2026-2027

EDEN HALL UPPER ELEMENTARY HANDBOOK & PROGRAM OF STUDIES



FOCUS ON LEARNING FOR EVERY STUDENT EVERY DAY

Student Handbook & Program of Studies

Welcome

Dear Eden Hall Upper Elementary Families,



Welcome to Eden Hall Upper Elementary! It is with great pleasure that we present to you Eden Hall Upper Elementary School's Student Handbook for the 2026 - 2027 school year. Our staff has worked diligently to ensure that our school structure, schedules, and courses provide children at this developmental stage the appropriate level of depth and breadth of learning. Each student is unique, and our goal is to provide the opportunities and tools to reach their highest level of potential. Additionally, our students and staff practice and implement RAMS Way to foster a positive and welcoming learning environment that supports both academic growth and social development.

The elementary years of school are critical to future academic success. Students in grades four through six participate in an academic program specifically designed to meet their needs. Our students read to learn, express their thoughts through writing and critical thinking, and become active problem solvers who can make sense, reason and model their understanding. Children are engaged in inquiry-based thinking through the disciplines of science and social studies and experience numerous encore offerings and electives that provide a well rounded education.

In addition to student's core academic classes and Encore offerings, our students have RAM time and Explore time. Ram time is designed to provide differentiated and targeted instruction based on students' needs in ELA and Math. Explore time is designed to allow students to explore their interests through clubs, ensembles, neighborhood meetings and team building time.

Together, we plan to engage all students in a meaningful year of strong growth and learning at Eden Hall Upper Elementary. Should you have any questions, please do not hesitate to contact our school office. We look forward to working and learning with you and your child.

Sincerely,

Mrs. Colleen Berezo
Principal, Eden Hall Upper Elementary

Mrs. Emily Dunker
Assistant Principal, Eden Hall Upper Elementary

Mr. Michael Rose
Assistant Principal, Eden Hall Upper Elementary

In the event of any conflict between any provision in this handbook and the terms of the discipline code or any Pine-Richland School Board policy, the terms in the discipline code and/or board policy will control and take precedence. All students and parents/guardians are strongly encouraged to review the information found in this handbook and the Pine-Richland School Board policies found on the district website.

Eden Hall Contact Information

3900 Bakerstown Road
Gibsonia, PA 15044
724-443-1450

Staff Member	Position	Email
Colleen Berezo	Principal	cberezo@pinerichland.org
Dr. Emily Dunker	Assistant Principal	edunker@pinerichland.org
Michael Rose	Assistant Principal	mrose@pinerichland.org
Tara Brandt	Secretary—Main Office	tbrandt@pinerichland.org
Maritza Armstrong	Secretary—Main Office	marmstrong@pinerichland.org
Melissa Kortyna	Secretary—School Counseling Office	mkortyna@pinerichland.org
Jennifer Miller	Grade 5 School Counselor	jmiller@pinerichland.org
McKenna Gonzalez	Grade 6 School Counselor	mgonzalez@pinerichland.org
Lauren Hawrylak	Grade 4 School Counselor	lhawrylak@pinerichland.org
Margaret Boulanger	School Nurse	mboulanger@pinerichland.org
Officer Brad Nowosielski	School Resource Officer	bnowosielski@pinerichland.org

For a dial-by-name directory, please call 724-443-1450.



Mission

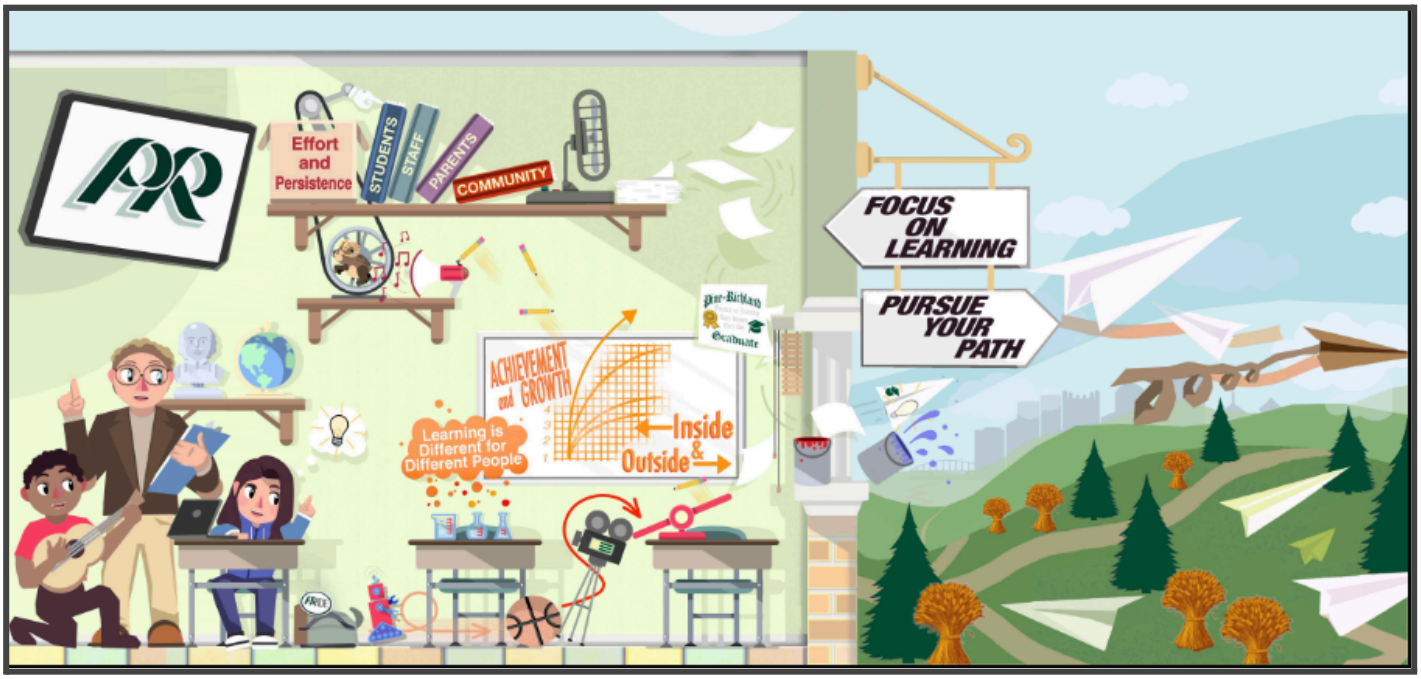
The mission of the Pine-Richland School District is to **focus on learning** for **every student every day**.

Vision

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 a 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.

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Daily Schedule

8:20am Doors Open for Student Arrival (Car Riders)
8:35 am Warning Bell
8:40 am Instructional Day Begins
3:10 pm Instructional Day Ends
3:15 pm Dismissal Begins for Car Riders, Walkers, and Stepping Stones
3:20 pm Dismissal Begins for First Set of Buses

Individual classroom schedules will be made available through the student's homeroom teacher.

Two-Hour Delay Schedule

10:20am Student Arrival
10:35 am Tardy Bell
10:40 am Instructional Day Begins

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 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 Eden Hall Upper Elementary staff is available on our school website.

Eden Hall Upper Elementary Staff Directory, School Counselors and Office Contacts

Question Regarding	Who to Contact
Enrollment/New Student	Contact **central office** enrollment coordinator (by appointment only)
Transportation/Bus	Contact the **transportation coordinator and/or Student Transportation of America (STA)**
Medical	Contact the **school nurse**
Classroom Concern	Contact your **child's teacher**
Peer Issues	Contact your **child's teacher** and **school counselor**
Attendance	Contact the **office staff** or a **school counselor**
Food Service/Lunches	Contact the **General Manager** for the Food Service Department
Sapphire Community Portal	Contact **Secretary Tara Brandt**

Academic Program

The curriculum at Eden Hall Upper Elementary is structured to meet the academic demand for each subject. Students engage in a rigorous academic experience that is designed to expand student skills, interests, and understanding of subject matter. Students participate in experiences in English-language arts, math, social studies, science, art, music, physical education/health, world languages, library sciences, and keyboarding/ computer applications. Students may also elect to participate in performance music programs including band, chorus, and strings.

English Language Arts



The English language arts program encompasses the areas of reading, writing, language, spelling, and speaking. Students are involved in learning activities designed to help them explore their interests, share their experiences, and develop a lifelong love of reading. Instruction includes, but is not limited to, development of word attack skills, vocabulary, fluency, reading comprehension strategies and skills, the writing process, and research. Teachers use authentic literature to facilitate instruction. **Please use this link to access the online curriculum**.

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. Students investigate concepts and scientific phenomena using hands-on materials and units. **Please use this link to access the online curriculum**.

Social Studies

The social studies program builds on students' understanding of the world around them, focusing on people, places, and time. Concepts are developed in the areas of geography, history, civics and government, economics, and culture. Map, chart and graph skills, and multi-cultural competency are emphasized at each level. **Please use this link to access the online curriculum**.

Math Pathways

PRSD Math Pathways

K	1	2	3	4	5	6	7	8	9	10	11	12
Course Level Determination				Course Acceleration								
				Math (5th)	Math (6th)	Pre-Alg	Hon.Alg 1	Hon.Geo	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
				Compacted/Extended Pathway								
Math K	Math 1	Math 2	Math 3	Math 4	Math 5	Math 6	Pre-Al	Algebra1	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
				Current Pathway								
			Math 3	Math 4	Math 5	Math6	Pre-Al	Algebra1	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
									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-Al	Fund. of Alg. I	Algebra I w/Lab	Geo w/ Lab ≤80% in Alg1	Alg2 w/ Lab Alg. 1 & Geom. Or Concurrent w/ Geom.	

Eden Hall offers students three math pathways: Current, Compacted/Extended, and Accelerated. Our traditional pathway course is referenced as the "current" pathway in an effort to clarify the similarities and differences. 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). This compaction provides our teachers with opportunities to extend learning opportunities for students who have demonstrated the ability to quickly understand complex mathematical concepts. **Please use this link to access the online curriculum**.

Art Education



Children in grades four through six attend scheduled art classes taught by highly qualified teachers. The art program offers a planned, sequential curriculum in design, drawing, painting, printmaking, clay, crafts, and sculpture. Students have opportunities for visual self-expression using a wide variety of tools, materials, and techniques. Students rotate between multiple unique art classrooms through the school year to provide diverse opportunities. The goal of the art program is to enable students to explore different types of art media and spark a lifelong interest in art. **Please use this link to access the online curriculum**.

Music Education



Elementary music specialists work with students to help them develop a lifelong appreciation of music. In the General Music classroom, students have the opportunity for multiple instrumental and vocal experiences, as they work with a wide variety of instruments, materials, and musical genres. The EHUE General Music curriculum provides students with musical skills, experiences and knowledge of Music theory and history. In addition to their General Music instruction, students have the opportunity to become performing musicians by joining Chorus, Band, and/or Orchestra. Students who join one of our performing ensembles will hone their musical skills above and beyond those introduced in the General Music class. **Please use this link to access the online curriculum**.

Keyboarding and Computer Applications

Students need to become proficient in a world of ever-increasing technological growth. The keyboarding/computer applications program instructs keyboarding skills and various computer programs that are integrated into the completion of classroom learning activities. Students are expected to use touch-typing skills, formatting skills, and their knowledge of programs in their daily work. Technology is used as a tool to enhance and expand the learning that is occurring in the classroom. **Please use this link to access the online curriculum**.

Physical Education/Health Education



Participation in physical activity is critical throughout the elementary school years to assist in the development of motor skills and body control. The physical education/health curriculum emphasizes students' skill development, wellness concepts, sportsmanship, and overall fitness levels.

Adaptive physical education services are provided for students who cannot participate within a regular class or when a diagnostic approach is needed to achieve optimum progress for a child. **Please use this link to access the online curriculum**.

World Language

In the world language program, students will explore a wide variety of languages and cultures with a focus on communication, connections, comparisons, cultures, and communities. Students in Grade 6 also get to explore all 3 of the languages taught at the middle level to aid them in their language selection process for Grade 7. The goal of the program is to promote an awareness of and appreciation for languages and cultures around the world.
The program also aims to foster an enthusiasm for language learning that will be further developed at the secondary level. **Please use this link to access the online curriculum**.

Library



The mission of our school library media program is to ensure that students and staff are effective users of ideas and information. Our school library media specialist empowers students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information by:

- Collaborating with our educators and students to design and teach engaging learning experiences that meet individual needs.
- Instructing students and assisting educators in using, evaluating, and producing information and ideas through active use of a broad range of appropriate tools, resources, and information technologies.
- Providing access to materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.
- Providing students and staff with instruction and resources that reflect current information needs and anticipate changes in technology and education.
- Providing leadership in the total education program and advocating for strong library media programs in schools as essential to meeting local, state, and national education goals. **Please use this link to access the online curriculum**.

Interventions

Eden Hall Upper Elementary School has a Multi-Tiered System of Support (MTSS) team, consisting of teachers, school counselors, reading specialists, interventionists, school psychologists, special education teachers, gifted education teachers, and principals. Team members meet regularly to discuss students' data, progress, and possible intervention or enrichment opportunities for students. Depending on students' needs, interventions and enrichment opportunities are fluid and based on need. Students may move in and out of interventions/enrichment over the course of the year. These opportunities may also change from year to year. Most interventions and enrichment take place during RAM (Reading and Math) Time and/or Explore Time. Decisions regarding interventions are determined by the MTSS team and are based primarily on student data.

For example, a Tier II intervention may include small group reading support facilitated by reading specialists. A Tier III intervention may include participation in additional interventions or programs such as Wilson Reading System, SPIRE, and/or Passport intervention. ELA Enrichment is available for students in need of further extension and is determined throughout the year based on student need.

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 experience. Students should never use these resources to generate content that they submit as their own.

Students are expected to do their own school work. Students must not represent the work of others as their own. Some examples of falsely representing work include forging a parent's signature, cheating on tests and quizzes, copying homework, and using the work of others without giving them credit.

Instances of cheating, forgery and plagiarism will be handled on a case-by-case basis. Generally, the consequences for these situations are academic. For example, students may not receive credit for the work and may have to redo an assignment. Additionally, if copyright laws have been violated, students may see legal action from outside parties.

*PR School Board Policy 815.2 ensures the ethical and responsible use of AI technologies to enhance teaching, learning, and administrative proceses while safeguarding student privacy and data security.

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 the middle of September.

Admission Requirements

According to **PR School Board Policy 201**, 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 use bus transportation provided by the Pine-Richland School District and **STA**. If your child needs to be driven by car for a special reason, he/she should not be dropped off prior to 8:20am . **Any student dropped off after 8:35 am must gain access through the front entrance and receive a tardy pass from the front office.**

Students arriving as car riders should enter the property from the main intersection of Bakerstown Road and Meridian Road and follow the signs to the drop-off area. Car riders should not enter from Ridge Road. **This entrance is for**

buses only. Please note: Parents may not let children out of the car in the lower parking lot and let children walk up to the entrance. This is a safety hazard. **All students being dropped off by a parent must remain in the car until the car reaches the drop off area. Staff will be available to assist children getting out of cars.**

Assemblies

The **Eden Hall Upper Elementary PTO** sponsors assemblies of an entertainment or educational nature with a focus of promoting student learning experiences. Assemblies are selected in collaboration with our PTO and school personnel.

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 the homeroom any time after the tardy bell (tardy bell rings at 8:35 am). After that time, the student must report to the office to receive a tardy slip.

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 at school within three days after the absence or tardy. If no signed note is returned to school 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 **PR School Board Policy 204** and the **Pine-Richland School District Discipline Code**.

Should a special absence be necessary for travel or other urgent family needs, a **2026-2027 K-12 Family Trip or College Tour** form must be completed in advance. This form is available in the school office, or on the district's website, 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 (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. **The RAMS Way** is our district-wide positive behavior support system. 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 staff at Eden Hall Upper Elementary School holds its students to high standards and expects the student body to be respectful, kind, and the best they can be.

Beverages and Outside Food Purchases

Open beverages from local establishments should not be brought to school. Food items should be finished prior to entering the building, or packed away until the student's lunch period. 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.

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 more serious violence. Therefore, the board prohibits bullying by district students. Please refer to the **Pine-Richland School District Discipline Code** for additional information.

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. The rules for safe bus behavior are listed in the **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. All students will receive an assigned seat by the school.
- 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 are only issued for existing stops. STA 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 bus stops are determined by Student Transportation of America (STA). All students are encouraged to utilize bus transportation on a regular basis. Students are not permitted to walk or ride a bike to school unless permission has been granted by the parent and the school. Transportation for students involved in activities beyond the school day where transportation is not provided is the responsibility of the parent.

Information regarding the bus stop times and locations is established by STA and is distributed to parents via the Sapphire's 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

The monthly breakfast and lunch menu is posted on the food service website. Families can also use the Menu option under the quick links located at the **Eden Hall Upper Elementary School 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 & Reduced Meals are available to eligible families. Families must reapply each year for eligibility. Applications are accepted any time during the school year. Visit **https://www.pinerichland.org/about/food-services** 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 at **www.schoolcafe.com**. View your child's purchase history and make payments. Payments can be set up automatically or you may 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 child 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 placing 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 online account with **www.schoolcafe.com**, 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
Please see the food service website for updated information, as we are transitioning to a new food service management company, Chartwells.

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 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:

- Responsible, courteous behavior to all students and staff
- Hands, feet, objects, and food to self
- Listen to and respect adult supervision
- Students should use level 1 or 2 voices
- Dispose of trash and clean area around oneself

Cell Phones/Electronic Devices

The use of electronic devices, which include but are not limited to mobile telephones, Meta glasses,Smart watches, along with 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 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 (for purposes other than keeping time) 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 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. When the school day ends, students may use their devices once they get on the bus. Students staying for after-school activities may use them in the building after 3:35 pm. Students are unable to receive text messages during the school day. Students may use the landline phone in the lobby 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.

Child Care

The Pine-Richland School District does not provide for the supervision of students prior to 8:20 am. Because there is no supervision, students should not be dropped off prior to 8:20 am. School doors will be locked until this time. However, if you are in need of childcare before or after school hours, childcare is provided by **Stepping Stones**. Please contact them for childcare information at 724-625-2199.

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-news 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.



Community Portal

Student grade information is available to all parents through the **Sapphire Community Portal**. There is a link to this information from the district's website. Report cards and class grades are electronically provided through this site.

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. **PR School Board Policy 123.1 Management of Concussion** defines concussion 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 make arrangements 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 cancel the opening of school, schedule changes will be immediately relayed to families via rapid call and posted to the Pine-Richland website. In addition, emergency information is available on the **district's website**, on PRTV, and will also be relayed to local television stations. A decision to close 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**. Virtual learning days may be used in instances of school closure. Details will be communicated for each instance of school closure.

School makeup days, if needed, are listed in the Pine-Richland Calendar, which is available on the **district website**. 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.

Demographic Data Updates

Parents are required to complete a Demographic Data Sheet 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. These updates are completed through **Sapphire** at the beginning of each school year. 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 (PRSD) 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 Board Policy Manual for additional information regarding the Discipline Code, student conduct, and consequences of inappropriate or proscribed behaviors and conduct.

Discrimination

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: Director of Human Resources Mr. Brian Glickman
Pine-Richland School District: 702 Warrendale Road Gibsonia, PA 15044
Phone: 724-625-7773, x6201| **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 3:10 pm each day. The buses are called at 3:20 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 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. Please remember that all early dismissals should be made before 2:45 pm. After that time, students should be released as car riders.

Students designated as car riders will be dismissed through Door S. Parents/guardians must leave their vehicles to check-in at Door R and remain at Door R in order to pick up their child.

Each car rider will be assigned a car rider ID number tag from their homeroom teacher, and families will receive 2 car rider numbers that must be clearly displayed during pickup. Staff will use this number to call students for dismissal and release them to the appropriate parent/guardian. Parking along Ridge Road for pickup is not permitted.

Students designated as walkers must have a completed walker permission form on file. Walkers are not permitted to walk to Ridge Road to enter a vehicle.

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 Dismissals

Appointments for students should be scheduled after school hours, except in cases of emergency. Should an appointment during school hours be imperative, parents should submit a request for an early dismissal through the Sapphire Community Portal. 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. Student appointments should be scheduled after school, if at all possible.

Educational Supplies/Textbooks

The Pine-Richland School District does not issue a list of required materials and supplies. Eden Hall Upper Elementary School does provide families with a suggested list of supplies on the website in the summer. Textbooks for instructional purposes, paper, pencils, rulers, crayons, and scissors are provided by the school district. Should this present a hardship for any family, scholarship money is possibly available through the elementary counselor.

Emergency Notification

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. **Please use the Sapphire Community Portal to update your contact information.** The system will be used for cancellations, emergencies, and major announcements. Parents should be sure to designate which phone numbers should be used for automated voice calls and text messages.

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.

Extra-Curricular Activities

The EHUE PTO sponsors various after school activities. Announcements of current activities are published via the *Friday Flash* and on the **Eden Hall Upper Elementary website**. See the **Communications** section of the website for instructions for signing up to receive the notices.

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. (Fire Drills will be conducted once a month and emergency drills will be held at least once every quarter.)

Friday Flash/eNewsletter

Pine-Richland uses e-newsletters as the primary news publication for the school district. Each school has its own unique newsletter. These electronic newsletters include news from the school, PTO, and district, and community events. To register your family to receive the electronic notices, visit **www.pinerichland.org/communications**, click on the **e-news link**, and follow the directions to enter your email address.

Gum/Hats

Gum is not permitted in the school setting. No child should be sent to school with chewing gum. Hats may be worn outside during recess. Hats, scarves, bandanas, and other head coverings are not permitted to be worn inside the school building. They may be worn on the playground and to and from school; however, they must be removed upon entering the building. Exceptions may be granted by the principal for special circumstances (Hat Day or Theme Days).

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 our 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 are to 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 is to then create 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
Policy 209 Health Examinations/Screenings
The Pennsylvania School Health screening program includes the following:

- Each student is weighed and measured every year from kindergarten through twelfth grade. In addition, a Body Mass Index (BMI) for age percentile is calculated on all students.
- Each student has a near and far vision test every year.
- Each student has a hearing test in kindergarten through third grade and in seventh and eleventh grades.
- Each student is screened for Scoliosis (curvature of the spine) in sixth and seventh grades.
- Health Screening results are communicated in an annual health 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 ($<100^{o}$) 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 School Board policies **PR School Board Policy 210 Use of Medications** and **210.1** 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 assignments reinforce the connection among curriculum, instruction, and assessment. Homework assignments can vary greatly in their design and should be specifically considered with respect to the developmental readiness of the students. It may also be necessary to modify homework based on individual student needs within a course. Homework assignments will be included in students' grades. Homework is recorded in student planners and/or on the teacher's Google classroom.

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 10:00 am. This provides adequate time for the teacher to assemble the work. Homework may be picked up in the office after 3:00 pm on the day of the request or sent home with a sibling or a neighbor child. Eden Hall Upper Elementary also provides a Homework Center in the front lobby and remains open until 8:00 pm each evening to pick-up homework.

Lockers

A locker is provided to each student at Eden Hall Upper Elementary. Lockers are the property of the school district. Students shall have no expectation of privacy in or regarding their locker. No student may use a 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.

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. Locks are not permitted on lockers at the elementary level. Lockers should not be used to store valuables. The decorating of lockers with tape or stickers is not permissible. School officials have the right to inspect a school district locker when there is a reasonable suspicion that the locker is being used improperly, per **PR School Board Policy 226**. It is desirable but not always necessary that the student be notified and allowed to be present before a locker search.

Lost and Found
Eden Hall has a Lost and Found area located in the building. -When items are not recovered, they are given to a charitable organization for their use. The school takes no responsibility for items left in the Lost and Found. Unclaimed Lost and Found items are donated to a local charity at the end of a nine-week period. By making certain you have labeled your child's lunch box, coat, and boots 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 of each year. The purpose of Open House is 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 School District Calendar** for specific dates for each grade level Open House schedule.

Parent Night
Parent Night, held in the fall of each year, 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 School District Calendar** for specific dates for each grade level 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 district calendar for the specific date.

Parent Teacher Organization
Eden Hall Upper Elementary School has a very active PTO that works diligently to provide services for the school and the students. The PTO provides assembly programs and evening family events, all of which help to enhance the student's 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 in the **Eden Hall Calendar** and the e-newsletters.

Parking
Visitor parking is available in front of the school. Please only park in designated parking spots. Do not park in fire lanes or on the grass. Tickets may be issued to violators that park in restricted areas. During evening events, additional parking is available in our bus lot. 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.

Classroom Celebrations

Birthday Snacks
The Pine-Richland School District has developed a wellness program 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. Food items should not be offered or made available for consumption by students during such events. (**PR School Board Policy 246**)

Personal Belongings
All sweaters, jackets, lunch boxes, and other personal belongings should be clearly labeled with the child's first and last name. Do this before items get lost. 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
Pets are not permitted on the campus of Eden Hall Upper Elementary School.

Photographs/Videotape/Website
Please contact the Pine-Richland School District Communications Office if you wish your child not to appear in photographs, video, on official district media and sites, or on the **website by completing a form**.

Progress Reports/Report Cards
Formal reports of student progress are provided every nine weeks. The exact dates that progress reports are issued is published on the **Pine-Richland Calendar**. Report cards are posted to **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. To learn how to access the gradebook, see this **quick tutorial**.

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 Assessments (PSSA)
All students are assessed through the **Pennsylvania System of School Assessment** annually in the early spring. The PSSA in English Language Arts (ELA) and Math are administered to students in grades four through six.The Science PSSA is administered in Grade 5 only. Please refer to the Pine-Richland Activities Calendar for exact dates of the PSSA testing. Please do not schedule appointments or special absences during the PSSA testing window.

RAMS Way
The RAMS Way provides an opportunity, on a district-wide basis, to provide an intentional and proactive approach to creating a positive school climate. Procedural and behavioral expectations will be intentionally communicated and taught at appropriate developmental levels K-12.

- Staff members will model, teach, practice, and reinforce expectations for the hallways, cafeteria, bathrooms, buses, playground, and classrooms.
- A school-wide acknowledgement system positively reinforces the expectations.
- Common language will be used across all areas of the school to engage students in being **R**espectful, **A**ccountable, **M**otivated, and **S**afe.

Recess
All students are involved in a supervised recess each day, weather permitting. When the weather is too inclement to allow for outdoor recess, the students will participate in recess in their classrooms. If the RealFeel temperature is below 20 degrees or the playground is snow covered or unsafe, the school nurse will determine whether students go outside for recess. 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 enclosed 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 the equipment; No running up or jumping off 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 rules 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 rules, and for the rights and property of others.
- Instill in the child a positive attitude and an 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 additional information.

Safety/Security

The safety of the students is a primary concern of the Eden Hall 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. Eden Hall Upper Elementary School also has the capability to use electronic surveillance equipment throughout the building and on the 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 daily, visible presence at all schools which includes walk-throughs at each school. We encourage responsible reporting by all stakeholders including parents and students who can report to a trusted adult at PRSD or through the Safe2Say app or website.

Please refer to **school procedures** in advance of visiting the school.

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. **PR School Board Policy 222** authorizes the 24-hour, year-round smoke-free status. 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. As reflected in **PR School Board Policy 204**, it is imperative that students be in school daily. The 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 Calendar** for specific dates. Should a special absence be necessary for travel or other urgent family matters, a **Family Educational Tour or Trip** form must be completed in advance. This form is available in the school office 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 (2) 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 requests for a protected handicapped student service agreement are provided in the **Pine-Richland Calendar**.

Elementary School Counseling

Three full-time school counselors are available at Eden Hall Upper Elementary School (one counselor per grade level and the counselor will loop with the cohort of students). The counselor will provide lessons in our classrooms, work with students both in a group setting and individually and serve as a consultant to parents and staff. The School Counseling Curriculum is available on our **Pine-Richland website**. 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 Eden Hall Upper Elementary **School Counseling information page**.

English Language Learners (ELL)

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

Gifted and Talented Education (GATE)

The 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.

Health Services

Health services are provided as mandated by the state to ensure a student's proper health. Vision screening is provided to all school students. Screening is usually held in the fall. Parents are notified of any potential problems needing further attention. A certified school nurse or registered nurse is on site throughout the school day. Heights, weights, and each child's BMI are measured yearly.

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 Pupil Services Department that is located at the district's administrative offices.

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.

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 l Services Department.

Parent Education/Resource Center

Parent education opportunities are held at various times during the school year. Individual consultations are offered by

the elementary counselor to promote increased understanding of child development, improved parenting skills, and positive family relationships. In addition, parent resources relating to all aspects of education and parenting are available to parents through the school counselors.

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 Pupil Services department that is located at the district's administrative offices.

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, the Reading Support teachers consult with staff and parents.

Multi-Tiered System of Supports (MTSS)
The classroom teachers, reading specialists, school counselors, intervention specialists, school psychologists, and principals meet regularly and facilitate an intervention process to address student academic and/or behavioral needs.

Student Assistance Program (SAP)
SAP is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

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.

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 friends cannot be accommodated and are not accepted.

In late spring, the principal, elementary counselor, teachers, and support staff meet to 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, multicriteria-based process that is completed with great care by school personnel. In August, class placement information is made available to all parents and students.

Surveillance Cameras & Audio Recordings
Under **PR School Board Policy 817 Use of Video Surveillance Cameras**, 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 does monitor 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 (**PR School Board Policy 810.2**). 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

Eden Hall Upper Elementary School uses technology as a tool to improve and enhance student learning. To ensure compatibility with district resources, students ~~may be required to~~ will utilize district-provided Chromebooks for specific educational activities. 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.

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, 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 Facilities

District **facilities** are primarily available to support K12 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.

We use an online facilities scheduling tool. This means you may create an account, log in, review building calendars to see if a space is available, and (if so) select when your group would like to apply for that space. **Remember, your request must be received at least 45 (forty-five) days prior to the event, per building and athletic space** (**PR School Board Policy 707**).

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 do not have locks, and there is no way to properly insure 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 the district check-in/check-out procedures. Eden Hall Upper 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. All visitors to the school must present their driver's license, register using the Raptor Visitor System, and obtain a visitor badge.

- 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. Except for 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 who are dropping off items for a student in the front office, and 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 with our Raptor Security System. As part of the registration process, all visitors will be asked to provide their driver's license, which will be scanned using Raptor. (**Independent Volunteers will already have badges and will not have to turn in I.D.**)
- 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.
- Upon conclusion of the visit, visitors should return to the office, sign out using the kiosk center and dispose of their visitor's 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: 724-443-1450. **Voicemail box numbers** are available on the Eden Hall Upper Elementary website. 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 Eden Hall Upper Elementary. 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 Volunteer 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 PR School Board of Directors maintains a no-tolerance attitude toward weapons in our schools. Please refer to the **Pine-Richland School District 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.

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	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 Superintendent	x 6110
Abigail Hutchison	Secretary	x 6307
Christopher Juzwick	Director of Financial and Operational Services	x 6303
Schaely Renfrew	Accounting Specialist	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

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

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 Board of School Directors of the Pine-Richland School District (PRSD) 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 the PRSD Board Policy will govern and control. Copies of the PRSD Board Policy Manual are located in the Administrative Office and in each of the PRSD libraries. The PRSD Board Policy Manual is also available by visiting www.pinerichland.org/board and then clicking on the Board Policies tab or directly via BoardDocs.