2026-2027

PINE-RICHLAND MIDDLE SCHOOL HANDBOOK





FOCUS ON LEARNING FOR EVERY STUDENT EVERY DAY

Pine-Richland Middle School

100 Logan Road * Gibsonia, PA 15044
724-625-3111
www.pinerichland.org

Dr. David Kristofic, Principal
Ms. Nicole Berezo, Assistant Principal
Mrs. Amorena Poellnitz, Guidance Counselor (7th Grade Students)
Mrs. Jennifer Mullaugh, Guidance Counselor (8th Grade Students)

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Responsible Reporting

If you are aware of what is going on around you and sensing a potentially harmful situation, tell a trusted adult, one at home and one at school. Below are resources for reporting and resources for yourself.

Re:Solve

1-888-796-8226

988 Suicide and Crisis Lifeline

Dial: 988

(Calls are answered by a mental health counselor 24/7)

Crisis Text Line

Text START to 741-741 to text with a crisis counselor.

Safe 2 Say Something Mobile App

1-844-SAF-2SAY

1-844-723-2729

School Calendar

2026-2027 Calendar

AUGUST	
25 – Tuesday	First Day of School for Students
SEPTEMBER	
7 – Monday	No School – Labor Day
OCTOBER	
30 – Friday	No School for Students (Staff In-Service/Clerical Day)
NOVEMBER	
5 – Thursday	No School for Students (Parent Teacher Conferences)
6 – Friday	No School for Students-(Conferences/Clerical Day))
26 – 30 – Thursday - Monday	No School – Thanksgiving Break
DECEMBER	
24 – 31– Thursday-Thursday	No School – Winter Break
JANUARY	
1 – Friday	No School - Winter Break
4 – Monday	School Resumes
18 – Monday	No School – MLK Jr. Day
25 – Monday	No School for students (Staff In-Service/Clerical Day)
FEBRUARY	
15 – Monday*	No School – Presidents Day (Staff In-Service Day)
MARCH	
25 – 26 Thursday-Friday	No School- Spring Break
29 – Monday*	No School for Students (Staff In-Service Day/Clerical Day)
MAY	
7 – Friday*	No School for Students (Staff In-Service Day)
31 – Monday	No School- Memorial Day
JUNE	
3 – Thursday	Last Day for Students (Half Day)
3 – Thursday	HS Graduation
4– Friday	(Staff In-Service/Clerical Day)

*Emergency Make-up Days – February 15, March 29, May 7

Handbook

Academic Program

A day at the middle school consists of eight class periods, each approximately 40 minutes in length, and a 30-minute lunch. These eight periods include five academic classes, a Unified Arts class, a Physical Education/Health/World Language class, and Academic Support/Performing Arts. Academic courses taught at each grade level are as follows. A more detailed description can be found in the Middle School Program of Studies.

Grade 7
English
Reading
World Cultures
Life Science
Fundamentals of Pre-Algebra
Pre-Algebra Current
Pre-Algebra C/E
Honors Algebra

Grade 8
English Current
English C/E
Reading 8
American History Current
American History C/E
Physical Science Current
Physical Science C/E
Fundamentals of Algebra
Algebra I Current
Algebra I C/E
Honors Geometry
French I C/E
Spanish I C/E
German I C/E

7th grade Unified Arts classes also consist of 9 weeks each in Art, Design and Modeling, Family and Consumer Science, and Computer Applications. Students will alternate between Physical Education and a World Language 7 course (Spanish, French, or German) every other day throughout the year.

8th grade Unified Arts classes will consist of 9 weeks each in Art, Automation and Robotics, Intro to Business, and Family and Consumer Science. In addition, they will alternate between Physical Education and Health every other day throughout the year.

Academic support period is a structured time for students to see their teachers for extra help with academics. It is also time when interventions and enrichment opportunities will be offered. Some students choose to participate in a Performing Arts class such as band, chorus, or orchestra during the academic support period.

Access to the Building

Regular school hours are from 7:45 am until 2:36 pm. Students should not arrive to school prior to 7:20 am and should report directly to their gymnasium upon arrival

After School Hours

Students are only permitted to stay after school if:

1. They are staying with a teacher for extra help. Students would then report to that teacher after school and stay with him or her until picked up.
2. They are participating in a scheduled activity such as a club or sport. Students would then report to their club sponsors or coaches after school and stay with them until they are picked up.

Students may not roam the school or campus unsupervised after dismissal.

Athletics

Interscholastic and Club Athletics

Throughout the year, announcements will be made to the student body concerning tryouts/sign ups for various interscholastic and club team sports. All middle school students are invited to sign up for these sports. Students will pay an annual fee for participation in school sports.

The PIAA mandates that students receive a new physical for each school year if participating in a school sport. Students are only required to have one physical per year. This physical should be done by the student's private physician and the required school paperwork completed online through Healthy Roster prior to the first competitive season in which they participate. These physicals must be done after May 1st for the upcoming school year. The following interscholastic and club team sports may be available and may include a fee for participation:

PRMS Interscholastic & Club Athletics

Girls	Boys
Fall	**Fall**
Cross Country	Cross Country
Field Hockey	Football
Soccer	Ice Hockey*
Volleyball	Soccer
Winter	**Winter**
Basketball	Basketball
Wrestling	Wrestling
Competitive Spirit	
Cheer*	**Spring**
Spring	Baseball
Softball	Track and Field
Track and Field	Volleyball
Multiple Seasons	**Multiple Seasons**
Sideline Cheerleading	Crew*
Crew*	

***Indicates a club sport**

Academic Eligibility for Athletics and Extracurricular Activities

In order to be eligible to participate in extracurricular activities, a student may not be failing two or more subjects in any given week. Any grade that falls between the range of 0-59% is considered a failing grade.

Grades are checked weekly on student athletes to ensure they are eligible to participate. Academic eligibility reports are run at 8:00 AM each Friday morning. Student athletes who are failing two or more classes are not permitted to participate in athletic competitions for one week. Student athletes are permitted to participate in practices, but they

are not permitted to participate in any scholastic contests or games during this time period. For example, if a student athlete is declared ineligible on Friday, the period of eligibility begins the Sunday of the following week ending the Saturday of that week.
According to PIAA rules, students cannot become eligible mid-week. Grades updated after school beginning Monday morning will be counted toward the following week's eligibility.

Attendance

Absence From and Tardiness to School

Students are expected to be present and punctual each day and for all classes throughout the year. When sickness or obligations to family necessitates an absence from or tardy to school, the following steps should be followed:

1. When a student must be absent from school, an absence form should be submitted through the Sapphire Community Portal (located under Student Data Forms) by 7:30 am. This will notify the front office and will be recorded on the daily attendance list provided to all teachers.
2. In an effort for all school districts across the state of Pennsylvania to follow similar attendance procedures, any student who misses more than 50% of a school day will be considered absent for the day. Parents will continue to see the time their student signed in or out of school in the Sapphire Community Portal, however, if the student did not complete at least 50% of the school day, then the attendance code will be absent.
3. The student should make immediate plans with teachers to make up all work missed during the absence or tardiness. This is the student's responsibility. Students will be given one day to make up homework/tests for each day of absence. Students should check Google Classroom for homework assignments when absent.
4. After 10 days of unexcused and/or parent-excused absences, parents will receive a notification through the Student Information System in the Sapphire Community Portal and the school will require the parent to verify any additional absences with a written statement from a physician.

Unexcused Absences

An unexcused absence means either a written excuse or an Absence Form submitted in Sapphire for being absent was not received within three school days, or that the reason for being absent contained in the excuse was not one of the acceptable reasons for being absent from school as defined in the **District Discipline Code**.

Tardiness

When a student must come tardy to school, a tardy form should be submitted through the Community Web Portal in Sapphire (located under Student Data Forms). This will notify the front office and will be recorded on the daily attendance list which is shared with all teachers. Tardy students should enter the school through the front door and report to the office.

Unexcused Tardiness

Unexcused tardiness means either that a written excuse for being tardy or a Tardy Form submitted in Sapphire was not received within three school days, or that the reason for being tardy contained in the excuse was not one of the acceptable reasons for being tardy to school as defined in the District Discipline Code. "Sleeping in," "missing the bus" and "car problems" are not considered valid reasons for being tardy.

Early Dismissal

Students are encouraged to make doctor and dental appointments during after-school hours and on non-school days. If this is not possible, release time from school may be requested. Early dismissals should be submitted through Sapphire's Community Web Portal by completing the Early Dismissal Form (located under Student Data Forms) prior to the start of school on the day of the dismissal. This early dismissal will be recorded on the daily attendance list which is shared with all teachers. Upon arriving at the middle school, parents are to sign out their child at the middle school office. Parents arriving prior to the planned dismissal time will be asked to wait in the office until their child arrives. Please do not ask our office staff to disrupt your child's class earlier than planned. For unplanned early dismissals, please arrange to pick-up your child during a class change and be prepared to show some form of identification (see the bell schedule on the middle school website). If a student returns to school following an appointment, the student should report to the front office with a doctor's note, if provided. Doctor's notes can also be submitted through Sapphire.

Concussions

If a student has been diagnosed with a concussion, please use the following procedure to report the concussion:

1. Report the absence(s) as soon as possible to the attendance secretary, or submit the medical excuse and accommodations in Sapphire.
2. Notify the student's assigned School Counselor.
3. Provide a copy of an Academic Accommodations sheet from his/her doctor which will be distributed to the student's teachers.
4. The Guidance Counselor will communicate with the parents and teachers to create a support plan for the student.

Educational Trip Requests

We encourage parents to plan family educational trips during regularly scheduled school vacations in order to ensure the continuity of education for each student. If this is not possible, please use the procedures outlined in the **District Discipline Code**.

1. Obtain a 2026-2027 K-12 Family Trip or College Tour form in the Community Web Portal under Student Data Forms. Provide all required information on the form and submit it through Sapphire in the Community Web Portal for the principal's review and signature at least two weeks prior to the trip. However, completion of this form does not serve as notification to teachers. Please email your child's

teachers directly with the dates of your proposed absence.
2. Once approved, a copy of the form will be given to the student for their records. The student will be able to access their school work in Google Classroom while they are away.

Families should understand that it is the student's responsibility to make up missed work because of a family trip.

Backpacks

For safety reasons and because they are large and heavy, students are not permitted to wear/carry backpacks/bags during the school day. Backpacks/bags should be placed in student lockers upon arriving at school and removed when leaving the building at the end of the school day.

Buses/Bus Passes

If a student is going home with another student after school and must ride a different bus, the student must have a note from a parent allowing him/her to ride that different bus. This note can be entered through the Community Web Portal in Sapphire or emailed and a bus pass will be issued, which should be presented to the bus driver prior to boarding. Requests for bus passes will not be accepted over the phone. There may be occasions when requests for bus passes will be denied due to overcrowding or other district restrictions.

Cafeteria

Breakfast and lunch are served daily in the cafeteria. Meal service is not offered on school scheduled half days and breakfast is not served on 2-hour delay days.

A monthly **printable breakfast and lunch menu** can be found on the website.

Meal Program

Pine-Richland School District's **Food Service program** is managed by **Chartwells K12**. Chartwells is passionate about creating delicious, kid-approved food that nourishes bodies and minds and supports development at this critical time in students' lives.

Cafeteria Rules

Students violating cafeteria rules and regulations may be denied cafeteria privileges by being suspended from the cafeteria. Students would then eat in the Center for Student Assistance (CSA).

1. All students occupying a table are responsible for the cleanliness of the table and the area surrounding the table. This is a group responsibility and anyone sitting at the table shares that responsibility.
2. When students have finished eating, they should take their trays to the disposal area.
3. After passing through the disposal area, students return to their tables to await dismissal.
4. Cafeteria monitors dismiss students by table.
5. Students are not permitted to leave the cafeteria during lunch for any reason without the permission of a cafeteria monitor.
6. In an effort to provide students with a safe and pleasant lunch experience, it is necessary that there be courteous and appropriate behavior. Students who fail to behave appropriately in the cafeteria risk losing cafeteria privileges and can face further disciplinary consequences.

Career Readiness

At PRMS, we recognize that part of the middle school experience is about giving students the opportunity to explore possible career paths. Middle school is an exciting time where kids have the chance to think about the endless possibilities that their life can hold. As a part of that experience, your child will take a career cluster survey that will show suggested career options based on their interests. Students will complete Naviance Surveys to start exploring Career Opportunities based on interests, personality traits, and values. They will then explore careers within their identified Career Cluster or Career Key to determine what extracurricular activities and academic courses would help them reach a specific career.



As your child engages with this process, we encourage you to talk with them about your career paths. What were you interested in when you were in middle school? How did you discover your own career path? Having these conversations with your child will reinforce one of our key messages:it's always important to think about your future.

Clubs and Activities

The basic purposes of our clubs and activities are to provide students with an opportunity to develop positive interests and activities for leisure time, and to serve the school and the community. Students may pay an **annual fee** for participation in school clubs/activities.

The following is a list of clubs/activities that occurred last year at the middle school. These clubs/sponsors may change since they are organized in the fall each year based on student interest. Listen to announcements and watch for posters explaining how to join. Most clubs and activities meet after school. Students must sign up with the club sponsor/teacher when attending after-school activities and must arrange for their own ride home immediately following the conclusion of their activity. Students must stay with the club sponsor until picked up. Accordingly, out of respect for the club sponsor's time, prompt pick-up at the designated time is a must.

Black Student Union

Open to: Grades 7 and 8
Meetings: TBD
Purpose: To nurture a sense of community for all students, encourage cultural diversity and inclusion, and to provide an opportunity for students to express their views

concerning past historical and current events, academics, and cultural arts.
Activities: Planning and organizing events of interest, including but not limited to, Black History Month and Juneteenth. Discussing matters of concern, books and topics of interest, and completing various tasks needed to ensure the success of each activity.
How to join: The application process is held in September when any student who would like to make a difference and see change can apply.

Drama Club

Open to: Grades 7 and 8
Meetings: After school in the auditorium – days to be announced.
Purpose: To allow students the opportunity to be exposed to and nurture their interests and aspirations in acting and stagecraft. The outcome of the club's efforts will be a dramatic production.
Activities: Students will be able to participate actively in the various aspects of the production, such as: acting, set building and painting, costumes, makeup, lights, sound, etc.
How to join: Go to www.pinerichland.org/msmusical for information.

Ecology Club

Open to: Grades 7 and 8
Meetings: Twice a month after school
Purpose: To provide an opportunity for students to explore many areas of their natural environment. To educate Pine-Richland students about the natural resources and beauty of Western Pennsylvania and the Pine-Richland area. To empower and assist students to make a difference in their community through service projects and environmental educational opportunities.
Activities: Going on nature walks, discussing the importance of different types of ecosystems, and exploring the natural areas around the school and in the community. Work on planting and growing flowers in our greenhouse and school garden. Sponsorship of school-related recycling efforts aimed to educate fellow students of the importance of recycling.
How to join: Listen to the announcements for information.

Forensics

Open to: Grades 7 and 8
Meetings: Announced at the start of the year. Meets at the High School
Purpose: Overarching term for the community of competitive speech and debate. The forensics community provides students opportunities to practice, compete, and sharpen their abilities of public speaking and debate.
Activities: Students may practice speech pieces in preparation for forensics tournaments. Students may choose from Humorous Interpretation, Dramatic Interpretation, Duo Interpretation, Prose, Poetry, Debate, and others.
How to join: Listen to announcements for information.

Gay-Straight Alliance (GSA)

Open to: Grades 7 and 8
Meetings: TBA at the High school. Email Carolyn Welshonce if you are interested in getting involved.
Purpose: The Gay-Straight Alliance (GSA) is a student-run organization with a focus on tolerance and inclusion. It works to foster an awareness and understanding of the LGBTQ+ community as well as the general population. The club is for any student, no matter where they stand. It works to help bring our school community together as a whole so that ALL students feel safe and included.
Activities: The GSA will spend club meeting time discussing current relevant topics as well as allowing time for socialization and fun.
How to Join: Students who are interested in joining GSA can reach out to their school counselor or email Carolyn Welshonce.

Intramurals

Open to: Grades 7 and 8
Meetings: After school when announced.
Purpose: To have fun!
Activities: Dodgeball, floor hockey, handball, soccer and other fun activities.
How to join: Listen to school announcements for more information.

Jazz Band

Open to: Any 7th and 8th grade band students playing standard jazz ensemble instruments.
Meetings: After school Mondays in the Band Room (you must arrange for your own ride home).
Purpose: Learn and perform jazz arrangements of popular songs.
Activities: Practice jazz arrangements and perform periodically at concerts.
How to join: By auditioning - See Band Teachers for more information.

Leaders' Club

Open to: Grades 7 and 8
Meetings: Twice a month after school
Purpose: To develop leadership skills by doing volunteer and service-oriented activities. To develop self-esteem, confidence, responsibility, empathy, and citizenship by placing others' needs ahead of your own.
Activities: Various volunteer activities.
How to join: Informational/organizational meeting is held in September or October. Students are welcome to attend on a flexible schedule based on other activities and sports schedules.

National Academic League

Open to: Grades 7 and 8
Meetings: Practices typically occur during the months of November and December as needed to prepare for competitions.
Purpose: For academically-focused students to participate in various trivia and academic games, competing against local schools with questions encompassing subjects such as math, science, geography, world history and language arts.
Activities: Competitions occur weekly during the months of January and February. Students answer questions for various subject areas as well as prepare presentations about current events. Students also have the opportunity to compete at the national level if a championship is won.

How to join: Listen to the announcements for information about joining NAL each fall.

Newspaper, The Raminator

Open to: Grades 7 and 8
Meetings: Twice a month.
Purpose: To develop skills in written and oral communication, website publishing, and photography. To foster an interest and pride in the middle school community. To learn about the process of creating a newspaper. To have fun and make new friends.
Activities: Brainstorm story ideas, conduct interviews, take photographs, and write and publish stories.
How to join: Attend the first meeting, held in September.

Odyssey of the Mind

Open to: Grades 7 and 8
Meetings: Mainly after school and on weekends. Teams of up to 7 students coached by parents. Rehearsals begin by October with a regional competition in March.
Purpose: To provide an opportunity for creative problem-solving and to foster original and divergent thinking.
Activities: Weekly meetings, performance rehearsals, and competitions. Competitions involve competing at the Regional Level in March. Student teams can qualify for the State Level Competition and even a World Level Competition.

PRfect Pitch

Open to: 7th and 8th grade female choir members
Meetings: After school Mondays in the Choral Room all year (you must arrange for your own ride home).
Purpose: To provide another outlet for talented singers. Because of the smaller number of students involved, it also provides an opportunity for more extensive musicianship than does the chorus.
Activities: Rehearsal and performances.
How to join: By audition. See Miss Flora in the Choral Room if you have any questions.

Student Government

Open to: Grades 7 and 8
Meetings: Committees will meet once a month or as needed throughout the year.
Purpose: The Student Government is a governing organization in which students take leadership roles in helping to better our middle school. Students lead and sponsor several school-wide activities and events. Students also meet with school administrators monthly in order to discuss changes and improvements needed in the school.
Activities: Planning and organizing events. Discussing matters of concern. Making posters and completing whatever tasks are needed to successfully carry out each activity.
How to join: The application process is held in September when any student in grade 7 or 8 can apply.

TV Club

Open to: Grades 7 and 8
Meetings: The club will meet most mornings to do the morning announcements and occasionally after school to work on student-created videos.
Purpose: The PRMS TV Club will give the students the opportunity to learn every aspect of TV production, including directing, producing, and anchoring the daily morning announcements. We will also be producing student-made videos that could possibly be entered in the Pine-Richland "Rammys" contest. We will join the high school's PR-TV club to help broadcast the Pine-Richland sporting events and other activities and shows. The students will meet occasionally after school.
Activities: Record morning announcements, learn behind-the-camera jobs (directing, producing, graphics, audio, video), learn anchor positions, produce student-created videos.
How to join: Listen to the announcements for information about joining PRMS TV Club.

Yearbook

Open to: Grades 7 and 8
Meetings: Are announced weekly and may be combined with other clubs.
Purpose: To foster school pride and interest as we compile the keepsake yearbook.
Activities: Writing copy, photographing events, organizing information and photographs, indexing photographs.
How to join: Listen to the announcements for information.

Communication Between School and Home

The middle school has several ways of communicating effectively with parents:

Teacher Email/Voicemail

All teachers have a district email that consists of their first initial and last name @pinerichland.org. Teachers are instructed to check their email on a daily basis. A list of district emails can be found on the district website. This is a very effective way to communicate with teachers. Each teacher also has voicemail. Their voicemail numbers are listed in our middle school directory each year and on the district website. Messages can be left at any time of the day. Teachers are instructed to check their voicemail daily.

Meet the Teacher Night

The middle school holds a Meet the Teacher Night in the fall for 7th and 8th grade parents/guardians. Check the district activities calendar for the date.

Sapphire Community Portal (Sapphire)

Sapphire provides teachers with a portal for timely communication with parents regarding student achievement. Parents can access their child's current information on-line, including grades, attendance, etc. To register for a Sapphire account, visit our website and follow instructions for a "new user." If you encounter any problems registering for a new account, or have questions or problems with an existing account, email the support office directly at communityportal@pinerichland.org. Additionally, parents can access their child's daily classwork by logging into Google Classroom.

Parent Conferences

Parent/Teacher Conferences are scheduled for the end of the first quarter. However, not all middle school parents are scheduled for a conference at this time. Teachers will directly contact only the parents of students they feel would benefit from a conference. Parents may request a conference anytime during the year by contacting your child's teacher or School Counselor.

Parent Meetings

Meetings with parents conducted throughout the school year will be held virtually through Google Meet unless an in-person meeting is requested through a student's School Counselor or Case Manager.

E-Newsletter (Friday Flash)

Electronic announcements are sent to middle school families every Friday to communicate important information about upcoming events, deadlines, etc. It is important that parents take the time to read these announcements in order to keep current with everything happening at the middle school. Please keep your email address updated with the front office. If you find you are not receiving notices, please self-register at **pinerichland.org/about/communications**.

Website

Daily announcements made to students about after-school activities, club sign-ups, etc. are also posted on the middle school website under Parent Resources–**Daily Announcements**. An up-to-date **calendar** is also maintained on the website.

Daily Announcements

Announcements are made to the students at the beginning and end of each day. Students are encouraged to listen carefully to the announcements as this is our primary means of communicating important information to the students. They are also posted on the **PRMS Website**.

Discipline

Pine-Richland Middle School follows the **District Discipline Code**. The examples provided in this Discipline Code are not all-inclusive and should not be interpreted or construed as limiting the types of behaviors or conduct which may subject a student to disciplinary action by school personnel. Any student found in violation of PR Board Policy, district rules or regulations, or any local, state or federal laws will be subject to appropriate disciplinary action.

Bullying/Cyberbullying

According to Pennsylvania Statute, "Bullying" means an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
    - Substantially interfering with a student's education;
    - Creating a threatening environment; or
    - Substantially disrupting the orderly operation of the school.

For purposes of the foregoing, "school setting" means any conduct or activity which occurs in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school, including travel to and from such activity. All forms of bullying by students are prohibited. This prohibition includes "cyberbullying," which involves the use of electronic devices to engage in any of the conduct described above. **PR School Board Policy 249 Bullying/ Cyberbullying**

The bullying/cyberbullying provisions set forth in the Discipline Code shall also apply to all forms of bullying/cyberbullying by district students in non-school settings to the fullest extent permitted by law.

Administrative actions and interventions related to non-school settings will be determined based upon the incident's alignment to criteria 1, 3, and 4 listed above.

Discrimination and Harassment

The school board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees in accordance with PR School Board Policy **103 Nondiscrimination/Title IX Sexual Harassment Affecting Students** and **103.1 Nondiscrimination - Qualified Students with Disabilities**, which can be found in the policy manual linked to the district's website. 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.

Section 504 Coordinator
Dr. Maura Paczan
Director of Student Services
Richland Elementary
3811 Bakerstown Road
Gibsonia, PA 15044
724-443-7230 x6503

Compliance Officer/ Title IX Coordinator
Mr. Brian Glickman
Director of Human Resources
702 Warrendale Road
Gibsonia, PA 15044
724-625-7773 x6301

Education for Homeless Youth

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, 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**. **Click here** to view more details on the definition and contact information.

For further information and guidance, please visit the Pennsylvania Department of Education Basic Education Circular, **BEC - Education for Homeless Youth**.

Electronic Devices

Students are not permitted to use cell phones or other electronic devices such as Smart watches or glasses during regular school hours. If these devices must be brought to school for after-school activities, they must be turned off and kept in the student's locker until after dismissal. If a student is found using one anywhere in the building during regular school hours, the item may be confiscated according to the **District Discipline Code**. Students may use the landline phone in the lobby and parents may contact the front office if a message needs to be relayed to a student. When the school day ends, students may use their devices. Students staying for after-school activities may use them in the building at the discretion of their club sponsor/coach after 2:36 PM. The school is not responsible for lost or damaged cell phones/Smart watches or other electronic devices. **At no time should students take photos or videos in locker rooms or restrooms.**

*Please refer to **PR School Board Policy 237** for all restrictions and rules applicable to the use of electronic devices in school or on school property. Students and parents are expressly advised that use of an electronic device in a manner not permitted or authorized under **PR School Board Policy 237** will minimally be considered a Level I consequence.*

Mishandling of District Device
To ensure compatibility with district resources, students are required to 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

District AI Policy

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

It is the responsibility of all teachers to provide students with notice of whether AI use is permitted on a particular assignment or project. **Students must follow the guidance of the teacher.** Teachers should use the following scale for guidance:

0	No AI Use	The assignment is completed independently without the assistance of AI	No disclosure required
1	AI-Assisted Idea Generation	AI is used for brainstorming and generating ideas only.	No disclosure required
2	AI-Assisted Editing	AI is used to edit or refine student work, but not to generate content	Student must disclose how AI was used.
3	AI for Specified Task Completion	AI is used to complete certain elements of a task or part o f a project with human oversight and evaluation of all AI-generated content.	Student must disclose how AI was used.
4	Full AI Use with Human Oversight	AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI-generated content.	Student must disclose how AI was used.

Emergency Data

It is very important that we have up-to-date information on file for every student in the case of an emergency. At the beginning of each school year, we ask that parents review their demographic and emergency information in the Community Web Portal for accuracy and update contact information whenever changes occur.

Emergency Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the alarm is first given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions to follow during each drill. Most importantly, once outside, students must stay with their classroom teachers so that attendance can be taken. Students stay with their teachers until everyone is allowed back into the building. Fire alarms must be obeyed whenever they sound, during school or after school hours. Additional safety drills are held throughout the year for severe weather, lockdown and reverse evacuation.

Emergency School Closings

If for any reason it becomes necessary to cancel or delay a regularly scheduled day of school, a Rapid Call will be issued from the district and announcements will be made over local television stations and on at www.pinerichland.org. Information about the schedules for closures and delays can be found at this link.

Grade Reporting

The academic year is divided into four quarters; each quarter is nine weeks long. Midterm and final benchmark assessments are each 5% of a student's final grade. All grades are posted on Sapphire and updated regularly. You must register on the Pine-Richland website initially to receive a user ID and password in order to access your child's grades. Report cards and progress reports can be viewed on Sapphire as well and are not mailed home. We encourage students and parents to contact teachers directly if there are any questions regarding a grade.

Grading Scale

The following is the grading scale for the Pine-Richland School District:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Honor Roll

Honor roll students are determined each nine weeks. All subjects are used in determining the honor roll. To earn the distinction of honor, high honor, or highest honor, students may not have any grades below a C. The honor roll scale is as follows:

3.25 – 3.49	Honor
3.50 – 3.74	High Honor
3.75 – 4.0	Highest Honor

Merit Scholars Program

The Merit Scholars Ceremony is held at the end of the school year. Students that are eligible must have a 3.85 cumulative GPA or above for the first three grading periods in the current school year.

Incomplete Grades

We expect students to complete all course requirements. Should a situation arise in which some requirements are not completed by the end of the quarter, students will receive an "INC" for incomplete on their report card. The student

will then have ten school days after report card distribution to complete all course requirements. Failure to do so will result in the incomplete grade becoming an F.

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.

Hall Passes

Students must have their teacher's permission before they can leave any classroom for any reason. Students are not to be in the halls during a class period unless they have hall pass and signed out of their classroom. Teachers have been instructed to limit student access to the hallways during instructional periods.

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 your School Nurse.

Accidents

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

Diabetes Type 1

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

The Type 1 Diabetes educational materials linked below must be made available beginning with the 2025-2026 school year. The materials are also available on the Pennsylvania Department of Health's website: **Act 117 - Parental Education of Type 1 Diabetes**.

Click here to download the Type 1 Diabetes educational materials in English. **Haz clic aquí para descargar los materiales educativos en español sobre la diabetes tipo 1**.

Diabetes Management Plan

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

Epinephrine Administration

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

Health Examinations

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

All students (K-12) are screened annually:

- Growth: Height, Weight, and BMI percentile for age.
- Vision (Near & Far): Every year (K-12).
- Color and Excessive hyperopia (Grade 1), and Stereopsis (Grade 2)
- Hearing: Grades K, 1, 2, 3, 7, and 11.
- Scoliosis: Grades 6 and 7.
- Health Screening results are communicated in an annual screening letter. Parents/Guardians are notified when a screening result indicates a potential area of concern and follow-up with a health care specialist may be indicated.

Illness

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

- Fever of 100 degrees or higher: children should be fever free (<100º) 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

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 on our **website**.

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

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

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

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

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

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

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

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

Please refer to **PR School Board Policy 210 Use of Medications** and **210.1** 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.

Homework

Homework assignments are an integral part of the middle school academic program. We expect all homework assignments to be completed and included in the student's grade. It is especially important that homework is done by the student and not copied. All teachers post their assignments for their class on Google classroom. Students may access this site through the Pine-Richland website. Many teachers additionally post class notes and rubrics. If your child is absent from school, we ask that you use this site to find what class work and homework were missed. We do not collect homework materials from teachers for parent pickup or retrieve items from student lockers. Please do not bring your child to school to gather homework materials when absent or illness.

Library

The library has books, databases, and other materials for assigned study and recreation. It is open for use during the entire school day. Students should check with their teachers and the librarian for a good time to use the library.

Lockers

Each student is assigned a locker. Periodic inspections are made by teachers to see that they are being kept neat and orderly. Students must use only the locker assigned to them and are expected to keep their locker locked at all times. The school **is not** responsible for items missing from lockers. All personal items and books, when not in use, are to be kept in lockers. All middle school lockers have built-in locks. Students should not tamper with another locker or give their combination to another person. Students are not permitted to display or tape anything on the outside of their locker or any other student's locker.

Students should not bring valuable items to school and leave them in their lockers. If valuables must be brought to

school, they should be given to teachers or the office for safe-keeping.

Locker Rooms and Restrooms

There are separate locker rooms for boys and girls to use to change for Physical Education classes. Only those students scheduled for Phys. Ed. classes are permitted in the locker rooms. DO NOT LEAVE MONEY OR VALUABLE ITEMS IN THE LOCKERS. Give these to the teacher so that they may be secured. In an effort to be sensitive to students with allergies, we ask that students refrain from bringing heavily scented spray deodorants, body sprays, perfumes, or aerosol sprays of any kind to school.

Privacy

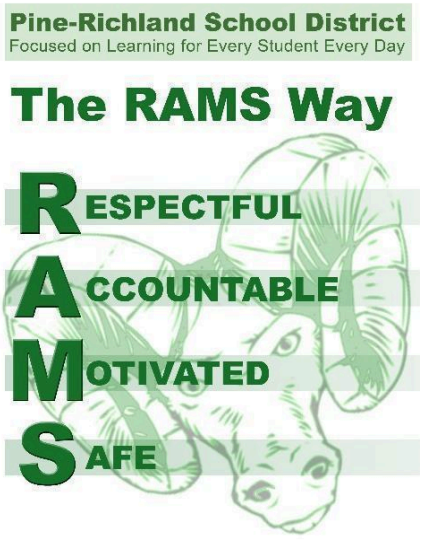
Locker Rooms / Restrooms are private spaces. Students are prohibited from taking photos, videos or posting on social media. Please respect the privacy and comfort of all students. Cameras, phones, and other recording devices ARE NOT to be used in Locker Rooms/Restrooms.

Lost and Found

Students who find lost items must turn them in to the office. The school keeps a collection of lost and found articles throughout the year. Students and/or parents should check the lost and found as soon as possible when missing an item of clothing, jewelry, etc. Unclaimed items are donated to a local charity two times during the school year – at the end of the first semester and at the end of the year. The school highly recommends that name tags be placed on personal belongings.

Lunch/Food Deliveries

The use of food delivery services is not permitted for students. If parents would like to drop lunch off for their child, they can do so by coming to the front office. Please note that parents are only allowed to drop food off for their child and not for other children.



Messages and Items from Home

From time to time, parents may want to drop off items that students need during the day. Parents should ring the buzzer at the front door, identify themselves and the item being delivered, and then leave the item on the shelves inside the front door. We call students down to the office for these items during morning announcements, during mid-morning announcements prior to the first lunch period, and during afternoon announcements at the end of the day. We are unable to interrupt classes at any other times to deliver messages or items from home. Parents should refrain from making this a regular occurrence and limit these deliveries to emergencies only.

MTSS

PRMS has developed a multi-tiered system of support to ensure that we are meeting the needs of every student. Our ELA, Math, and Science departments meet three times a year to review Benchmark assessments with the goal of planning instruction that responds to students' current performance levels. On a monthly basis, our grade level teams meet with our school counselors, administrators, and school psychologist to discuss academic concerns for students and develop plans to respond to students' needs.

Parent Staff Association

The Parent Staff Association (PSA) is very active at the middle school. The meeting schedule is determined at the beginning of each school year and communicated to parents through the Friday Flash. Information to volunteer for committees will also be communicated through the Friday Flash.

RAMS Way

The RAMS Way is Pine-Richland's district-wide system of positive behavioral supports and interventions. The purpose is to provide an intentional and preventative approach to improve upon a positive school climate. Procedural and behavioral expectations will be intentionally communicated and taught at appropriate developmental levels from grades K through 12.

The RAMS Way will focus on developing and improving positive behaviors through the use of common, developmentally-appropriate language and expectations.
"The RAMS Way" initiative spells out the acronym, which is shared across the district:

R-espectful
A-ccountable
M-otivated
S-afe

Students learn what it means to be Respectful, Accountable, Motivated, and Safe in various areas of each school building, including the cafeteria, hallways, bathrooms, attendance, and the bus. As a part of that initiative, we will be instituting the following components in all of our buildings:

- School-wide behavioral expectations that are consistent for all settings
- Modeling, teaching, practicing, and reinforcing those expectations
- Acknowledging when students are meeting those expectations

Safe 2 Say

The state of Pennsylvania has instituted the Safe 2 Say Something anonymous reporting system, which is accessible via app, phone, or internet. The phone number is 1-844-SAF2SAY, or you can visit saysomething.net to report anonymously.

Sale or Transactions

The selling or purchasing of items in school between students (i.e, clothing, electronics, jewelry) is not permitted without permission of the principal.

School Counseling Services

The Mission of the Pine-Richland School Department is to work to improve success for ALL students by implementing a comprehensive school counseling program focused on career readiness, appropriate academic supports, and social emotional skills to become productive citizens. Students or parents are welcome and encouraged to contact their School Counselor with concerns at any time. Please call 724-625-3111 x 2229 (Jennifer Mullaugh) or x 2230 (Amorena Poellnitz)

Searches

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. Every effort will be made to contact the student's parent/guardian prior to searching a student's belongings. **Additional information related to searches can be found on the District's website**.

Snacks/Treats from Home

The Pine-Richland School District **Wellness Policy** was adopted in 2017. This policy states that:

- Only non-food based parties and celebrations shall occur on the school campus during the school day in district schools.
- Shared classroom snacks are not permitted in district schools.
- Foods and beverages shall not be used as a reward or incentive in district schools.

The Wellness Policy allows students to choose healthy foods over those high in carbohydrates, sugar and empty calories. Items that may be included are foods with no added sugar or minimal amount of sugar such as fresh fruits, vegetables, water, 100% fruit juice, or milk.

Student Assistance Program

The Student Assistance Program (SAP) is a state mandated program in which the primary goal is to help students overcome barriers to learning. The SAP team helps students to overcome those barriers so that they may find success in school.

SAP is a systemic process utilizing techniques to mobilize school resources in order to remove barriers to learning. The core of the program is a professionally trained team, including school staff and a community mental health and drug and alcohol liaison. SAP team members are trained to identify problems, determine whether the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so that they may access services within the community. The SAP team members do not diagnose, treat, or refer to treatment; but they may refer the student to a screening that can provide community agency recommendations, with parent permission.

There are four phases to the student assistance process:

- **Referral** – Anyone can refer a student to SAP when he/she is concerned about someone's behavior. Examples: Any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the SAP team to ask for help. **The SAP team contacts the parent for permission to proceed with the SAP process**.
- **Team Planning** – The SAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information from the parent is also collected. Together, the team and parent develop a plan that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.
- **Intervention and Recommendations** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment. For those students receiving treatment through a community agency, the SAP team, in collaboration with parents and the agency, can assist in helping plan in-school support services during and after treatment.
- **Support and Follow-up** – The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors. Professional training for team members, in all phases of the student assistance process, is required to ensure the appropriateness of the recommended services, effective interagency collaboration, and compliance with state and federal laws and protecting the privacy rights of parents and students.

Surveillance Cameras and Audio Recordings

Under **PR School Board Policy 816 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. 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 (**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.

Telephones

A phone for calls is located in the front lobby opposite the office for student use. Students must have a pass from their teacher allowing them to use the phone during school hours.

Textbooks

Textbooks are provided at no cost. Every student is obligated to give books the best of care.

In general, each textbook has a number and teachers keep track of which student has which textbook. If student copies are provided, some teachers may instruct students put their name in the book.

In case of loss, teachers fill out a Student Charge form. Another book is issued to the student and the teacher turns the form in to the office where it will be kept until the end of the school year, at which time the charge for the lost textbook will be mailed home for payment. The charge will also be entered in the student's Sapphire account where it will remain until paid. Debts are required to be paid prior to the beginning of a student's freshman year at Pine-Richland High School. A student's freshman year schedule will be released once debts are paid.

If medical issues require that a set of textbooks be kept at home, contact the teacher for more information.

Requests to borrow textbooks over the summer must go through the school office. Parents must sign out these textbooks and return them by the beginning of August.

Visitors

When visiting the middle school during regular school hours, parents or other school visitors must press the intercom button to the left of the front doors and identify themselves to gain entry into the school. Once inside, visitors must enter the interior door to the left and report directly to the main office. If going beyond the office into other areas of the building, visitors must present a valid driver's license to the office, which will be scanned into our Raptor system and a visitor's badge issued to be worn at all times while in the building. Visitors must also sign out when leaving the building by scanning their visitor's badge at the Raptor kiosk in the office. School personnel will meet their visitors in the office and escort them to their destination. Please note that we do not honor individual student requests to bring visitors from other schools or out-of-town friends or relatives during the regular school day.

Central Office Contacts

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

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

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

Dr. Maura Paczan	Director of Student Services	x 6501
Dr. Greta Kuzilla	Assistant Director of Student Services and Special Education	x 6502
Kaytlyn Snee	Special Education Secretary	x 6501
Mary Pegher	Administrative Assistant to Director of Student Services	x 6500
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

Pine-Richland School Board

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



ABOVE: School directors include President Mrs. Ashley Fortier, Vice President Mrs. Melissa Vecchi, Treasurer Mr. Marc Casciani and directors Mr. Randy Augustine, Mrs. Amy Cafardi, Mrs. Liz DeLosa, Mrs. Leslie Miller, Mr. Philip Morrissette and Mr. Michael Wiethorn.

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