year. Parents must list alternate telephone numbers to be used in the event a school or health emergency occurs so that parents may be reached. Any unlisted numbers will be kept confidential. This information is now built into the Student Information System in the Sapphire Community Portal. It is very important to keep the district office, school office, and school nurse informed of any changes in your demographic or medical information throughout the school year. In the event of an emergency, this is the information the district will use to contact you.

Discipline Code

The purpose of the **Pine-Richland School District Discipline Code** is to present standard behavioral expectations based on school board policy for all students in the district. PRSD also recognizes that behavioral expectations may vary according to the developmental needs of growing young people. Parents are encouraged to become familiar with the **Pine-Richland School District Discipline Code** as well as the general procedures for the building. Parents, guardians, and students are also referred to of the **PR School Board Policy Manual** for additional information regarding the discipline code, student conduct, and consequences of inappropriate or proscribed behaviors and conduct.

Discrimination and Harassment

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

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

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

Title IX Coordinator & Compliance Officer: Mr. Brian Glickman, Director of Human Resources
Pine-Richland School District, 702 Warrendale Road, Gibsonia, PA 15044
Phone: (724) 625-7773, ext. 6201 | **bglickman@pinerichland.org**

Section 504 Coordinator: Dr. Maura Paczan, Director of Student Services
Richland Elementary School, 3811 Bakerstown Road, Gibsonia, PA 15044
Phone: 724-443-7230 x6503 | **mpaczan@pinerichland.org**

Dismissal/End-of-Day Procedures

Instruction concludes at 3:40 pm each day. The buses are called at approximately 4:00 pm. All children are encouraged to use the school bus transportation on a regular basis. Parents who are picking up their children at the end of the day should send a note or upload information into the Sapphire Community Portal in the morning with their child stating that he/she will be picked up that day and the name of the person picking up the student. Information should include your child's name and homeroom teacher's name. For the safety of all students, please remember that all early dismissals should be made before 3:20 pm. Students who need an early dismissal after that time will be released as car riders. Students who are car riders are dismissed at approximately 3:50 pm.

Dress/Grooming

All students are expected to dress in a manner that promotes school pride and enhances the school's image. Student dress and grooming must be clean, neat, modest, proper and consistent with the educational, safety, and sanitary environment of the school. Dress should not be disruptive to the educational process. Students dressed inappropriately will be asked to call home for alternate clothing or

given appropriate apparel to be worn during the school day. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination. Please refer to the **Pine-Richland School District Discipline Code** for additional information.

Early Admission

The Pine-Richland School District will consider early admission to kindergarten or first grade even if a child does not meet the established admission age requirements, provided the child demonstrates readiness for entry by the first day of the school term according to school board policy. Children having a birthday falling between September 1 and December 31 may seek early entrance to kindergarten or first grade in accordance with the following guidelines:

- Parent may contact the school office to obtain an early entrance packet that will describe the requirements for early entrance, which must be completed and returned to the school by July.
- The psychologist and building principal will review the early entrance packet to determine if the child should be evaluated individually.
- If the child is evaluated individually and displays the necessary characteristics, the recommendation for early entrance will be sent to the superintendent for approval.

The superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.

Appointments for students should be scheduled after school hours, except in cases of emergency. If an appointment during school hours is imperative, parents should write a request for an early dismissal and send it to school to be given to the homeroom teacher. Notes can also be uploaded to the Sapphire Community Portal regarding early dismissals. The child's name, time of dismissal, teacher's name, and reason for dismissal should be stated.

Parents are to report to the school office when picking up a student for an early dismissal and the student will be called to the office. Parents are required to sign out their child and provide identification if requested. A child cannot be released directly from the classroom. No child will be excused at any time other than the regular dismissal time without permission from the parent or guardian.

When a home emergency arises and a request for a child to leave school is made, the person making the request must be a parent or an identified relative who has permission to take a student from school. Children are not permitted to leave the building early and wait outside. Please refer to the **Pine-Richland School District Discipline Code** for additional information regarding early dismissals.

Educational Supplies/Textbooks

The Pine-Richland School District does not issue a list of required materials and supplies. Textbooks for instructional purposes, paper, pencils, rulers, crayons, and scissors are provided by the school district. Occasionally, a student may be requested to provide a notebook or specialty item not provided by the school district. Should this present a hardship for any family, scholarship money may be available through the elementary counselor.

Emergency Notifications

Pine-Richland School District uses a rapid notification system that sends a telephone call, text message, and email. These numbers are taken from the information supplied at the beginning of the school year on the student demographic form and stored in Sapphire. Parents should be sure to designate which phone numbers should be used for automated voice calls and text messages.

Please use the Sapphire Community Portal to update your contact information. The system will be used for cancellations, emergencies, and major announcements.

During inclement weather, please be aware of and be prepared for the possibility of an early dismissal. When a last minute closing, delay, or early dismissal is issued, the system will dial the numbers listed in your student's record. Early dismissals will also be announced on the district website. Each family should have an emergency plan in place in the event of an early dismissal.

If there is an emergency at home, please notify the school.

Emergency Procedures

In partnership with community emergency responders, the Pine-Richland School District continuously engages in emergency preparedness.

Although it is impossible to anticipate every type of crisis that could potentially occur, the District has developed many detailed procedures for use by employees in response to a critical incident. In the event of a crisis situation, please wait to receive a rapid call and/or email from the district for further directions. Refrain from coming to the school as this will interfere with the ability of District personnel to manage the situation. Please also refrain from calling the school as this will disrupt communication with emergency service providers.

Extra-Curricular Activities

The PTOs sponsor various after-school activities. Announcements of current activities are published via e-newsletters and on the news pages of each building: **hance.pinerichland.org**, **richland.pinerichland.org**, and **wexford.pinerichland.org**. You can access each PTO website via these links:

- **Hance PTO Website**
- **Richland PTO Website**
- **Wexford PTO Website**

Fire Drills/Emergency Weather Drills/Lockdown

All schools are required to perform fire drills and emergency drills to teach the children how to safely exit the building or proceed to a safe place should an emergency arise. These drills are done on a regular basis with full participation from all people in the building. Anyone using the building before or after school hours is expected to comply and leave the building upon hearing the fire alarm.

Health Services

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

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

Accidents

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

Diabetes Type 1

There have been several recent changes made to the School Code pertaining to student health initiatives. **Act 117 of 2024** requires school entities and nonpublic schools to share Type 1 Diabetes educational materials with parents and guardians of students either in writing, electronically, or on the school entity or nonpublic school's publicly accessible internet website. In this Act, a school entity includes a school district, area career and technical school, charter school, regional charter school, cyber charter school or intermediate unit.

The Type 1 Diabetes educational materials linked below must be made available beginning with the 2025-2026 school year. The materials are also available on the Pennsylvania Department of Health's website: **Act 117 - Parental Education of Type 1 Diabetes**. **Click here to download the Type 1 Diabetes educational materials in English**. **Haz clic aquí para descargar los materiales educativos en español sobre la diabetes tipo 1**.

Diabetes Management Plan

School nurses obtain and maintain a written record for the authorization of care and written instructions for the management of diabetes from the student's licensed health care provider, as well as the parental consent on the **Medication Permission Form** for treatment by the Pine-Richland School District nurse. The school health team then creates the **Diabetes Medical Management Plan** (DMMP) based upon the authorization and management procedures from the health care provider. For more information on generating a DMMP for your child, please contact your school nurse to learn about the necessary documentation.

Epinephrine Administration

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

Health Examinations

PR School Board Policy 209 Health Examinations/Screenings

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

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

Students without documentation of a physical and/or dental examination will be scheduled for an exam with the school physician or school dentist during school hours. Parents are welcome to attend the examinations with their students as scheduled. These requirements allow for exemption due to religious beliefs. Please contact the school nurse if you are requesting exemption.

Health Screening

PR School Board Policy 209 Health Examinations/Screenings

All students (K-12) are screened annually:

- Growth: Height, Weight, and BMI percentile for age
- Vision (Near & Far): Every year (K-12)
- Color and Excessive hyperopia (Grade 1), and Stereopsis (Grade 2)
- Hearing: Grades K, 1, 2, 3, 7, and 11
- Scoliosis: Grades 6 and 7

Health screening results are communicated in an annual screening letter. Parents/guardians are notified when a screening result indicates a potential area of concern and follow-up with a health care specialist may be indicated.

Illness

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

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

The Pine-Richland School District follows the Allegheny County Health Department "Guide to Infectious Diseases for Schools" to determine when a child should return to school after an infectious illness. Specific information on strep throat, pink eye, lice, chicken pox, and other common infectious illnesses in schools.

Immunizations

PR School Board Policy 203 Immunizations and Communicable Diseases

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

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

- 4 doses of tetanus* (1 dose on or after 4th birthday)
- 4 doses of diphtheria*(1 dose on or after 4th birthday)
- 4 doses of polio*** (1 dose on or after the 4th birthday)
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles)**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTap, or if medically advisable, DT or Td
**Usually given as MMR
***A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.

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

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

Children in 7th grade need the following ADDITIONAL immunizations for entry:

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap), if five years have elapsed since last tetanus immunization.
- Children in 12th grade need the following ADDITIONAL immunization for entry:
    - 1 additional dose of meningococcal conjugate vaccine (MCV)
    - If one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

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

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

Medication

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

All medication must be unexpired and shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. For safety reasons, it is highly recommended that medications be transported to and from school by a parent or guardian. Medications must be kept in the nurse's office. The only exception is students who need to carry asthma inhalers, diabetic supplies, and/or epi-pens. The additional Permission to Carry Form must be on file with the school nurse. Narcotic pain medication will not be given in school under any circumstances.

Cough Drops: Non-medicated cough drops must be sent to school in the **original** container/wrapper with accompanying written permission from the parent/guardian. Only a limited number should be kept on hand. Permission is good for short term use and new permission notes will need to be submitted for subsequent need.

All students in K-6 will have their supply of cough drops stored in the health office and distributed as needed by the school nurse. 7-12 students may have permission to self-carry with parent permission on file.

Students are not permitted to share their cough drops with anyone. Medicated cough drops follow over-the-counter medication requirements. Medicated cough drops will not be distributed without a written order from a physician and parent permission.

The school nurse has the authority to keep the cough drops in the health office for those in grades 7-12 if deemed necessary.

Sunscreen: In October 2018, the Pennsylvania School Code was amended to include a section on Sun Protection Measures for Students. Section 1414.10 states that a school entity shall allow the application of sunscreen during school hours, at a school-sponsored activity or while under the supervision of school personnel.

Parents/guardians may choose to supply their child with non-aerosol, unscented topical sunscreen if it is approved by the U.S. Food and Drug Administration. Parents/guardians must complete and submit the **Non-Aerosol Topical Sunscreen Use permission form** and submit it to their child's nurse.

Students who are unable to self-apply sunscreen must have an order from their primary care provider along with parental permission as with any other over-the-counter medication.

Please refer to **PR School Board Policy 210 Use of Medications** and **210.1 Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors** for specific guidelines for the possession and use of asthma inhalers/Epi-Pens.

Tick Information

Act 120 of 2024, which amended the Public School Code of 1949 - Health Services, took effect on December 29, 2024, after being enacted into law on October 29, 2024. This amendment requires a school nurse, school physician or designated employee of a school entity to remove a tick from a student in accordance with guidelines issued by the Secretary of Health.

Parents will be notified if a tick is removed from their child. After removal, the tick shall be preserved for the parent or guardian of the student to send to the Tick Research Lab of Pennsylvania for testing if they choose to do so. Information will be provided to the parent or guardian on how to send the tick to the **Tick Research Lab of Pennsylvania**.

Following the removal of a tick, parents should contact their child's physician to discuss if prophylactic treatment for tick-borne disease prevention is indicated and any medical concerns. Depending on the type of tick and how long it was attached, antibiotic prophylaxis might help to prevent Lyme disease.

Homelessness

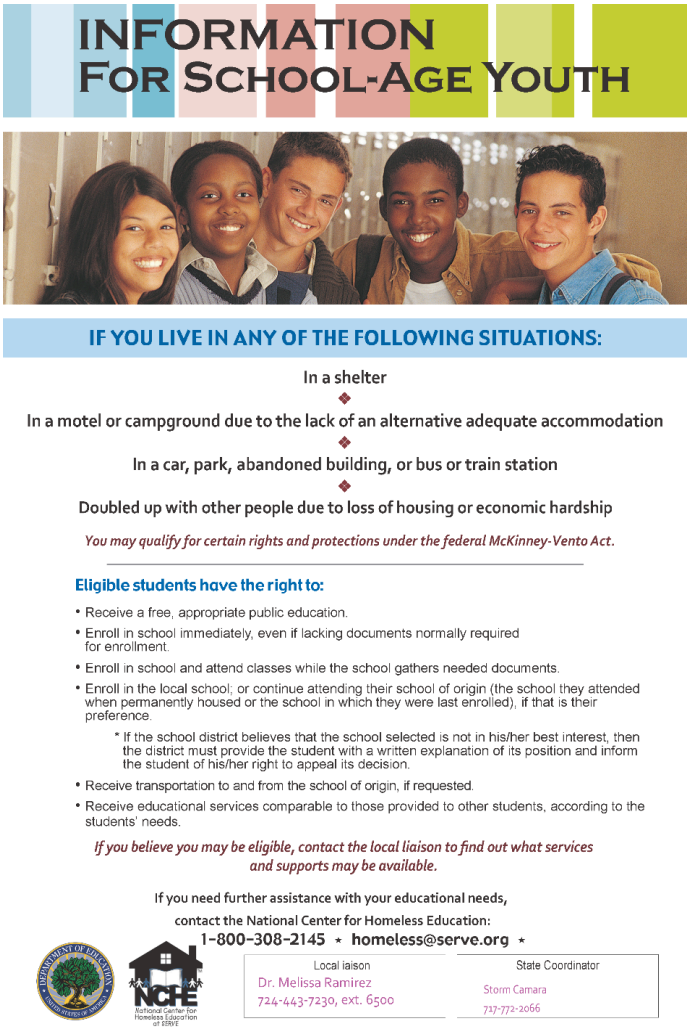
Under McKinney Vento, all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless?

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

Where can students experiencing homelessness attend school?

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



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

What supports can school districts provide to homeless students?

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

Homeless Dispute Process

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

What if I think that I am eligible for services under McKinney Vento?

If you believe you know of families or individual students that may qualify for this service, please contact Dr. Melissa Ramirez, School Psychologist, McKinney-Vento Liaison at (724) 443-7230 ext. 6504 or **mramirez@pinerichland.org**.

Homework

Meaningful homework is viewed by the Pine-Richland School District as a beneficial dimension to learning. Homework teaches good work habits, provides essential reinforcement of concepts, and promotes personal growth through responsibility. The district has established the following as a rule of thumb for nightly homework: kindergarten/first—10 minutes; second grade—20 minutes; third grade—30 minutes. Parents should notify the teacher if homework is taking an excessive amount of time. Students have greater success with homework and at school when parents provide:

- A place for the child to study, work, and read
- Guidance and encouragement for the child to complete his or her own work, and to realistically evaluate it
- An opportunity to discuss the child's daily homework and assignments
- Encouragement for the child to read 15 minutes each day

When your child is absent from school for at least two consecutive days, homework may be requested by

contacting the school office or emailing the classroom teacher. Homework requests must be received by 10 am. This provides adequate time for the teacher to assemble the work. Homework may be picked up in the office after 3 pm. on the day of the request or sent home with a sibling or a neighbor child. A general rule is that for each day a child has an excused absence, they will be permitted a day to complete missed homework.

Kindergarten Registration

All students registering for kindergarten must be age 5 prior to September 1 of the year they will be entering kindergarten. All registrations are done online through the Sapphire Community Portal. Please prepare the following items when you register: child's birth certificate, two proofs of residency, a health history, physical exam, dental exam, and proof of immunization. Dentals and physicals must be dated within one year of enrollment. Although it is preferable to have your child examined by his/her health care provider, free exams may be arranged through your school nurse. **Enrollment forms are available on the district website**. This information is essential to complete the registration process.

Lockers/Cubby



A classroom cubby or locker may be assigned to students at the K-3 buildings. Cubbies and lockers are the property of the school district. Students shall have no expectation of privacy in or regarding their cubby or locker. No student may use a cubby or locker to store a substance or object which is prohibited by law or district regulations or which threatens the health, safety, or welfare of the building and its occupants.

Cubbies/lockers are used for storing coats and other outdoor clothing as well as books and classroom items that cannot be stored in the student's desk. Cubbies/lockers should not be used to store valuables. The decorating of cubbies/lockers is not permissible.

As per board policy, school officials have the right to inspect a school district cubby or locker when there is a reasonable suspicion that it is being used improperly.

Lost and Found

Each building has a Lost and Found, located in the main hallway near the office. Items are stored there for a reasonable amount of time. The school takes no responsibility for items left in the Lost and Found. Unclaimed items are donated to a local charity at the end of each nine-week period. By making certain you have labeled your child's lunch box, coat, boots, etc. with their full name, you can help ensure your child's lost items can be returned to them.

Open House

Open House is held in the spring to celebrate student work. This is also an opportunity to visit the school and for the students to act as guides for their parents to highlight their accomplishments. Please refer to the **Pine-Richland Web Calendar** for specific dates for each grade level's Open House schedule.

Meet the Teacher Night

Meet the Teacher Night gives parents an opportunity to visit their child's classroom to meet the teacher early in the school year. The purpose of this night is to learn about grade level curriculum and classroom expectations. **This is not a time for conferencing about a specific need**. Individual conferences can be arranged through the teacher for another more confidential time should it be necessary. Please refer to the **Pine-Richland Web Calendar** for specific dates for each grade level's Parent Night.

Parent/Teacher Conferences

Open communication is encouraged, and parents may request a conference with a teacher at any time during the school year. Parents may contact the teacher by telephone or note to arrange an appointment. A conference opportunity is provided for parents at the end of the first nine weeks to discuss your child's academic development. Please refer to the **Pine-Richland Web Calendar** for specific dates.

Parent/Teacher Organization

The elementary schools have very active PTOs that work diligently to provide services for the school and students. PTOs provide assembly programs and evening family events, all of which help to enhance the students' learning experience. There are many opportunities for participation available to interested parents. All families are encouraged to become active in the PTO. When home and school work closely together, the children greatly benefit. Information about PTO events and meetings is published on each school's calendar and via e-newsletters. You may view building calendars by visiting the home pages of each building: **www.hance.pinerichland.org**, **www.richland.pinerichland.org**, and **www.wexford.pinerichland.org**. You can access each PTO website via these links:

- **Hance PTO Website**
- **Richland PTO Website**
- **Wexford PTO Website**

Parking

Visitor parking is limited in front of the school between 9:20 am and 4:15 pm. Do not park in the fire lane. Tickets may be issued to violators who park in restricted areas. During evening events, parking continues to be limited. Please do not park on the grass.

Party Invitations

Party invitations should not be sent through the school to selected individuals, unless every child in the classroom is invited. To avoid hurting children's feelings, we recommend you mail all party invitations to the home. Addresses can be found in the student directory, which is available in September for all elementary families through the PTO.

Personal Belongings

All sweaters, jackets, lunch boxes, and other personal belongings should be clearly labeled with the child's first and last name. Children are encouraged to check the lost and found for any lost items. Unclaimed items are given to charity at the end of each nine-week period.

Pets

Family pets are not permitted in or on the campus of Hance, Richland, or Wexford Elementary Schools.

Photographs, Video and Website

Please contact the Pine-Richland School District Communications Office if you wish your child not to appear in photographs, video, or on the website by completing a form via **www.pinerichland.org/photo**.

Progress Reports (Report Cards)

Formal reports of student progress are provided every nine weeks. The exact dates that progress reports are issued are posted on the **Pine-Richland Calendar**. Report cards are posted to the Sapphire Community Portal at the end of the nine-week period for parent review. Hard copy report cards are not issued. The online gradebook is accessible to families throughout each grading period to provide current performance updates by class, which are organized by competency/skill.

Promotion/Retention

Retention is a considered decision that must be made based on the individual student. Many factors must be evaluated, and the multidisciplinary approach will be the means by which the decision is reached. Factors to be reviewed include the student's emotional, social, academic, physical, chronological development, and also the most up to date "best practice" information regarding retention.

A team including the parents or guardians, classroom teacher, principal, school counselor, and other professionals who are involved with the student will meet to discuss the possibility of retention.

Pennsylvania System of School Assessment (PSSA)

All third grade students are assessed through the **Pennsylvania System of School Assessment** annually in the early spring in the areas of English Language Arts (ELA) and Math. Please refer to the **Pine-Richland Calendar** for exact dates of the PSSA testing. Please do not schedule appointments or special absences during the PSSA testing window as they will not be approved as excused absences.

Recess

All students are involved in a supervised recess each day, weather permitting. When the weather is too inclement to allow for outdoor recess (**RealFeel** temperature is below 20 degrees or the playground is snow covered, saturated, or unsafe), the students will participate in recess in their classrooms.

Students do go outdoors during the winter months and should come to school prepared for outdoor recess. Hats, coats, gloves, and boots should be sent to school with your child. Students should have appropriate footwear on at all times when on the playground equipment. For safety purposes, athletic shoes or closed-toe shoes are preferred. Flip-flops and high heels are strongly discouraged.

Rules for Safety

- Playground equipment should be used properly and safely (i.e. No playing tag on equipment; No running up or jumping off of playground equipment).
- No hanging by knees on any equipment.
- Children should demonstrate respect for the staff members whose job it is to ensure the safety of everyone while enjoying fun physical activity during recess.
- Failure to follow the rules for safety may result in consequences for the student.

Responsibility

All students, parents, and school staff share the responsibility of creating a positive and productive school climate that provides all students with equal opportunities to learn. Individual student and parent responsibilities are as follows:

Student Responsibility

- Be on time for school.
- Follow school and classroom expectations and regulations.
- Be respectful and honest in your relationships with students, teachers, and staff.
- Actively participate in school and classroom work.
- Work hard and learn to the best of your abilities.

Parent Responsibility

- Guide the child to develop socially acceptable standards of behavior, to exercise self-control, and to be honest.
- Help the child to understand that his/her actions have positive or negative consequences and that he/she is accountable for his/her actions.

- Teach respect for the law, for school expectations, and for the rights and property of others.
- Instill in the child a positive attitude and enthusiastic desire to learn.
- Encourage the child to help, not hurt others.
- Help your child develop individual thinking skills, and foster appropriate strategies to resist negative peer pressure.

Please refer to the **Pine-Richland School District Discipline Code** for more.

Safety/Security

The safety of the students at the K-3 buildings is a primary concern of the staff. All students have the right to feel safe in the school environment. We take great effort to provide this sense of security for all students. Once students are in the building, all exterior doors are locked. All primary buildings also have the capability to use electronic surveillance equipment on school grounds.

Parents and students walking to and from the bus stops should determine the shortest and safest route of travel. Please emphasize with your child the necessity to cross at the intersections and walk on the correct side of the road. All street signs should be obeyed. It is also important to remind your child to avoid talking to strangers and to stay with others when walking to and from school.

The district reviews the Emergency Operations Plan annually with the Northern Regional Police Department and initiates multiple drills in each school throughout the year. The department also maintains a visible presence at all schools. Each K–3 building is staffed with a dedicated school security officer (SSO) to ensure a safe learning environment. We encourage responsible reporting by all stakeholders including parents and students who can report to a trusted adult at PRSD or to Northern Regional Police at 724-625-3157. Please refer to **school procedures in advance of visiting the school**.

Sapphire Community Portal

Student schedule and grade information is available to all parents through the **Sapphire Community Portal**. Student schedules, interim progress, and report cards are electronically provided through this site.

Smoking and Use of Tobacco

For the safety and well-being of our students, staff and visitors, all PRSD buildings, fields, and stadium are designated as smoke-free areas. Smoking or the use of smokeless tobacco, by any person at any time, is prohibited. This policy applies to any person using or renting school facilities at any time.

Special Absences

Families are strongly urged to plan vacations around the school calendar. It is imperative that students be in school daily. PSSA tests are administered in the spring and this time should be avoided when planning for a family trip. Please refer to the **Pine-Richland Web Calendar** for specific dates. Should a special absence be necessary for travel or other urgent family matter, a **Family Educational Tour or Trip** form must be completed in advance. This form is available in the school office, on the district's website

(**Request for Special Absence**), and in **Sapphire**, and should be completed at least one week prior to the absence. The classroom teacher will determine how missed classroom work should be handled as a result of the absence. The student assumes the entire responsibility for getting the missed work done and handed in within two weeks after his/her return. Assignments not received will be recorded as a failing grade.

Special Services

Information regarding special education screening evaluation and placement procedures and procedures for parent request for a protected handicapped student service agreement can be found under **Academics/Special Education** on the Pine-Richland School District website.

Elementary School Counselor

A full-time school counselor is available at each elementary school. The counselor works with students both in a group setting and individually and serves as a consultant to parents and staff. The counselor coordinates the new family orientation in August. Special programs for students and parents are organized throughout the year. Parents are welcome to consult with the counselor at any time throughout the school year and visit the specific building's **counselor webpage**.

English Learners (EL)

The EL program is available on an as-needed basis for those students whose native language is not English. More information regarding EL is available through the Student Services Department located at Richland Elementary School.

Gifted & Talented Education (GATE)

The GATE program is a special education program for students who show outstanding intellectual ability and who require specifically designed instructional activities beyond the basic education curriculum/enrichment. Student placement in GATE is a result of meeting multiple criteria, and requires an evaluation from a certified school psychologist.

Hearing Support

The Hearing Support program is a special education program designed to assist identified students in areas of speech (lip) reading, auditory training, hearing and hearing aid orientation, and academic support. More specific information regarding Hearing Support is available through the Student Services Department located at Richland Elementary School.

Learning Support

The Learning Support program is a special education program designed to address the needs of students who demonstrate a significant learning deficit in their academic abilities and/or whose behavior and emotions interfere with their ability to learn in a school environment.

Multi-Tier System of Supports (MTSS)

The classroom teachers, reading specialists, guidance counselors, and principals meet regularly and facilitate an intervention process to address student academic and/or behavioral needs.

Occupational Therapy

Occupational Therapy provides activities to instruct identified students in daily living skills and, in some prescribed cases, remediating perceptual handicaps. More information regarding Occupational Therapy is available through the Student Services department located at Richland Elementary School.

Physical Therapy

Physical Therapy is designed to improve identified students' gross motor skills. Physical Therapy is a contracted service through the Allegheny Intermediate Unit. More information regarding Physical Therapy is available through the Student Services department located at Richland Elementary School.

Psychological Services

A school psychologist is available to provide assessment, consulting, and counseling services for students. The psychologist's office is located at Richland Elementary School.

Reading Support

Reading Support is a program provided to students who have a need to improve their reading ability. Reading Support involves whole group or small group support. In addition, Reading Support teachers consult with staff and parents.

Speech and Language Support

The Speech and Language program is designed to teach or correct communication skills when these skills are delayed or absent. This is a contracted service through the Allegheny Intermediate Unit and is available to students identified through the screening process.

Vision Support

The Vision Support program is designed to address needs of special education students who are deficient in the area of sensory development. This is a contracted service through the Allegheny Intermediate Unit and is available to students identified through the screening process.

Stepping Stones Child Care

Stepping Stones Children's Center provides before and after school care for school-aged children in the elementary schools. The program begins at 6:30 am and continues until the school day begins at 9:10 am. The after-school program begins at 3:45 pm and is open until 6:30 pm. This is a separate entity from the school district, but the district offers locations within the school for convenience to parents. The district does not control enrollment and/or capacity. Contact with Stepping Stones regarding enrollment should happen in late spring or early summer when their enrollment opens to secure a position for your student. Any concerns related to students during their time at Stepping Stones should be directed to Stepping Stones staff.

Student Placement

Assignment of students to a classroom is a very important decision. The student placement process begins in early spring when parents are invited to complete a Parent Input Form that identifies the environment best suited for their child. This form is not required; however, if parents feel they have special concerns for

their child, it is available. **Requests for specific teachers or pairing with specific peers cannot be accommodated and are not accepted.**

In late spring, the principal, elementary counselor, teachers, and support staff discuss the best possible class placement to meet the needs of each student. Consideration is given to number, equality, and gender balance. Other factors such as addressing special academic needs of students, and providing the overall best match between student and teacher are also considered. This is a complex, comprehensive, multiple criteria-based process that is completed with great care by school personnel. In August, class placement information is accessible to families in the Sapphire Community Portal.

Morning & Afternoon Kindergarten

School personnel at the Pine-Richland elementary schools consider many factors when determining the placement of students in the morning or afternoon session. Kindercamp provides us with an opportunity to meet students and observe them in the school environment. We gain a better understanding of students' academic needs, behavioral needs, social interactions, and readiness levels. Additionally, school personnel consider items such as enrollment, class size, and the ratio of male and female students. As a result of these factors and the need to create balanced and appropriate classrooms, a parental request is only one of numerous factors that are considered in the placement process. Typically, the vast majority of students' parents express a desire for morning kindergarten, and unfortunately, we are unable to accommodate many of those requests. Students who enroll after the advertised kindergarten registration date will likely be enrolled in afternoon kindergarten.

Surveillance Cameras and Audio Recordings

Under School Board policy, the District is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the District. The district monitors district buildings, property and transportation vehicles with surveillance cameras, and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles. If audio recording is being used on a district transportation vehicle, a notice indicating that such recording may occur will be placed within the vehicle.

Technology/Computer Use

The elementary schools use technology as a tool to improve and enhance student learning. With the use of technology throughout the school, students are expected to use computers in a responsible manner.

To ensure compatibility with district resources, students may be required to utilize district-provided Chromebooks for specific educational activities. High school students may also bring their own personal devices in addition to any district-issued technology. Students are responsible for the care and security of all district-provided technology resources, including Laptops, Chromebooks, and tablets, and will be held responsible for the full cost of replacement in case of damage or loss. PR School Board Policy 815 Acceptable Use of Internet, Computer, and Network Resources must be reviewed and agreed upon by all students/families. Please refer to the **Pine-Richland website** for additional information regarding appropriate use of technology.

Textbooks

Students are responsible for all textbooks and library books issued to them. Should a textbook or library book be lost or damaged, it will be the responsibility of the student to pay for the damaged or lost book. The cost of the book will be determined by the replacement cost the district must pay.

Toys and Games

Students are not permitted to bring toys and electronic games to school, including sports balls or equipment, unless approved by the principal or the principal's designee. Toys and games can present a safety hazard as well as a distraction from learning. When toys and games get broken or lost, the school cannot be held liable.

Use of School Facilities

District **facilities** are primarily available to support K-12 instructional and extracurricular programs. When such district facilities are not in use for these purposes, they are made available to community groups, subject to school board policies, regulations, and fee schedules. There has been a growing demand for the use of facilities within the Pine-Richland School District. To ensure that the buildings and fields are maintained at the highest levels, the district requires an application process for use of building and athletic space via an **online facilities scheduling tool**. Requests must be received at least 45 (forty-five) days prior to the event.

Valuables at School

Please do not allow your child to bring excessive amounts of cash or valuables to school. The school will not be responsible for broken or lost valuables. Lockers/cubbies do not have locks, and there is no way to properly ensure the safety of valuables in the school setting. Please refer to the **Pine-Richland School District Discipline Code** for additional information.

Visiting the School

To ensure the safety and security of our students and staff, all visitors are required to follow district check-in/check-out procedures. Each elementary school has a security system, and all outside doors are locked during the instructional day. All visitors must use the front entrance to enter the office and identify themselves and the purpose of their visit to gain admittance to the school. Visitors must present their driver's license and/or scan a photo ID through the RAPTOR system located at the main office.

- If you are planning to visit a classroom or other area of the building during the school day, you should pre-register for an appointment prior to the date of the visit. Absent an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for a substitute or other coverage, if necessary.
  Note: Visitors dropping off items for a student in the front office who do not need to proceed into the building may do so without advance notice.

- All visitors must use the buzzer and identify themselves to request admittance. Upon entry, all school visitors must report directly to the school office to register. As part of the registration process, all visitors will be asked to provide identification, which will be held by the building office for the duration of the visit. Visitors will also scan their identification through the RAPTOR system. (Independent volunteers will already have badges and will not have to turn in ID)
- Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the building or on school premises.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment.
- Parents/guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy. Visits should pertain to educational interest for your own child.
- Upon conclusion of the visit, return to the office, sign out of the RAPTOR system and discard your visitor badge.

These procedures are implemented pursuant to **PR School Board Policy 907** and apply to all Pine-Richland School District buildings.

Voicemail

All staff members have voicemail, which can be accessed by calling the main school number found in the contact listing available on the **website directory**. Teachers and support personnel are very busy during the school day working with children and cannot usually accept telephone calls. However, they do check their voicemail at least once a day, which could be the end of the day, and will return calls as quickly as possible. Voicemail should not be used in the event of an emergency.

Volunteering

There are many volunteer opportunities at the elementary schools. Parents, senior citizens, students, and community members are encouraged to volunteer in the school. The use of volunteers is endorsed by the board and subject to legal requirements and administrative procedures. All individuals who desire to donate their time must adhere to the district's policy. All volunteers are required to go through training. Independent volunteers must also receive all clearances on the state and federal levels.

Weapons Policy

The Board of Directors maintains a no-tolerance attitude toward weapons or weapon lookalikes in our schools. Please refer to the **Pine-Richland Discipline Code** for additional information.

Withdrawals/Transfers

Parents withdrawing a student from the district must notify the district and school offices at least two weeks prior to the last day in order for withdrawal information to be prepared. Pine-Richland will provide student records for the other school upon written request by the new school. Official records cannot be

hand carried by parents. Students will not be removed from the Pine-Richland enrollment report until official notice has been received from the receiving school that the student has entered.

Suggestions for Parents

- Be enthusiastic and show interest in your child's work.
- Have a place to display your child's work.
- Be consistent in behavior requirements.
- Don't compare children.
- Don't criticize the teacher or school in front of the child.
- Select television programs that are age appropriate.
- Monitor use of the Internet and instant messaging.
- Encourage proper safety habits and attitudes that will prevent accidents.
- Give your child love, affection, security, attention, and acceptance.
- Praise your child's effort and growth, not just levels of achievement to instill a growth mindset.
- Feel free to discuss anything with the teacher and/or school counselor by making an appointment for a conference.
- Join the school's Parent/Teacher Organization.
- Take an active part in school life.
- Listen to your child, encourage him/her to ask questions, discuss ideas, and review the events of the day.

The information contained in this handbook is for informational purposes only, and provides a general overview of the rules, regulations, and procedures applicable to student conduct and activities. The PR School Board has adopted specific policies which govern student conduct, activities, and the other topics covered in this handbook, and all students are expected to know and are required to comply with such policies at all times. In the event that any information contained in this handbook contradicts or is inconsistent with any PRSD Board Policy, the terms of **Board Policy** will govern and control.

Central Office Contacts

Pine-Richland School District
702 Warrendale Rd., Gibsonia PA 15044
Phone: 724-625-7773 **Fax**: 724-625-1490

Dr. Brian R. Miller	Superintendent	x 6100
Barbara Williams	Administrative Assistant to Superintendent/Board Secretary	x 6100
Dr. Michael Pasquinelli	Assistant Superintendent of Secondary Education & Curriculum	x 6110
Dr. Kristen Justus	Assistant Superintendent of Elementary Education & Curriculum	x 6110
Carolyn Will	Administrative Assistant to Assistant Superintendents	x 6110
Abigail Hutchison	Secretary	x 6307
Christopher Juzwick	Director of Financial and Operational Services	x 6303
Schaely Renfrew	Assistant Business Manager	x 6300
Doris McCartney	Payroll & Employee Benefits Specialist	x 6302
Bryan Dworek	Accounts Receivable and Payable Specialist	x 6306
John Stoughton	Transportation and Facilities Use Coordinator	x 6803
Davida van Mook	State Reporting Coordinator/PIMS Coordinator	x 6000
Brian Glickman	Director of Human Resources/Title IX Coordinator	x 6201
Alexia Meijer	Human Resources Support	X 6301
Matthew McGoey	Human Resources Specialist	x 6304
Shawn Stoebener	Director of Technology	x 6305
Erin Hasinger	Director of Communications	x 6202
Steve Karpinski	Media Services Specialist	x 1505
Andrew Mundy	Media and Communications Coordinator	x 6203
Jeffrey Zimmerman	Director of Facilities Management	x 6750
Bruce Riemer	Assistant Director of Facilities	x 6754
Jamie Rucker	Assistant Director of Facilities	x 6751
Kori Phillips	School Resource Officer	x 1999
Lydia Songer	School Security Officer	x 1606

Pine-Richland Pupil Services Directory
3811 Bakerstown Rd., Gibsonia, PA 15044
Phone: 724-443-7230 & **Fax**: 724-443-7374

Dr. Maura Paczan	Director of Student Services	x 6501
Kaytlyn Snee	Special Education Secretary	x 6501
Mary Pegher	Administrative Assistant to Director of Pupil Services	x 6500
Dr. Greta Kuzilla	Assistant Director of Student Services and Special Education	x 6502
Dr. Melissa Ramirez	School Psychologist	x 6504
Dr. Taylour Kimmel	School Psychologist	x 6505
Dr. Alysha Kaparakos	School Psychologist	x 6508
Carolyn Welschonce	Social Worker	x 7807

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Pine-Richland School Board

The 2026 **Pine-Richland School Board** consists of nine members who set policy for the school district.

School directors include President Ashley Fortier, Vice President Melissa Vecchi, Treasurer Marc Casciani and directors Randy Augustine, Amy Carfardi, Liz Delosa, Leslie Miller, Philip Morrissette, and Michael Wiethorn.

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



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