

Beaver Area School District



Dutch Ridge Elementary School Student Handbook 2016 - 2017

Welcome to Dutch Ridge Elementary School

Welcome to Dutch Ridge Elementary School, one of two elementary schools in the Beaver Area School District. Nestled in the beautiful rolling hills of Brighton Township between Heritage Valley Beaver and Brady's Run Park, we are a learning community that proudly serves students in grades three (3) through six (6) who hail from four municipalities: Beaver, Vanport, Bridgewater, and Brighton Township.

The Beaver Area School District holds firmly to the principle that education involves the development of the whole person and that children are individual learners who can achieve their greatest potential in a positive, supportive learning environment. In holding ourselves to a high academic standard, we understand the importance of a well-developed, standards aligned curriculum that is both challenging yet appropriate to the needs of our students and also exposes them to learning opportunities through multiple modes of instruction. Moreover, in understanding that every child is unique, we strive to help them develop academically, behaviorally, and socially through a number of different experiences. Coinciding with our historically outstanding academic dedication and achievement, a great number of our students participate in the orchestra, band, chorus, enrichment programs, tutoring services, and many community and school-based athletics and activities programs.

At Dutch Ridge Elementary School, we have a state of the art facility. Built in 2004, the building has the capacity to serve over 700 students. In addition to our current twenty-five (25) homeroom classes, we have a plethora of other areas throughout the building where both large and small group instruction can take place. Being a school that has embraced the digital age, we firmly believe in the integration of technology across the curriculum to enhance the learning experience afforded to our students. Therefore, along with our two computer labs, all of our learners also have one-to-one iPad access. Recently, we have also begun utilizing Schoology, an online learning platform through which teachers can post to a homework calendar, upload materials, such as assignments, quizzes/tests, and instructional videos, and engage in discussion boards with students, depending on their level of readiness.

As is the case throughout the Beaver Area School District, we at Dutch Ridge Elementary School believe that constant collaboration amongst and between our students, faculty, families, and community strengthens the academic experience for all. The support that we receive from these various parties enables us to support our young learners as we help them progress and grow through the elementary grades so that they are prepared for the secondary campus and life in the greater community.

We welcome you to our community of learners here Dutch Ridge Elementary School.

Justin Noel
Principal

Steven Katkich
Assistant Principal

Beaver Area School District Mission Statement

The Beaver Area School District, a dynamic learning community connected by enduring relationships and academic excellence, is dedicated to preparing students to achieve their personal best today and tomorrow through the pursuit of rigorous academics which integrate creative thinking and innovation, through the development of an informed global perspective, and through the instilling of responsibility to their community.

Table of Contents

School Hours.....	4
Transportation Arrangements for Arrival and Dismissal.....	4
Transportation Safety.....	4-5
• Personal Transportation	
• School Provided Transportation (School Buses and/or Vans)	
Unusual Dismissal at Parent/Guardian Request or by the School District.....	5
Digital Communication.....	5-6
Changes in Contact Information.....	6
School Delays and Cancellations.....	6
Teacher Contact.....	6
Visiting the School.....	6
Volunteering in the School.....	7-8
Volunteer Etiquette.....	8
Lunch and Breakfast Programs.....	8
Parent Teacher Association (PTA).....	8
Grading Scale.....	9
Honor Roll and Grade Point Average (GPA).....	9
Academic Progress.....	9
Homework.....	
9	
Report Cards.....	10
Incomplete Grades.....	10
Failure/Retention.....	10
Summer School.....	10
General Learning Experiences.....	10
Instructional Support Programs.....	10-11
• Bobcat Buddies	
• Reading Tutoring	
• Math Tutoring	

Standardized Testing.....11

Student Electives and Activities.....11-12

- Academic Games

Academic and Behavioral Eligibility.....12

Medications.....12

Attendance Policy..... 13-14

- Tardy and Absent Times for a Normal Day
- Tardy and Absent Times for a Two (2) Hour Delay Day

Absence from School..... 14

Homework Procedures for Absent Students..... 14

Educational Trips, Family Trips, and Other Related Absences..... 14

Schoolwide Positive Behavior Support Plan..... 15

Appropriate Attire..... 15

Playground and School Campus Regulations..... 15

School Bus Expectations..... 16

Cell Phones and Electronic Devices..... 16

Lockers.....16

Student Searches..... 16

Student Responsibility and Discipline Guidelines.....17-18

Drug and Alcohol Policy..... 18-19

Beaver Area School District Acceptable Use Policy for Technology..... 20-22

Annual Public Notice of Special Education Services and Programs,
Services for Gifted Students, and Services for Protected Handicapped Students..... 23-24

The Family Educational Rights and Privacy Act Guidance for Parents.....25-28

Beaver Area Elementary Schools Absence Excuse Forms.....29

Dutch Ridge Elementary School Student and Parent/Guardian Acknowledgement..... 30

Beaver Area School District Technology Authorization Form..... 30

Consent and Release to Photograph/Videotape a Student..... 31

School Hours

Dutch Ridge Elementary School starts class at 8:40 a.m. and ends at 3:15 p.m. Please do not bring students before 8:15 a.m. unless they are approved in advance and arrangements are made for them to take part in the school's tutoring program.

Transportation Arrangements for Arrival and Dismissal

Students who walk to school or are transported by private vehicles should arrive at school between 8:25 a.m - 8:35 a.m. Be aware that there is no adult supervision until 8:15 a.m. in the cafeteria. The school will not be responsible for students who arrive before 8:15 a.m. unless they are approved in advance and arrangements are made for them to take part in the school's tutoring program.

Adult crossing guards are provided for the safety of our students. Walking students are expected to obey all crossing guards. If a student is reported as not following guidelines, the principal will speak with them.

Beginning in third grade, students may ride their bicycles to school. Bicycles may not be brought into the school building, and the school does not assume responsibility for the bicycles.

After school, students are to go directly home. Students should not loiter about the school grounds (i.e. the playground). From 3:15 p.m. - 4:00 p.m., the playground is not open to any student without the supervision of a parent/guardian.

Due to the passenger numbers calculated for school buses and vans, students should always ride their assigned bus or van both to and from school. Walking students are not permitted to ride school buses and/or vans with their friends. Students wishing to go home from school with a friend for playdates should make arrangements prior to school and using private transportation. Special exceptions must be requested through the office at least twenty-four (24) hours in advance, and students must be granted a school bus pass from the office.

If the transportation schedule of a child varies (due to a family member's schedule or depending on who is picking a child up), please be sure to clearly communicate the arrangements to one of the secretaries in the main office and the teacher of the child. If possible, it is extremely helpful if a calendar or list of dates where transportation will vary is able to be provided in advance.

Transportation schedules will be limited to two addresses and must follow a consistent pattern. Unfortunately, we are unable to manage personalized schedules that change for individual students.

Transportation Safety

In order to make morning arrival and afternoon dismissal at Dutch Ridge Elementary School safe, the following procedures are in place:

Personal Transportation

- Automobiles are not permitted in the "Bus Only" area in front of the school building during arrival or dismissal. This area is only accessible to automobile traffic before 8:15 a.m. and after 4:00 p.m.
- Parents/guardians dropping off/picking up students to or from school should use the designated "Parent Drop Off & Pick Up" area. This area is located to the right of the building as you pull onto the school

property. Arrival is from 8:25 a.m. - 8:35 a.m. and pick up is from 3:15 p.m. - 3:30 p.m. Students should be prepared to exit the vehicle (on the passenger side) upon stopping.

- Parents/guardians not using the “Parent Drop Off & Pick Up” area are required to use the “Parent Parking” area to drop off/pick up students from school. Parents/guardians must park their car in a designated parking space and walk the student(s) to the crosswalk in front of the school or meet their child at the crosswalk after school. Cars are not permitted to pull up to the crosswalk and have student(s) exit or enter.
- Dutch Ridge Elementary School staff will be monitoring this and reminding parents of the proper procedures.

School Provided Transportation (School Buses and/or Vans)

- The Code of Conduct for the school building setting is in effect for behavior on the school bus and at bus stops. Violations will have the same consequences that are outlined in the Code of Conduct.
- If a student disregards bus rules or refuses to obey the school bus driver, this is sufficient reason for the student to be denied transportation in accordance with regulations of the local school district.
- Students must ride their assigned school bus and use the assigned bus stops.
- Students must present a note from a parent/guardian if their school bus transportation requirements change. Special exceptions must be requested through the office at least twenty-four (24) hours in advance, and students must be granted a school bus pass from the office.
- Changes to school bus transportation are for emergency reasons only. Requests to ride a different school bus for playdates or social reasons will not be approved.

Unusual Dismissal at Parent/Guardian Request or by the School District

If a parent/guardian wishes to have a child dismissed at a time other than the end of the normal school day for medical or emergency reasons, it is asked that a written request be presented to the student’s teacher and that the parent/guardian meet the child at the school office at the requested release time.

Every effort shall be made by the school district to notify parents/guardians of any change in the school calendar or the normal time schedule due to emergency or unplanned activities. Parents/guardians are responsible for making arrangements for their children in the event unusual circumstances require a delay or an early dismissal.

Digital Communication



In an effort to increase communication between school and home, it is encouraged that all families sign up for our Mass Messaging System. This system will be used to communicate delays as well as district and building specific announcements. To receive text messages, emails, and/or phone messages from the Beaver Area School District (BASD), click on the “District Mass Notification Login” icon located at the bottom of the school’s webpage. To receive these alerts, it is crucial that your primary daytime phone number be up-to-date. You can modify your numbers and communication modes here through this link, too.



To receive email blasts concerning school announcements, visit the Dutch Ridge Elementary School's website and sign up after clicking on the "BASD Website Parent Login" icon located at the bottom of the site. At Dutch Ridge Elementary School, we hope to utilize digital communication in order to reduce the amount of printed information sent home.

Changes in Contact Information

Parents/guardians are responsible for making sure that the faculty and administration at Dutch Ridge Elementary School have up-to-date contact, address, custody, and medical information for every child. Please provide any updates or changes using the district website as soon as possible.

School Delays and Cancellations

If there are school delays or cancellations, they will be announced via the following media:

- Mass Messaging System (please sign up for this service on the district's website)
- BASD website (www.basd.k12.pa.us)
- WBVP (AM 1230)
- 3WS (AM 970 or FM 94.5)
- WMBA (AM 1460)
- KDKA (TV Channel 2), WTAE (TV Channel 4), and WPXI (TV Channel 11)

Teacher Contact

Parents/guardians can leave voicemails or send emails to contact teachers. If you have an important, time sensitive message, it is recommended that you speak with one of the school secretaries in the main office in order to be certain that the intended teacher receives the message. Teachers and administrators should not be contacted at their personal numbers regarding school matters.

Visitors will not be permitted to conference with a teacher during his/her instructional time. If a conference is desired, arrangements must be made in advance so that a teacher is not interrupted from delivering instruction to students or supervising students before or after school.

Visiting the School

School district policy requires all visitors to sign in at the school's main office as they enter the building. Visitors will be issued a visitor's pass that must be worn in a visible location for the duration of their visit to the school building. Likewise, volunteers must display their approved volunteer badge in a visible location for the duration of their visit to the school building.

Parents/guardians are expected to part company with their children at the school entrance during arrival.

Parents/guardians are not permitted to visit with their own children during lunch and recess, and they are not invited to observe their children's classes during instructional periods. When volunteering, parents/guardians should keep in mind that they are not here to visit or eat with their children or a small group of children. Volunteers are required to supervise all students. These policies assist in assuring the general safety of the students, as well as helping with the overall efficiency of building operations. Special visitations by parents/guardians and/or community volunteers need to be approved by the principal.

Volunteering in the School

The BASD recognizes that community volunteers can make valuable contributions to the educational program. We want to encourage parent/guardian and community participation in and partnership with our schools. However, one of our primary responsibilities as a school district is to ensure the safety of our students. In order to protect our students, all volunteers must provide security clearances.

In accordance with amendments to the State Child Protective Services Law (CPSL), amending School Code requirements, the BASD has adopted changes to the Volunteer Clearance Policy. All school volunteers must now have clearances on file with the district and are required to update their clearances every 60 months. These clearances include:

- PA Child Abuse History Clearance
- PA State Criminal History Report
- FBI Criminal History Report (required for residents who have lived outside of the state)
 - Volunteers who have not been a resident of PA for ten consecutive years must submit an FBI Criminal History Report.
 - Volunteers who have been a resident of PA for ten consecutive years must complete a Volunteer Affidavit and have it notarized.

These clearances are required to serve as a **volunteer** for all school activities and events, including:

- PTA holiday parties
- PTA events as a helper (i.e. Book Fair, Jog-a-thon, and Fun Day)
- Field trips and/or walking field trips
- Classroom helpers
- Other PTA and/or school-sponsored events

Parents/guardians may participate in the following activities as a **visitor**. This does not require the submission of your clearances, but does limit your interaction with our students.

- Family visits (i.e. to do an activity, read a book, bring a pet, be a guest speaker)
- Being a spectator at the Jog-a-thon, Author's Day, Brain Quest, and similar events
- Other school visit opportunities

Additional information and the links for each clearance can also be found on the BASD webpage, <http://www.basd.k12.pa.us/Volunteers.aspx>.

Please plan ahead as it will take some time for your clearances to be processed, and due to the updated legislation, the State of Pennsylvania is processing a high number of background checks. The BASD must have your clearances on file before you can sign up to volunteer at events.

For more information, including the required forms, please visit the BASD website or contact the BASD Administrative Office at (724) 774-4021. The cost to produce these clearances shall be the responsibility of the volunteer candidate. While this may create a minor inconvenience for volunteers, your help in ensuring the safety of our students is appreciated.

The Volunteer Process:

- Complete the required clearances.
- Submit original clearance forms to the Volunteer Office at the BASD Administrative Office (1300 Fifth Street, Beaver, PA 15009).
- Copies of the originals will be made and returned to the owner.

- A photo will be taken for a volunteer ID badge.
- These records shall be maintained for the duration of the period that the volunteer provides service to the district and a period of 60 months thereafter. Clearances do not need to be updated annually.

Volunteer Etiquette

All volunteers are required to dress responsibly and to serve as appropriate role models for our students.

For the protection of our students, volunteers are asked to refrain from taking pictures of students with their phones and/or other electronic devices during school events and sharing these photographs via social media (i.e. Facebook, Twitter, Instagram, etc.). Your attention to our collective responsibility to protect our students is appreciated.

Lunch and Breakfast Programs

Dutch Ridge Elementary School operates on a closed day and all students eat in the school cafeteria. Students who prefer to bring packed lunches can purchase milk or snacks separately. The prices are as follows:

Breakfast

Paid Breakfast: \$1.40

Reduced Breakfast: \$0.30

Lunch

Paid Lunch: \$2.25

Reduced Lunch: \$0.40



To activate or add money to a child's account for online management, click on the "My School Account Login" icon at the bottom of the school webpage. You can also access the website directly at <https://www.myschoolaccount.com/Login.aspx>.

New students receive a letter prior to the first day with their student ID number and activation information.

Any questions regarding food services can be directed to Will Van Patter, the Director of Food Services at (724) 774-0250 x 5301.

Parent Teacher Association (PTA)

The Dutch Ridge Elementary School Parent Teacher Association (PTA) invites all of our parents/guardians to join and get involved in creating memorable experiences for our students. The PTA holds general membership meetings throughout the school year. You may visit the school webpage or call the Dutch Ridge Elementary School office to find out more information about how to join and who to contact.

Grading Scale

A+	=	100% - 97%	4.00
A	=	96% - 93%	4.00
A-	=	92% - 90%	3.70
B+	=	89% - 87%	3.30
B	=	86% - 83%	3.00
B-	=	82% - 80%	2.70
C+	=	79% - 77%	2.30
C	=	76% - 73%	2.00
C-	=	72% - 70%	1.70
D+	=	69% - 67%	1.30
D	=	66% - 65%	1.00
F	=	64% and below	0.00

* Teachers have the ultimate discretion regarding grading decisions, especially during exceptional or rare circumstances.

Honor Roll and Grade Point Average (GPA)

Honor roll is determined each quarter and printed on the report card. A Grade Point Average (GPA) of 3.75 or higher indicates that a student has attained high honors. A GPA between 3.74 and 3.25 indicates that a student has attained honors.

Academic Progress

The academic progress of students should be continuously monitored through the BASD's information management system, PowerSchool (<http://ps.basd.k12.pa.us>). Parents/guardians and students are encouraged to actively monitor grades and attendance as both of these areas are updated regularly. Usernames and passwords for students in grades four (4), five (5), and six (6) will remain the same as previous years. For students entering grade three (3) and new students, their usernames and passwords will be issued via a mass mailing prior to the first day of school. If you are experiencing trouble accessing PowerSchool, you can contact the Dutch Ridge Elementary School office.

Homework

Homework is an integral part of the educational process. Therefore, teachers are expected to assign homework regularly, and students are expected to complete homework assignments thoroughly and accurately. Assignments should provide the opportunity to practice, prepare, and extend the classroom learning experience for learners.

Report Cards

At the conclusion of each nine week grading period, report cards will be issued to students in their homerooms. Grades may be based upon homework, tests and quizzes, projects, labs, research papers, presentations, and in-class performance.

Incomplete Grades

Students who do not complete the required assignments and/or assessments for a course may be assigned an “I”, indicating “incomplete”, on their report cards. These required assignments and/or assessments may include tests and quizzes, projects, labs, research papers, presentations, or other work deemed to be crucial for accountability in a given course.

Failure/Retention

For students who fail one or more core content area courses, such as English Language Arts (ELA), Mathematics, Science, and/or Social Studies, working alongside their parents/guardians, a determination on whether or not he/she will be promoted to the next grade level will be made. A student’s attendance, achievement, and social maturity will all be factors considered in this dialogue and determination.

Summer School

At Dutch Ridge Elementary School, students in grade six (6) who fail English Language Arts (ELA) and/or Mathematics will be asked to attend summer school.

In the event that a student does fail one of these courses, at the conclusion of the school year and once final grades are calculated, the BASD will assign an instructor and communicate the dates and times of instruction for summer school sessions to the student and his/her parents/guardians.

Transportation for summer school will not be provided by the BASD. It is the responsibility of parents/guardians and students to secure transportation to and from summer school on the scheduled days and at the appropriate times.

General Learning Experiences

At Dutch Ridge Elementary School, students are exposed to learning experiences in the areas of English Language Arts (ELA), Mathematics, Science, and Social Studies as a part of their core content area courses. Furthermore, as a part of their Specials rotation, learners will take part in Art, Music, Library (Grades 3-5), Physical Education, Technology Education, and Principles of STEAM (Grade 6).

Instructional Support Programs

For students who qualify for instructional support and/or access to additional developmental resources, Dutch Ridge Elementary School offers a number of supports including, but not limited to, Title I Reading through Response to Instruction and Intervention (RtII) groups as well as speech and language, English as a Second

Language (ESL), special education, and gifted/enrichment education services. Dutch Ridge Elementary School also offers support programs before and after school.

Bobcat Buddies

Bobcat Buddies is a homework club that is offered Monday and Wednesday afternoons. Students meet after school from 3:15 p.m. - 4:00 p.m., and parents/guardians need to provide transportation. Bobcat Buddies provides students with a quiet place to work on homework. Although students may ask staff questions about their homework, **Bobcat Buddies is not a tutoring program**. If you have any questions or are interested in this program, please contact Mrs. Larson at larsonj@basd.k12.pa.us. Permission forms are necessary before beginning the program.

Reading Tutoring

Dutch Ridge Elementary School provides additional reading support through free tutoring. Two options are provided. Reading tutoring is held on Tuesday afternoons from 3:15 p.m. - 4:00 p.m. or Monday and Wednesday mornings from 8:05 p.m. - 8:30 p.m. Parents/guardians need to provide transportation. If you have any questions, please contact Mrs. Larson at larsonj@basd.k12.pa.us. Permission forms are necessary before beginning the program.

Math Tutoring

Dutch Ridge Elementary School provides additional math support through free tutoring. Two options are provided. Math tutoring is held on Thursday afternoons from 3:15 p.m. - 4:00 p.m. or Tuesday and Thursday mornings from 8:05 a.m. - 8:30 a.m. Parents need to provide transportation. If you have any questions, please contact Mrs. Larson at larsonj@basd.k12.pa.us. Permission forms are necessary before beginning the program.

Standardized Testing

While in attendance at Dutch Ridge Elementary School, several standardized assessments may be administered to students. These assessments are administered to both continually monitor the academic progress of each learner as well as to provide individual and systemic data that can be used to better drive curricular decisions and differentiated instruction to meet the needs of individual learners. These assessments may include:

- Pennsylvania System of School Assessment (PSSA)
 - English Language Arts (ELA) in Grades 3-6
 - Mathematics in Grades 3-6
 - Science in Grade 4
- Dynamic Indicators of Basic Early Literacy Skills (DIBELS)
- STAR Reading and Math Assessments
- Other assessments, as necessary

Student Electives and Activities

Depending upon their grade level, students at Dutch Ridge Elementary School can choose to participate in several different elective courses. In Grades 4, 5, and 6, students have the opportunity to join Orchestra. Moreover, students are able to join Band and/or Chorus during Grades 5 and 6. Lastly, in Grade 6, students are able to partake in Student Council.

Throughout the academic year, we also hope to offer additional activities through our PTA and/or Student Council.

Academic Games

The Beaver County Academic Games League is a nonprofit organization which facilitates academic games competitions for participating member schools in Beaver County. The Beaver Area School District is one of the participating members in these competitions.

The League's purposes are to:

- Utilize higher level thinking skills in gaming situations
- Provide opportunities for interaction among the students, allowing them to share what they learn in an enjoyable atmosphere
- Encourage pride in academic achievement

To qualify for participation in Academic Games, students in grades four (4), five (5), and six (6) must have scored "Advanced" on both the English Language Arts (ELA) and Mathematics PSSAs as well as achieved final grades of an "A" in their ELA and Mathematics courses. Grade four (4) is non-competitive and does not advance to nationals.

If at some point the consortium decides to limit the number of students that go to competition, a decision will have to be made regarding school-based competitions since only the top scorers will be able to attend.

Academic and Behavioral Eligibility

To be eligible for PTA and/or Student Council after school activities at Dutch Ridge Elementary School, students must be passing all of their core content area courses (i.e. English Language Arts (ELA), Mathematics, Science, and/or Social Studies) for the grading period. Academic eligibility will be determined from week to week, and students will become ineligible until they are passing all of their core content area courses.

Participation in all PTA and/or Student Council after school activities is considered a privilege. Therefore, this privilege is extended to students who are in good behavioral standing. Students who have committed multiple disciplinary infractions or a single, more serious offense may be ineligible to participate in such activities.

Moreover, this privilege is extended to students who attend school regularly. Students who do not attend school on the day of an event may not attend and/or participate unless they have a medical or legal excuse. Students who demonstrate a pattern of poor school attendance may also be ineligible from attending these special events.

Medications

Prescription/Non-Prescription

Any medication to be given during school hours must be delivered directly to the school nurse, the school principal, or one of the school secretaries in the main office by a parent/guardian or by a responsible adult. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container. A consent form for all prescription medications must be filled out by a doctor.

Students are not permitted to carry medications to school unless absolutely necessary. Please contact the school nurse for more information or download the "Licensed Prescriber" form from the BASD website.

Attendance Policy

The BASD works closely with families to promote healthy attendance and prompt arrival to school. It is the procedure of the BASD to notify parents/guardians of absences and also to explain the school policy governing attendance at school. With the best interest of the student in mind, it is imperative that students attend school regularly in order to benefit from a formal education.

Tardy and Absent Times for a Normal Day

- Students in Grades 3-6 who arrive after 8:40 a.m. and before 10:10 a.m. will be marked tardy.
- Students in Grades 3-6 who arrive after 10:10 a.m. and before 1:30 p.m. will be marked absent for the morning.
- Students in Grades 3-6 who leave before 1:30 p.m. will be marked absent for the afternoon.
- Students in Grades 3-6 who arrive after 1:30 p.m. will be marked absent for the whole day.

Tardy and Absent Times for a Two (2) Hour Delay Day

- Students in Grades 3-6 who arrive after 10:40 a.m. and before 12:10 p.m. will be marked tardy.
- Students in Grades 3-6 who arrive after 12:10 p.m. and before 1:30 p.m. will be marked absent for the morning.
- Students in Grades 3-6 who leave before 1:30 p.m. will be marked absent for the afternoon.
- Students in Grades 3-6 who arrive after 1:30 p.m. will be marked absent for the whole day.

The rules and regulations governing attendance are as follows:

- 1) Upon ten (10) days of absence from school, a letter will be sent to the parents/guardians of a student. This letter is to inform the parent/guardian of the BASD attendance policy.
- 2) Excessive absences or tardies will result in a Truancy Intervention Prevention (TIP) meeting with school staff.
- 3) Upon twenty (20) days of absence from school, a second letter will be sent to the parents/guardians of a student. This letter will inform the parent that any absence after twenty (20) days must be accompanied by a doctor's statement, or it will be identified as unexcused and /or unlawful.
- 4) Upon obtaining more than three (3) unlawful absences, the local magistrate will be notified of the violation of the Pennsylvania School Code.
- 5) In cases of unlawful absences or excessive absences, the school may notify the Beaver County Prevention Network or the local magistrate.
- 6) An excuse must be turned in using the Beaver Elementary Schools Absence Excuse Form for all absences, even if you have notified the child's teacher and/or the secretaries in the school's main office. Any excuse not received within three (3) days of the absence will be recorded as an unexcused absence.

While we discourage parents/guardians from sending sick children to school, this policy is designed to encourage better overall attendance in order that our children receive the best education possible. If the school feels that a parent/guardian has been negligent in following the attendance policy, the office will enforce the above procedure. It is important that every child attends school on a regular basis and arrives at school at the appropriate time. Under state law, it is the legal responsibility of the parent/guardian to see that a child's attendance at school is assured.

Excused absences according to The State of Pennsylvania include:

- Illness and health-related problems
- Quarantine
- Therapy
- Impassable roads

- Death in the immediate family
- Approved educational trips
- Appearance in court
- Weather that might endanger the child's health
- Religious instruction (up to 36 hours per school year)
- Exceptionally urgent reasons such as affect the child and ordinarily do not include work at home

An unexcused absence is the absence of a pupil for one of the following reasons:

- Absence through parent neglect
- Truancy

Absence from School

When a parent/guardian knows that their child will be absent, we ask that they please call their child's teacher and leave a voicemail or send an email by 8:15 a.m. Written excuses are still required upon a student's return to school. The student should present the Beaver Elementary Schools Absence Excuse Form the first day they return to school to one of the secretaries in the school's main office. Copies of this form can be found at the end of this handbook and on the Dutch Ridge Elementary School website.

Homework Procedures for Absent Students

Homework is an integral part of the total educational program in that it serves to give practice and reinforcement to the skills, concepts, and ideas discussed in the classroom.

If a student is absent for several days, every effort should be made to secure the homework for the period of his/her absence. The parent/guardian should either make arrangements with another student to bring schoolwork to the absent child, or the parents/guardians may pick up the work at school themselves. It is requested that the parent/guardian notify the school of these arrangements as early as possible so the teachers will have time to get the assignments ready to go home. When a child is absent, parents/guardians should contact the school by 10:00 a.m. and leave a voicemail/email for the homeroom teacher and the main office secretaries explaining whether a student or parent/guardian will pick up the work. Due to their teaching schedules, if a parent/guardian is picking up the homework at school, teachers are not expected to have assignments in the main office until 3:30 p.m.

The child, unless serious illness or disability prohibits, should make a concerted effort to complete the homework so that it may be turned in upon arrival back at school. This will allow the teacher to clarify any misunderstandings or provide reinforcement in the appropriate areas.

Educational Trips, Family Trips, and Other Related Absences

Parents/guardians are required to submit a written request to have a student excused from school to participate in an educational and/or family trip.

Parents/guardians should make arrangements with their child's teachers to complete schoolwork, if the teachers deem it necessary, during absences and trips.

Students on educational trips with family will be marked "Excused" in our attendance records if a written request is submitted and approved.

Schoolwide Positive Behavior Support Plan

PAWS is Dutch Ridge Elementary School's Positive Behavior Support Plan and Character Education program. It is designed to foster an atmosphere of respect and dignity among students, staff, and our community. The plan was constructed by a team of teachers, administrators, and the school counselor.

PAWS:

Positive attitude
Act with respect
Work together
Safe choices

Appropriate Attire

The appearance of any student is the responsibility of that child and his or her parent/guardian. Any type of appearance or attire that is distracting or causes a disruption to the educational process of the school will not be permitted.

Students not abiding by these guidelines will be asked to alter their appearance, change into appropriate clothing, or have their parent/guardian bring a change of clothing to school. Repeated offenses will result in disciplinary action. The following are guidelines to which students should adhere:

- Clothing with obscene or suggestive language or pictures is not permitted.
- Clothing that advertises drugs, alcohol, or a satanic suggestion is not permitted.
- Clothing that demonstrates or promotes violent acts or fighting is not permitted.
- Skirts and shorts of appropriate length should be worn.
- Shirts need to rest below the waistline so the midsection is not exposed.
- Flip-flops are not encouraged since students wearing flip-flops or open-toed shoes risk injury.
- Undergarments should not be visible.
- Clothes that are excessively ripped, dirty, or have an odor should not be worn to school.

Playground and School Campus Regulations

- Supervision is not provided before or after the school day.
- The playground is designed for students between the ages of 5-12. Older students are not permitted to be on the playground equipment.
- Food and drink are to be kept outside the playground area.
- No glass containers are to be brought onto the school campus.
- Do not stand on the vertical posts or any of the tube structures.
- Do not throw objects inside the playground area.
- Do not climb up slides or on the outside of enclosed slides.
- No pushing or shoving; be respectful of all students who are in the area.
- Please place all litter in the provided containers.
- Inappropriate language, abuse of equipment/campus, or failure to comply with the playground regulations may result in the loss of the privilege to utilize school facilities.
- The Beaver Area School District has been declared a smoke-free environment; please honor this.

- Rollerblades, skateboards, and bicycles are not permitted on the playground equipment or playground area. Moreover, rollerblades and skateboards are not permitted in the area immediately surrounding the school building.

School Bus Expectations

- Remain seated while the school bus is moving. Do not stand up or lean into the aisle.
- Speak with a soft voice and use kind words. Do not yell or use negative language.
- Listen to the school bus driver's directions the first time they are given.
- Show self-control. Do not act in a way that is a distraction to the school bus driver.
- While you are waiting for the school bus, please stand away from the road at a safe distance.
- Always cross the road in front of the school bus and look both ways to make sure there are no moving cars.

Cell Phones and Electronic Devices

Cell phones are not encouraged and if brought to school must remain turned off and inside a locker or closet. Requests for exceptions should be made to the principal in writing.

Students are not permitted to bring laser pens/pointers or shocking devices to school. These devices pose safety concerns and will be handled as a discipline violation.

If a student does not follow these rules, the device will be removed from the student and a parent/guardian will be required to pick up the device in the office.

Bringing expensive items/devices to school is done so at the student's own risk. We recommend such items remain at home. No locks are permitted on lockers.

Lockers

Lockers are school property. School employees have the right to search lockers or to open them at anytime. Students cannot expect privacy regarding items placed in school lockers or brought onto school property.

Any student entering a locker, other than his/her own, destroying locker contents, and/or stealing locker contents will face school discipline for vandalism or theft. The Beaver Area School District cannot/will not be responsible for any stolen, missing, or damaged personal property.

For health reasons, gym clothes and food items should not be stored overnight in lockers. Such items should always be taken home at the end of each day.

Student Searches

When there is reasonable suspicion of a violation of school rules or laws, or in the case of an emergency, the administration reserves the right to search a student and his/her belongings. The scope of the search may include, but is not limited to, outer garments, backpacks, purses, and any other personal belongings. As a reminder, lockers are school property and are also subject to search. Non-compliance with a reasonable request to search may result in suspension or referral to the Board of Education for expulsion depending on the scope of the investigation. Any time that a student search is conducted, an administrator will attempt to contact a parent/guardian of the student who was searched in order to disclose the reason for and findings of the search.

Student Responsibility and Discipline Guidelines

The BASD Responsibility Code shall apply to any student attending school, on school property, while riding school buses, or while attending any school-related function. Where appropriate, the building principal or principal designee shall have the final say in all disciplinary matters. However, these matters may be brought to the attention of the Superintendent or Board of Directors by means of a petition for redress consistent with Board Policies.

In accordance with Board Policy, Student Responsibility Code, parents/guardians should impress upon their children the importance of an education, encourage their children to respect the rights and property of others, and encourage their children to be regular and prompt in their school attendance and to complete their homework assignments and tests in a timely fashion. Parents/guardians should teach their children that appropriate and respectful behavior is necessary at home, at school, and in the community.

The professional staff will work with parents/guardians to encourage maximum student achievement. They shall serve as a positive example for their students at all times while working to promote a climate of mutual respect between staff and students. The school administration will participate in developing a sound and helpful atmosphere of mutual respect among parents/guardians, teachers, and administrators wherein all stakeholders work closely with each other in establishing a solid relationship between home and school. The Disciplinary Code will be enforced so as to achieve an atmosphere that is most conducive to learning.

In order to operate an orderly educational system with a minimum of disruption, the administration and teachers, where appropriate, are authorized to use the following disciplinary measures:

- Student, parent/guardian, and staff conference
- Time out placement
- Detention
- Loss of bus privileges
- In-school suspension
- Out-of-school suspension
- Expulsion for those students who are guilty of a single serious offense

There are three levels of inappropriate conduct:

Level 1

Level one offenses are the type that disrupt normal operation of the school. In most cases, discipline will be handled by the teacher. If a student's misbehavior is chronic and/or does not cease in accordance with the teacher's corrective instructions, the teacher may send the student to the office for a conference. A level one offense can become a level two offense because of the frequency of infractions. Penalties for level one offenses could be: student, parent/guardian, and staff conference; time out at designated area in or out of the classroom; detention; loss of bus privileges; or suspension. Level one offenses include the following, but are not limited to:

- Tardiness
- Disruptive behavior in class, on school property, or school buses
- Profanity or obscenity
- Unsafe behavior on the school bus or school property
- Disrespectful behavior

Level 2

Level two offenses are more serious than those found in level one. Students guilty of a level two offense will be sent to the office, and the student's parents will be notified. Depending on the offense, students may be assigned to an in-school suspension, an out-of-school suspension from one to ten days, or be required to make restitution for any damages. However, a level two offense can become a level three offense because of the frequency of infractions. Level two offenses include the following, but are not limited to:

- Truancy
- Possession or use of tobacco on school grounds or buses
- Fighting or assault
- Theft
- Continuing and excessive tardiness or excessive absenteeism
- Chronic or continuing disruptive behavior
- Disrespect and/or insubordination directed towards an administrator, teacher, counselor, or school approved supervisor
- Cheating or plagiarism

Level 3

Level three offenses are of the most serious nature. Students guilty of these offenses will be suspended from school immediately and their parents notified of the suspension. Suspensions under this section may be from one to ten days depending on the offense. Students may be brought before the Board for a hearing. Students may be expelled for the very serious offenses or because they are guilty of repeated offenses. Level three offenses may include, but are not limited to, the following:

- Physical assault on any teacher or any school employee
- Vandalism or the intentional defacing or destruction of any property
- Storing, possessing, or carrying a dangerous offensive weapon as defined by the Pennsylvania Crimes Code
- Extortion as defined by the Pennsylvania Crimes Code
- Arson as defined by the Pennsylvania Crimes Code
- The possession of firecrackers, fireworks, or explosive materials
- Communication of bomb threats by means of telephone, letter, note, or other means
- Harassment by communication (any form of communication either verbally, written, or digitally delivered to an individual that is unwanted and impacts the learning experience)
- Knowingly giving a false alarm
- A single serious offense, or a series of infractions which indicate that the student does not intend to take advantage of his educational opportunities, or that he/she intends to interfere with the rights of other students to obtain an education
- Alcohol and other drug related offenses that occur while attending school, on school grounds, while riding on school buses, and/or at any school-related function

Drug and Alcohol Policy

The use of alcohol and other drugs or mood altering substances while attending school, on school grounds, while riding on school buses, and/or at any school supervised or school related function is covered under this policy.

For the purpose of this Paragraph 12, the use of any alcohol and other drug or mood altering substances shall include the possession, use, or evidence of having used or consumed such alcohol, drugs, and/or mood altering substances, and/or substance use, transfer or distribution, which is not controlled by Pennsylvania law. This disciplinary policy is not intended to apply to the use of tobacco products, which is addressed in BASD Policy # 222.

Students charged with any such violation shall be subject to the following disciplinary actions:

- The administration will immediately report the incident to the proper public law enforcement authorities where there appears to be a violation of the law.
- The principal or person in charge of the school where the offense has occurred shall provide the student with an informal hearing as required by Pennsylvania law and, if appropriate, shall suspend the student for ten (10) school days.
- The parents/guardians and the Superintendent of the district shall be immediately notified in writing of the suspension.
- The student shall be immediately referred to the Student Assistance Program.
- A hearing before the Board of Directors of the school system, a committee thereof, or an examiner as selected by the Board shall be conducted as required by law.
- First-time offenders found guilty shall be excluded from school and extracurricular activities for a period of ninety-one (91) school days. A student may be allowed back into school and extracurricular activities prior to the end of ninety-one (91) school days under the terms of a Probationary Agreement.
- Second-time offenders found guilty shall be excluded from school and extracurricular activities for one hundred eighty-one (181) school days. A student may be allowed back into school and the extracurricular activities prior to the end of ninety-one (91) school days under the terms of a Probationary Agreement.
- Third-time (or additional) offenders shall be excluded from school and from extracurricular activities for one hundred eighty-one (181) school days. A student may be allowed back into school and extracurricular activities after ninety-one (91) school days but prior to the end of one hundred eighty-one (181) school days under the terms of a Probationary Agreement.
- Selling, attempting to sell, transferring, distributing or attempting to distribute alcohol or other drugs, as well as any mood altering substance, regardless of whether the substance sold, distributed, transferred or attempted to be sold, distributed or transferred is actually the substance represented, shall result in disciplinary actions:
 - All steps described in Paragraph (A) 1, 2, 3 and 4 shall be followed.
 - First-time offenders found guilty shall be expelled for a minimum of one hundred and eighty-one (181) school days, and shall be barred from participating in extracurricular activities for the same period of time. A student may be allowed back into school after (91) school days and prior to the (181) school days under the terms of a probationary agreement.
 - Second-time offenders found guilty shall be permanently expelled, and shall be permanently barred from participating in extracurricular activities.
 - Any student who comes forward and reports to a teacher or a member of the administration, his/her alcohol/drug violation, shall not be subject to punishment unless said student subsequently and separately violates the terms of paragraph 12.

Beaver Area School District Acceptable Use Policy for Technology

The Beaver Area School District recognizes technology is an essential instructional tool to help all students develop into critical thinkers who use data, innovation, and creativity in order to become skilled problem solvers and learners in the 21st century. Technology skills are a necessity for our students for lifelong learning, in the workplace, and in the global community. However, access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming people, infrastructure, or hardware.

For the protection of students, filtering of content, monitoring of the network, and protection of information will be conducted in accordance with Act 197 (Pennsylvania House Bill 2262), The Children's Internet Protection Act. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the Internet may include the potential for access to inappropriate materials for school-aged students. Every user must take responsibility for his or her use of the network and avoid these sites.

Hardware and Software: Includes, but not limited to, all computers, laptops, iPads, printers, and all programs installed on said devices.

- Hardware and software shall not be destroyed, modified, or abused in any way. Intentionally altering the files and/or the hardware on district computers will be viewed as vandalism. Each student will be held responsible for the intentional altering of a device that occurs while said device is in their possession.
- The user shall be responsible for damages to the District's equipment, systems, and software resulting from deliberate or willful acts. Students, parents, or guardians will be charged for willful damage to hardware.
- All district iPads are covered under AppleCare. However, in an instance that AppleCare will not cover damages to the iPad, the student, parents, or guardians will be charged the cost of repair or the cost of replacement.
- All district required apps take precedence over personal apps. Personal apps must/will be deleted if storage limits are exceeded.

Internet and Intranet: The Beaver Area School District utilizes a local area network, a wireless network and provides access to the internet for academic purposes.

- District iPads will be content filtered at all times, removal of the profile that governs this is not permitted.
- The internet, network, and computer technology may not be used for illegal activity; transmitting or willfully receiving offensive materials; hate mail; discriminating remarks; or to willfully obtain or send obscene, pornographic, sexist, racist, anarchist, violent or bomb making material. If for any reason such material is received, the material is to be deleted immediately. Saving, forwarding, or printing of said material is strictly prohibited.
- Users shall not intentionally seek information, obtain copies of, or modify data, or passwords belonging to other users or misrepresent other users on the network. Users may not give their password to anyone. Users may not send or receive a message with someone else's name on it.
- Any unauthorized attempt to access the Beaver Area School District's servers, mainframe, routers, networking equipment, internet filters, or operating systems either from on campus or off campus will be considered an attempt at "hacking" and is prohibited.
- Network accounts are to be used only by the authorized owner of the account for an authorized purpose. Attempts to log on to the Internet, network or workstation under an assumed identification will result in cancellation of the user's privileges. Any user identified as a security risk, or having a history of problems with other computer systems may be denied access to the Internet or other technological services.
- The Beaver Area School District reserves the right to log Internet use and monitor computer activity by remote access while still respecting the privacy of user accounts.
- The Beaver Area School District may terminate the availability of Internet, network, or computer technologies accessibility at its sole discretion.

Web 2.0 Tools

- Use of blogs, wikis, educationally-based social networking sites, collaboration sites, and other similar web 2.0 entities (including the BASD district website and Schoology) are tools for learning, and as such will be constrained by the requirements and rules of classroom teachers.
- Use of Google apps, including email access, are available through the school's domain to ALL students and teachers inside and outside the building but this is still considered a classroom space and must be treated as such.
- COPPA regulations require children under 13 to obtain permission to use certain interactive websites (due to exposure to advertising and creation of accounts). Signing this document will serve as parental permission to use these sites under the guidance of a classroom teacher.
- Users are forbidden to access imessage, chat rooms, blogs, or similar sites without the express permission and guidance of a teacher or administrator.
- The use of anonymous proxies is a form of impersonation and is strictly forbidden.
- The use of devices for game playing is prohibited unless approved and monitored within in a course or during a faculty supervised activity.

iPads

- Beaver Area School District assumes no responsibility for configuration, installation of software, or support of personal devices.
- Beaver Area School District assumes no responsibility for lost, damaged or stolen devices. Students use their personal devices at their own risk.
- Beaver Area School District assumes no responsibility for content viewed or accessed by students who "tether" their personal device and use their cellular data network.
- Student devices with camera and video capability can be used only for educational use when authorized by the building principal, district administration, or designated professional staff member for the purposes of participation in educational activities. The Board prohibits all other photography, audio recording, and/or video recording, via electronic devices by students during the instructional day in district buildings, on district property, and when engaged in a school-sponsored activity. The Board prohibits students from taking, storing, disseminating, transferring, viewing, possessing or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including, but not limited to, texting and e-mailing. Because such violations may constitute a crime under local, state and/or federal law, the district shall report such conduct to local, state and/or federal law enforcement agencies.

Limitations of Liability: In no event shall the Beaver Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. Use of information obtained via the Internet is at the user's own risk.

Failure to follow the procedures listed above will result in suspension or loss of the right to access the Internet, to use Beaver Area School District's technology, and the user may be subject to other disciplinary or legal actions.

Digital Etiquette

The Beaver Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

There can be serious repercussions with the inappropriate use of social and digital media that can affect your future. All users must abide by rules of network etiquette, which include the following:

1. Users may not swear, use vulgarities, harass, or use any other inappropriate language. Abusive language will not be tolerated.
 - a. Do not write anything ANYWHERE you would not want your parents to read or to be read out loud in a court of law.
 - b. Even though you delete a message, it is backed up on a server somewhere.
 - c. Speech that is inappropriate for class is not appropriate for use online.
 - d. What you say and do online should be reflective of who you are.
 - e. You are representatives of the school when you are online in class.
2. Use of the network to create or transmit material likely to be offensive or objectionable to recipients is prohibited.
 - a. Even though you may be in a "private" space nothing online is really private.
3. Users are NOT permitted to reveal their personal address or phone number or those of other students and colleagues.
 - a. Respect other's' privacy and your own.
 - b. Don't give out personal information about yourself or someone else.
 - c. Instant messages, away messages, and profiles can be copied and pasted.
4. All communication should be clearly identifiable as to who created it.
 - a. Do not send anonymous messages.
 - b. Do not send messages claiming to have been written by someone else.
 - c. Having a copy of something doesn't mean you have the right to copy or distribute.
5. Respect the ideas of others and, if you disagree, be constructive, not critical or rude.
6. Users are expected to adhere to copyright laws.
 - a. Fraudulent or illegal copying, communication, taking or modification of material is prohibited and will be referred to the appropriate authorities.
 - b. The illegal use of copyrighted software, files, pictures, music or other electronic information is a violation of federal law and therefore strictly prohibited.
 - c. Students may not use plagiarized information to complete assignments. All Internet sources must be cited.
7. Cyberbullying will NOT be tolerated.

Limitations of Liability: In no event shall the Beaver Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. Use of information obtained via the Internet is at the user's own risk.

Failure to follow the procedures listed above will result in suspension or loss of the right to access the Internet, to use Beaver Area School District's technology, and the user may be subject to other disciplinary or legal actions.

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate school district or charter school identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean of standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Beaver Valley Intermediate Unit.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit.

Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professional and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the education placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information:

The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the responsible school entity listed below. For preschool children, information, screenings and evaluations requested, may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

Intermediate Unit
Beaver Valley Intermediate Unit 147 Poplar Avenue Monaca, PA 15061 (724)774-7800
School District Office
Beaver Area School District 1300 Fifth Street Beaver, PA 15009 724-774-0250 ext. 5102

The school entity or charter school will not discriminate in employment, education programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

The Family Educational Rights and Privacy Act Guidance for Parents - February 2011

The following guidance provides parents with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private and parochial schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by a parent to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent.

Access to Education Records

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the parent from obtaining access to the records. A case in point would be a situation in which the parent does not live within commuting distance of the school.

A school is not generally required by FERPA to provide a parent with access to school calendars or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was

intended to require only that schools conform to fair record-keeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from a minor student's education records to a third party unless the student's parent has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are *permitted* to disclose personally identifiable information from education records without consent, though they are not *required* to do so by FERPA. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school official" is not defined in the statute or regulations, this Office generally interprets the term to include parties such as: a teacher; administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.

A school may disclose personally identifiable information from education records without consent to a "school official" under this exception only if the school has first determined that the official has a "legitimate educational interest" in obtaining access to the information for the school. A school that allows school officials to obtain access to personally identifiable information contained in education records under this exception must include in its annual notification of FERPA rights a specification of its criteria for determining who constitutes a "school official" and what constitutes "legitimate educational interests." A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the school must make a reasonable attempt to notify the parent in advance of making the disclosure, unless the parent or eligible student has initiated the disclosure. The school must also provide a parent with a copy of the records that were released if requested by the parent.

FERPA permits a school non-consensually to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the parent's right to restrict the disclosure of such information, and the period of time within which a parent has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify parents individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform parents of the types of information it has designated as directory information.

FERPA also permits a school to disclose personally identifiable information from education records of an "eligible student" (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations, 34 CFR Part 99), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the U.S., the Attorney General of the U.S., the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- in connection with financial aid for which the student has applied or received;
- to state and local authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena; and
- in connection with a health or safety emergency.

As stated above, the conditions specified in the FERPA regulations have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of students in attendance of their rights under FERPA. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. The school must also inform parents of its definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify parents individually of their rights under FERPA. Rather, the school may provide the annual notification by any means likely to inform parents of their rights. Thus, the annual notification may be published by various means, including any of the following: in a student handbook; in a notice to parents; in a calendar of events; on the school's website (though this should not be the exclusive means of notification); in the local newspaper; or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide a parent with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the parent's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Complaints of Alleged Failures to Comply with FERPA

FERPA vests the rights it affords in the parent of a student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, we require that a parent have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved.

Please note that a parent should state his or her allegations as clearly and succinctly as possible. To aid us in efficiently processing allegations, we ask that a parent only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA by a school is included. A parent may obtain a complaint form by calling (202) 260-3887. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (address below) for review and any appropriate action.

Complaint Regarding Access

If a parent believes that a school has violated FERPA by failing to comply with the parent's request for access to his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment

If a parent believes that a school has violated FERPA by failing to provide the parent with an opportunity to seek amendment of inaccurate information in his or her child's education records or failed to offer the parent an opportunity for a hearing on the matter, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the information for which amendment was requested; and the evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure

If a parent believes that a school has violated FERPA by improperly disclosing personally identifiable information from his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date the alleged improper disclosure occurred or the date the parent learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the education records were disclosed; and the specific nature of the information disclosed.

This guidance document is designed to provide parents of minor students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows: www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA that are not addressed here, you may write to the Office for additional guidance at the following address: **Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520.**

BEAVER AREA ELEMENTARY SCHOOLS

ABSENCE EXCUSE FORM

724-774-0250 (College Square-ext. 4801) (Dutch Ridge-ext. 3801)



Student's Name: _____

Grade: _____ Homeroom Teacher: _____

Date Returning to School: _____ # of Days Absent: _____

Date of Absence(s): _____

Reason: _____

Parent Phone #: _____

Printed Parent Name: _____

Parent Signature: _____

☐ Check Here for Doctor's Excuse Attached.

(Form 1, Rev. 4)

BEAVER AREA ELEMENTARY SCHOOLS

ABSENCE EXCUSE FORM

724-774-0250 (College Square-ext. 4801) (Dutch Ridge-ext. 3801)



Student's Name: _____

Grade: _____ Homeroom Teacher: _____

Date Returning to School: _____ # of Days Absent: _____

Date of Absence(s): _____

Reason: _____

Parent Phone #: _____

Printed Parent Name: _____

Parent Signature: _____

☐ Check Here for Doctor's Excuse Attached.

(Form 1, Rev. 4)

BEAVER AREA ELEMENTARY SCHOOLS

ABSENCE EXCUSE FORM

724-774-0250 (College Square-ext. 4801) (Dutch Ridge-ext. 3801)



Student's Name: _____

Grade: _____ Homeroom Teacher: _____

Date Returning to School: _____ # of Days Absent: _____

Date of Absence(s): _____

Reason: _____

Parent Phone #: _____

Printed Parent Name: _____

Parent Signature: _____

☐ Check Here for Doctor's Excuse Attached.

(Form 1, Rev. 4)

BEAVER AREA ELEMENTARY SCHOOLS

ABSENCE EXCUSE FORM

724-774-0250 (College Square-ext. 4801) (Dutch Ridge-ext. 3801)



Student's Name: _____

Grade: _____ Homeroom Teacher: _____

Date Returning to School: _____ # of Days Absent: _____

Date of Absence(s): _____

Reason: _____

Parent Phone #: _____

Printed Parent Name: _____

Parent Signature: _____

☐ Check Here for Doctor's Excuse Attached.

(Form 1, Rev. 4)

**Beaver Area School District
Dutch Ridge Elementary School
Student Handbook
2016 - 2017**

Student Acknowledgement

I have reviewed the 2016 - 2017 Dutch Ridge Elementary School Student Handbook and will reference it, as needed.

Student Signature: _____

Parent/Guardian Acknowledgement

I have reviewed the 2016 - 2017 Dutch Ridge Elementary School Student Handbook with my child and will reference it, as needed.

Parent/Guardian Signature: _____

Date: _____

Please sign and date this form and promptly return it to your child's homeroom teacher.

Beaver Area School District Technology Authorization Form

Student:

I have read, understand, accept, and will abide by the rules and procedures, which govern my use of the Internet and the computer technology at the Beaver Area School District. I understand that the Internet account is designed for educational purposes only. I understand that failure to follow the procedures listed above may result in suspension or loss of the right to access the Internet and/or use the Beaver Area School District's technology and may result in other disciplinary or legal actions as noted above. I will not hold my teacher, other district personnel, or the Beaver Area School District responsible for or legally liable for materials distributed or acquired from the Internet or network. I also agree to report any misuse of Internet or network to a teacher or administrator.

Student Signature: _____

Date: _____ Grade: _____ Homeroom: _____

Parent/Guardian:

I have read this contract and understand the Internet/Network account is designed for educational purposes only. I understand that the Beaver Area School District will do everything it can to adhere to the Children's Internet Protection Act (Act 197-PA House Bill 2262) and filter questionable material. I also understand that teachers, district personnel, and the Beaver Area School District are not responsible or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of information to the school administration. I accept full responsibility for my student's use of the Internet/Network in the school setting on an independent basis and as outlined in the Internet/Network and Computer Technology procedures and when the student accesses these services when not in school. I hereby give my permission to issue an account for my student and certify that the information contained on this form is correct.

Parent/Guardian Signature: _____

Date Accepted and Agreed: _____

**CONSENT AND RELEASE TO PHOTOGRAPH/VIDEOTAPE A STUDENT
ON THE BACK**

Consent and Release to Photograph/Videotape a Student

The District and school occasionally use photographs or video of our students in media publications. Your authorization will enable us to use specially prepared materials to increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites and other publications.

I hereby release and hold harmless the Beaver Area School District and its authorized representatives from any and all actions, claims, damages, costs or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to arise out of any use of these recordings as specified above.

It is understood that the school district will not duplicate photograph(s)/videotape(s) for the use or benefit of any individual student or parent. It is also understood that failure to return this permission form to the school will constitute parent/guardian consent for the purposes described above.

Please indicate, below, if your child may be included - and to what degree. With the exception of the School Yearbook, the child's name will never appear on a public photo or video.

Please check the boxes to give us permission, according with your level of comfort. With the exception of the School Yearbook, the child's name will never appear on a public photo or video.

☐ Place my child's photo in the yearbook. (Their name will also be printed.)

☐ Please do not include my child's picture in the yearbook.

☐ Photos and video media of my child may be posted on PUBLIC District publications (i.e. district website, newsletters, flyers, etc.) The child's name will not be printed, unless we have contacted you for permission.

☐ Photos and video media of my child may NOT be posted on PUBLIC District publications.

☐ Photos and video media of my child may be posted on their PRIVATE classroom webpage. This page is password-protected and only available to families in your child's classroom.

☐ Photos and video media of my child may NOT be posted on their PRIVATE classroom webpage.

I have read and understand the release.

Parent/Guardian Signature: _____