

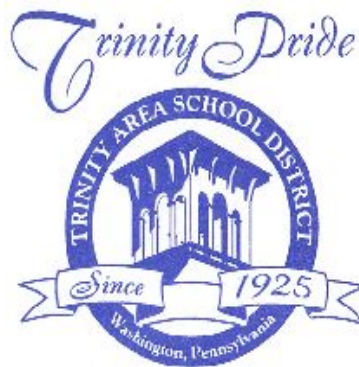
Elementary Student/Parent Handbook

Trinity East Elementary School

Trinity North Elementary School

Trinity South Elementary School

Trinity West Elementary School



Trinity Area School District

School Year 2018 – 2019

www.trinityhillers.net

Electronic Version

Trinity Elementary School Student/Parent Handbook

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Trinity Area Elementary Schools

Dear Families,

Welcome to our Elementary School! We are looking forward to an exciting and successful school year. We have prepared this Student/Parent Handbook so that we may bring about a better understanding between the school and our families. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience. Please take time to read this handbook thoroughly with your child.

Vision Statement

The long-standing tradition of pride and excellence in the Trinity Area School District is for each individual to have purpose, respect for self and others, confidence in one's abilities to be critical thinkers, life-long learners, effective problem solvers and communicators.

Mission Statement

The Trinity Area School District, in partnership with the parents and the community, prepares students to reach their fullest potential and to become contributing members of society.

We Believe:

- Every student can learn.
- Every student is entitled to a safe and nurturing learning environment.
- Every student has value and is treated with dignity and respect.
- Every student's independence, creativity, and leadership are promoted.
- Every student is equipped to be technologically literate, responsible and productive.

On behalf of our faculty and staff, we would like to extend an invitation for you to visit our school, attend your child's programs and become an active member of our Parent Organization and Volunteer Program. We are very happy to have you and your child with us at our Elementary School.

Sincerely,

Your Principal



TRINITY ELEMENTARY SCHOOLS
STUDENT/PARENT HANDBOOK
2018- 2019

Dear Parents/Guardians;

The student/parent handbook is now offered as an electronic version and is available to you online at www.trinityhillers.net. If you are unable to view the handbook online; please feel free to have your child pick up a copy in the elementary school office.

Upon reviewing the handbook with your child, please return this page to your child's teacher.

Sincerely,

Mr. William Tracey, North Principal
Mrs. Sandra Deems, East Principal
Mr. Peter Keruskin, South Principal
Mrs. Carol Lee, West Principal

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER.

I have read the Student/Parent Handbook and discussed it with my parent(s)/guardian(s).

Parent/Guardian Signature _____

Date

Student Signature

Date

Please use your student/parent handbook as a reference throughout the school year.



CENTRAL ADMINISTRATION - 724-223-2000

| | <u>Extension</u> |
|--|-------------------------|
| Dr. Michael P. Lucas Superintendent | 7113 |
| Mr. Donald Snoke Assistant Superintendent | 7111 |
| Mr. Matthew Howard Director of Fiscal Services | 7120 |
| Mr. Ken Cross Director of Special Education | 6518 |
| Mr. John Digon Director of Technology | 7115 |
| Mr. Jack Minnick Director of Human Resources & Accountability | 7121 |

SUPPORT SERVICES - 724-223-2000

| | <u>Extension</u> |
|--|-------------------------|
| Mr. Ricci Rich Athletic Director | 6514 |
| Mr. Aaron Scott Director of Facilities Coordinator of Transportation | 6508 |

Mrs. Nicolle Bazant Pleil 6504
Food and Nutrition Services Director

School Police Officer - East 4510
School Police Officer - North 2140
School Police Officer - South 3518
School Police Officer - West 1158

ELEMENTARY PRINCIPALS

Mrs. Sandra Deems 724-225-8140
Trinity East Principal

Mr. William Tracey 724-222-5064
Trinity North Principal

Mr. Peter Keruskin 724-225-7490
Trinity South Principal

Mrs. Carol Lee 724-222-4730
Trinity West Principal

ELEMENTARY GUIDANCE COUNSELORS

Mr. William Hughes
Trinity North 724-222-5064
Trinity South 724-225-7490

Mrs. Lynn Gallagher
Trinity East 724-225-8140
Trinity West 724-222-4730



SCHOOL BOARD MEETINGS

A Board meeting is held the first and third Thursday of each month in the Boardroom at Trinity Hall at 6:00 P.M. Agendas are available on the District’s website the morning of the meeting.

District Administrative Offices
231 Park Avenue
Washington, PA 15301
724-225-9880

Middle School Office
50 Scenic Drive
Washington, PA 15301
724-228-2112

Trinity West Elementary
1041 Gabby Avenue
Washington, PA 15301
724-222-4730

Trinity North Elementary
225 Midland Drive
Washington, PA 15301
724-222-5064

Trinity South Elementary
2500 South Main Street Extension
Washington, PA 15301
724-225-7490

Trinity East Elementary
252 Cameron Road
Washington, PA 15301
724-225-8140

ELEMENTARY SCHOOL HOURS



The following is the listed hours of school operation.

| | |
|--|------------------------------|
| Building open for students | 8:25 A.M. |
| Breakfast served | 8:25 A.M. – 8:45 A.M. |
| Students admitted to classrooms | 8:25 A.M. |
| Students are tardy after | 8:45 A.M. |
| Instructional day begins | 8:50 A.M. |
| Student Dismissal Begins | 3:20 P.M. |
| Building closes | 4:00 P.M. |

Home room period begins **8:45 A.M.** Students are permitted into the specific, designated location in their building at 8:25 A.M. Adult supervision does not begin before 8:25 A.M. Please **DO NOT** bring your child to school before that time as they cannot be supervised and their safety is of major concern.

On 2-hour delays, the building is open for students at 10:25 A.M. Due to the delay and children arriving just prior to lunch, there will be no lunchtime recess.

ELEMENTARY CURRICULUM

The curriculum at the Trinity Elementary Schools is structured to meet the Pennsylvania Academic Standards as well as those of the Common Core. Students engage in a rigorous academic experience that is designed to expand skills, interests, and understanding of subject matter. Students participate in experiences in Math, English Language Arts, Social Studies, Science, Library, Music, Physical Education, Art and Technology. Students are afforded the opportunity to participate in performance music programs including elementary band and strings that are offered in the intermediate grades.

Art Education

The art program offers planned, sequential curriculum in design, drawing, printing, painting, printmaking, clay, crafts and pottery. Students will be expected to: know and use the principles of art to create original work; demonstrate the ability to define objects, express emotions, illustrate and action, or relate an experience through the creation of artwork; explain the historical, cultural and social context of an individual work of art; analyze a work of art form to varying styles and genre and to the periods in which they were created; and to compare similar and contrasting important aspects of works in the arts based on a set of guidelines using a comprehensive vocabulary of critical response. Department Chair is Malia Bennett

English Language Arts

Elementary English Language Arts focuses on developing motivated, strategic, constructive, fluent and independent readers, writers and communicators. Classes emphasize continued development of oral language abilities and using reading and writing processes. Students read literature and informational text to demonstrate proficiency of word analysis, vocabulary, spelling and comprehension skills. Students express their thinking, both written and orally, to effectively communicate information for different purposes with many audiences.

At the elementary level, literacy instruction is delivered using The Daily Five model framework. The Daily Five is a way of organizing the practice of reading and writing so that every student is independently engaged in meaningful literacy tasks. During the first few weeks of school, the students learn the strategies and procedures for the Daily Five tasks:

- Read to Self
- Work on Writing
- Read to Someone
- Listen to Reading
- Word Work

In addition, students receive explicit whole group instruction of our core curriculum, followed by focused, intense small group and/or individual instruction based on areas of need. During this small group instruction, teachers demonstrate, model and guide reading using appropriately leveled texts, while reviewing and applying essential skills.

In the area of Writing, Kindergarten students are instructed using a program called Kid Writing. In Grades 1-5, students participate in Writer's Workshop. Each grade level has specific units of study tailored to meet developmental and curricular needs. Using strategies acquired from Harcourt Journeys and Four Square Writing, students write in a variety of genres as they learn about the steps of the writing process and develop mastery of the conventions of the English language. Students are also encouraged to apply their writing skills in all subject areas. Reading instruction is practiced primarily through the Houghton Mifflin Harcourt Journeys Program. Department Chair is Jennifer Yim.

Library

The mission of the library is to ensure that students and staff are lifelong readers and effective users of ideas and information. Children may obtain books from the library for research and for their reading pleasures. The library program provides children with experiences with all forms of literature and basic library skills. Children are instructed in forms of research including information retrieval. The school library has a computerized card catalog and internet access. Department Chair is Debra Zewe.

Mathematics

The math program is designed for students to: make sense of problems and persevere in solving them; reason abstractly and quantitatively; construct viable arguments and critique the reasoning of others; model with mathematics; use appropriate tools strategically; attend to precision; look for and make use of structure and to look for and express regularity in repeated reasoning. A major emphasis of the program is to help students become effective problem-solvers not just in the classroom, but also in their everyday lives. The Harcourt _____ Math Program is taught in K-5 The math Department Chair is Dana Ledger.

Music

The music program comprises a balanced and sequential course of singing, playing instruments, listening to music, improvising or composing music and moving to music. Also included are learning experiences designed to develop the ability to read music, use the notation and terminology of music, analyze and describe music, make informed evaluations concerning, understanding and practicing music in relation to history and culture and to other disciplines in the curriculum. Students learn by actively participating in making music and in understanding the basic principles of music such as rhythm, melody, harmony, timbre/tone color, expression, form, vocal skills, instrumental skills, innovation, historical and cultural context, critical and aesthetic response. Department Chair is Matt Komula.

Elementary Band is offered to students in grades 4-5.

Strings Program is offered to students in grades 3-5.

Physical Education

The physical education program encourages student involvement in various sports, and learning skills that may promote a physical lifestyle. Physical education places an emphasis on specific skills that are taught at significant developmental stages in a child's life. Growth and human development is emphasized with a focus on following societal rules of being a team player.

Department Chair is Sherrie MacKinney.

Science

The science program includes concepts from three core ideas: These core ideas are Physical Science, Life Science and Earth Science. In grades K-2 these core ideas are integrated into the English Language Art program. In grades 3-5 these core ideas are taught in a more formal manner in a science class. Intermediate level students also practice the science process skills. The process skills include observing, predicting, asking questions and designing experiments. Students investigate concepts and scientific phenomena using hands on materials and units with grade level science kits. The text that supports the program is the Pearson/Scott Foresman Science book.

Department Chair is Michael McCarthy.

Science Kits for 2018-2019

Grade 3 – Chemical Tests

Grade 4 – Electrical Circuits

Grade 5 – Motion and Design

Social Studies

The social studies program focuses on the study of the skills and knowledge to be a good citizen. The curriculum utilizes nonfiction texts and historical fiction literature to promote the understanding of historical and current events. At the primary level, K-3, social studies is integrated within the English Language Arts program. Students learn how to read and understand nonfiction and historical fiction texts using social studies content. At the intermediate level, an emphasis is placed on the State of Pennsylvania and the regions of the United States. This focus leads to learning the development of the Americas through ancient cultures, early colonists, conflicts and resolutions. The social studies curriculum ensures that students are introduced to events that shaped society. Harcourt Horizons: States and Regions and Scott Foresman: Pennsylvania texts are used in Grade 4. Scott Foresman: The United States text is used in Grade 5. Grades 4 and 5 read one novel linked to the curriculum and complete a coordinating project each nine weeks. Department Chair is Nicole Bockstoe.

1. [*Sarah Plain and Tall*](#), by Patricia McLaughlin
2. [*George Washington's Socks*](#), by Elvira Woodruff
3. [*Freedom Crossing*](#), by Margaret Goff Clark
4. [*Mr. Tucket*](#), by Gary Paulsen

Grade 5 Novels

1. [*Sign of the Beaver*](#), by Elizabeth George Speare
2. [*Dear America: The Diary of Remember Patients Whipple*](#), by Kathryn Lasky
3. [*The Secret Soldier: The story of Deborah Sampson*](#), by Ann McGovern
4. [*In Their Own Words: Lewis and Clark*](#), by George Sullivan

Independent Novel Study/Enrichment

[*Dear America: Standing in the Light*](#), by Mary Pope Osbourne

Technology Education

The technology program instructs keyboarding and various computer programs that are integrated into the completion of classroom learning activities. Students are expected to: identify basic computer operations and concepts; use basic computer software; identify basic computer communications systems, operations and concepts; know that information technologies involve encoding, transmitting, receiving, storing, retrieving and decoding; apply computer software to solve specific problems; demonstrate the use of video images; apply intermediate skills in utilizing/manipulating word processing, database and spreadsheet software; use basic multimedia applications; describe the organization and functions of the basic parts that make-up the World Wide Web; and conduct online research. Technology is used as a tool to enhance and expand the learning that is occurring in the classroom.

SPECIALIZED & SUPPORT SERVICES

Elementary Guidance

Two full-time school guidance counselors equally divide their time between 4 elementary buildings. The Trinity Area School District's counseling program is an integral part of the total educational experience for each student. Professional certified school counselors serve as advocates for all students while working to establish and preserve partnerships with educators, parents, and community members. The counseling program is determined by the developmental needs of our students as outlined by the

academic, career, and personal/social National Standards (ASCA). The certified school counselors encourage all students to reach their full academic potential within the context of their individual, family, and multicultural perspectives. The counseling program is sequential, comprehensive, developmental and coordinated. Counselors provide proactive and preventive services to every student, every year and strive to guide each student to becoming a lifelong learner and a productive, interactive and successful citizen.

Information regarding a special education screen evaluation, placement procedures and procedures for parent request for a protected handicapped student service agreement may be obtained by the guidance counselor in each building. Department Chair is Cynthia Garda.

English Language Learners (ELL)

The ELL program is available on an as-needed basis for those students whose native language is not English. More information regarding ELL is available in your child's school office.

Gifted Program

The elementary gifted program offers weekly pull-out enrichment services to students who are identified as gifted. These services allow students to participate in opportunities which extend the curriculum, develop skills in problem solving and creativity, identify personal interests and needs, and encourage risk taking and responsibility for learning. Differentiated instruction, based on a variety of teaching practices is utilized to increase the complexity, depth, and breadth of the curriculum. Student placement in the Gifted Program is a result of meeting multiple criteria, and requires an evaluation from a certified school psychologist.

Health Services

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

Hearing Support

The Hearing Support program is a special education program designed to assist identified students in areas of speech (lip) reading, auditory training, hearing and hearing aid orientation, and academic support. More information may be obtained by contacting your child's principal.

Learning Support

The Learning Support program is a special education program designed to address the needs of students who demonstrate a significant learning deficit in their academic abilities and/or whose behavior and emotions interfere with their ability to learn in a school environment. Placement in Life Skills Support, Autistic Support and Emotional Support are available to students who meet criteria.

Occupational Therapy

Occupational Therapy provides activities to instruct identified students in daily living skills and, in some prescribed cases, remediating perceptual handicaps. Occupational Therapy is a contracted service through the Intermediate Unit.

Parent Education/Resource Center

Parent education opportunities are held at various times during the school year to inform parents of strategies used by the Title Reading specialists. Resources are available to any parent seeking reading materials to help their child at home. Please contact your child's teacher for information on the resource room.

Physical Therapy

Physical Therapy is designed to improve identified students' gross motor skills. Physical Therapy is a contracted service through the Intermediate Unit.

Psychological Services

A school psychologist is available to provide assessments, consulting and offer suggestions based on assessment results to parents and teachers.

Title I Reading

Title I reading support is a program offered to students in K, 1, 2 & 3 who have a need to improve their reading ability. Reading support may involve whole or small group intervention. In addition, the reading specialists consult with staff and parents. Title programs are operated by the federal government and offered to schools/students who meet the eligibility requirements.

Speech and Language Support

The Speech and Language program is designed to teach and correct communication skills when these skills are delayed or absent. The program is designed to meet the individual educational needs of each child identified as having a communication disorder in area(s) of speech and /or language. The service is available to students identified through the screening process in grades K-5 and meets criteria as outlined in federal and state education regulations.

CURRICULUM RESOURCE LINKS/PROGRAMS

- [Skyward](#)
K-12 Student Data Management --- Through Edline, you are able to check teachers' weekly lesson plans and grades. If you do not have your child's Edline password, contact the building secretary.
- [Pearson](#)
K-5 Curriculum: Math, Science, Social Studies --- This site allows you to access the math, science, and social studies books online. Ask your child's teacher for his username and password.
- [Think Central](#)
K-5 Curriculum: Reading, Language Arts --- An all-in-one learning site that provides access to digital books, activities, readers, and more. Ask your child's teacher for an instruction sheet including his username and password to access online Journeys materials available at Houghton Mifflin Harcourt's ThinkCentral website.
- [Reading Eggs](#)
K-2 School Subscription: Reading Tutorial --- Excellent practice for reading. Ask your child's teacher for his username and password.

- [Education City](#)
K-2 School Subscription: Math Tutorial --- Excellent practice for math. Ask your child's teacher for his username and password.
- [Brainpop](#)
3-8 School Subscription: All Subjects --- This site has fun, tutorial videos on a variety of educational subjects for 3rd-8th grade. Username: TASD Password: brainpop
- [Brainpop Jr.](#)
K-3 School Subscription: All Subjects --- This site has fun, tutorial videos on a variety of educational subjects for K-3rd grade.
Username: TASD Password: brainpop
- [Starfall](#)
K-1 Free Site: Reading and Math Focus --- Designed for preschool through 1st grade, this free and fun site teaches phonics and reading skills. Link through this site to "More Starfall" to access math activities and games.
- [First in Math](#)
5 School Subscription: Math --- 5th graders can practice math skills in a fun way. Ask your child's teacher for his password.
- [Spelling City](#)
K-5 Free Site: Spelling and Vocabulary --- Help your child enjoy their spelling homework and achieve a perfect score on every spelling test. With spelling and word games to play online, Spelling City can make practicing for spelling tests fun and exciting. Some teachers have already created classroom accounts, but you can create your own (or play without an account) if your child's teacher does not use this program.
- [Scholastic](#)
K-8 Free Site: All Subjects, Language Arts Focus --- Great site with links for parents and kids.
- [Khan Academy](#)
K-12 Free Site: All Subjects --- Collection of videos of instructional lessons that cover every subject from algebra to art history for grades K-12.
- **Book Resource Room with Leveled Readers**
Individual needs of students are met by using the leveled readers in the Book Room.
- **Teacher Pages (Teacher Websites)**
Teacher Pages may be accessed through the district website. Information as well as resources pertinent to your child's classroom may be found there.
- **WeatherBug**
The Weather Bug is a unique program that combines a fully automated weather tracking station with online, standards-based learning to deliver a fascinating educational experience for all in

K-12. The WeatherBug is affiliated with nearly 100 television stations to increase community awareness of your school.

- **Resource Room available to parents**

Reading materials are available to parents to borrow and use with their child at home.

- **OLWEUS Anti-Bully Program**

The OLWEUS Program is a comprehensive, school-wide program designed and evaluated for use in elementary, middle, junior high or high schools. The program's goals are to reduce and prevent bullying problems among school children and to improve peer relations at school.

- **Reading Eggs/Grades K, 1 & 2**

The online program is designed to motivate and excite your child about reading at home and at school. Reading Eggs is a comprehensive, online supplemental literacy program for early learners in the primary grades. The program builds on and reinforces the five key reading pillars: phonemic awareness, phonics, fluency, vocabulary and comprehension.

- **Education City Math/Grades K, 1 & 2**

Education City Math is an online award-winning teaching and learning program for elementary students. Specific learning objectives/aligned with the common core standards are presented as an interactive activity with visual and audible reinforcements.

- **BrainPop and BrainPop Jr.**

BrainPop is a group of educational websites with over 1,000 short animated movies for students in grades K-5 together with quizzes, supplemental information and related materials that covers the subjects of science, social studies, English, mathematics, technology, health, and the arts and music.

- **Parent Clubs**

Each of the 4 elementary schools has a parent club. These organizations are responsible for fund raising and providing extracurricular activities for our students. Please call your child's building for more information on becoming a member.

- **School Messenger System**

This system will notify you of cancellations, delays and important announcements through emails and phone messages.

- **Elementary Band - Grades 4-5 under the direction of Mr. Turek**

- **Strings – Grades 3-5 under the direction of Mr. McCarthy**

AGENDA/PLANNER

Students in grades 3, 4 and 5 are issued an Agenda/Planner. The Agenda/Planner helps students understand expectations, create timelines, set goals, monitor progress and track their own success. The agenda provides a calendar and provides a place for students to record all assignments. The Agenda/Planner is an effective learning tool for students, a vital communication tool for parents and a real teaching tool for educators. We trust that through the cooperative efforts of all concerned, we may

help our students achieve their full potential at Trinity Elementary Schools. One Agenda/Planner is issued FREE to each student. Lost or misplaced planners MUST be purchased for \$5.00.

REQUIREMENTS FOR SCHOOL ADMISSION (Policy 201)

All parents are required to provide the schools with an immunization record, original birth certificate and proof of residency when registering for school. Children entering kindergarten must be 5 years old before September 1st and children entering 1st grade must be 6 years old before September 1st. Upon registration, parents must furnish this information. Students are not permitted to enter school until the registration is complete. Please contact Shelly Digon at 724-223-2000 ext. 6510 to make an appointment to register new students.

CHANGE OF ADDRESS OR PHONE NUMBER

Please report any changes of address or telephone numbers to your elementary school office immediately. It is our desire to maintain open lines of communication between the home and the school. In extreme emergencies, if parents are not available the child will be taken to the emergency room at the hospital.

ATTENDANCE PROCEDURES (Policy 204)

Regular attendance in school is mandatory. There is a definite relationship between good attendance and achieving success in school. Even a few days of absence may hinder a child's progress.

[Act 138 of 2016 was signed by Gov. Tom Wolf](#) and went into effect with the 2017-18 school year. It gives clearer guidelines for truancy standards and penalties. The parents/guardians of the child are charged with the responsibility for the child's school attendance. The Board considers the following conditions to constitute reasonable cause for absence from school; illness; quarantine; death in immediate family; impassable roads; recovery from accident/physical injury; required court attendance; religious holiday and reasons properly deemed to be urgent by the building principal.

While we expect each child to attend school daily, if your child is ill or has a fever, we ask that you do keep him/her home. Children must be fever free for 24 hours before they should return to school. A note from a doctor or parent must accompany your child upon returning to school so we can count the day as an excused absence.

EXCUSED ABSENCE It is the responsibility of the parent/guardian to send an excuse for absence with the child upon return to school. When writing an excuse, please include the following information: date(s) of absence, reason for absence, name of your child and your signature. The Commonwealth of Pennsylvania requires all excuses to be classified as "excused" or "unexcused."

Requests for educational tours or trips must be submitted to the building administrator at least two (2) weeks prior to the date of the tour or trip.

When three (3) absences occur, the homeroom teacher will contact the parent and remind the parent to provide a written excuse within three (3) school days of the student's return to school otherwise the absence is marked as unexcused. The principal will then mail a 3 Day Letter home. This letter will serve as official notice that if one (1) more unexcused absence occurs, further action will be taken by the

district.

If an elementary school student's excused or unexcused absences total more than twenty (20) days in a school year, that student may be subject to retention due to a lack of exposure to instruction and the curriculum.

EARLY DISMISSALS A student who needs to be excused early from school for a dental or medical appointment or other urgent reason, must submit a written excuse to the homeroom teacher on the day of the request. Professional appointments including dental, medical, and legal should be scheduled after school, on Saturday, or other non-school days whenever possible. A student is expected to return to school after a professional appointment. All professional appointment excuses must list the following: 1. Time of appointment 2. Time requesting to be excused from school 3. Name, address, and phone number of the professional person with whom the appointment is made 4. Signature of parent/guardian

Requests for early dismissals for needs other than professional appointments will be addressed by the administration on an individual basis and may be denied because of prior attendance problems, frequency of requests, poor academic progress, or conflicts in the academic calendar.

Children will be called to the office for early dismissals. Parents are not to pick up children at the classrooms. Students shall be released from school only to their parents/guardians or to persons authorized by their parents/guardians. Please allow yourself ample amount of time when picking up your child due to security measures at each building. Also, please remember to bring your driver's license with you as you are required to scan upon arrival at each building.

AFTER SCHOOL DISMISSALS Those students who do not use bus transportation to return home will be dismissed through a designated area at each school at 3:20 P.M. The student must provide a written note to the office requesting to be dismissed after school. The note must include the date, name of child(ren), who will be picking up the child(ren) and the parent's/guardian's signature. No child will be released to any other person without the expressed written consent of the parent/guardian. Parents are not to pick up children at the classrooms.

***Please follow the dismissal process at your specific building.**

MAKE-UP WORK Students are responsible for completing all work missed as determined by the classroom teacher. Should a parent wish to pick up work, it will be made available in the office at the end of the day or through arrangements made with the teacher. You **MUST CALL THE SCHOOL BEFORE 10:00 A.M.** to give the teacher ample time to gather assignments.

TEACHER REQUEST

The Trinity Area School District does not accept teacher requests.



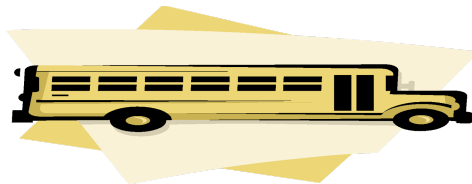
SCHOOL CLOSINGS AND DELAYS

In the event of inclement weather or other emergencies, delayed openings, school cancellations or early closings, the superintendent shall have the power to close the school or schools involved. When any of the previously described circumstances make a district-wide closing of schools necessary, the superintendent shall immediately make the necessary steps to notify the school community through mass media of communication and through whatever other necessary means.

ALERT NOW MESSAGE – TRINITY AREA SCHOOL DISTRICT
RADIO STATIONS: KDKA 1020 AM, WJPA 95.3 FM
TV STATIONS: KDKA, WTAE, WPXI, WTRF



In addition to the listings above you can access the Trinity Area School District's website www.trinitypride.org



TRANSPORTATION RULES (Policy 810)

The school bus driver along with the building principal shall be responsible for the discipline of students while they are being transported. Bus seats may be assigned on a bus when deemed necessary. To report student violations of the transportation policy, the driver shall complete a transportation discipline referral form and submit the form to the principal. The principal may suspend a student from bus transportation for disciplinary reasons, and the parents shall be responsible for the student's transportation.

Trinity's mission as it pertains to transportation is to provide safe student transportation and maintain conditions on our buses that are conducive to the best interest of our students. Safety, respect and courtesy are expected of all students who ride the bus to and from school, on field trips or student activities.

The following is a list of major policy violations that are punishable by disciplinary action which may lead to suspension of school bus privileges:

- Classroom conduct is the accepted behavior on a school bus. This can be interpreted to mean: following the driver's instructions, remaining properly seated, talking quietly, and keeping your hands/feet and personal items to yourself.
- Obscenities and profanity will not be tolerated on the school bus.
- Bully/harassment (teasing, shouting, pushing, intimidation or fighting) is not acceptable.
- Bullying/heckling the driver is not permitted
- No food or drinks are permitted on the bus/keep the bus clean

- Any immoral act will not be tolerated
- Smoking is prohibited
- Possession or consumption of alcoholic beverages or unlawful substances is forbidden
- Throwing of articles on the bus or out of the bus window is against the law
- Refusal to properly identify oneself to the driver in charge
- Destroying or defacing bus equipment is not acceptable
- Any behavior that would endanger the safety of the bus and its students will not be tolerated

The following are guidelines for bus disciplinary action. After the third offense, disciplinary action is at the discretion of the principal. The parent may request a meeting with the bus driver to discuss any offense, but at no time should a parent board a school bus.

1. **First Offense** – Written Warning
2. **Second Offense** – Suspended from riding the school bus for a period of one day. Student must attend school and provide own transportation to and from school. Parents will receive notification, by phone or mail. If you have an answering machine, a detailed message will be left.
3. **Third Offense** – Suspended from riding the school bus for a period of three days. Student must attend school and provide own transportation to and from school. Parent will receive notification.
4. **Serious and Multiple Offenses** – Additional administrative action including, but not limited to, suspension of 5 – 10 days or termination of transportation privilege. Students must attend school. Parents will receive notification.

At the bus stop, students are NOT permitted on the roads or highways. Also, there should be NO running, pushing or shoving upon entering or leaving the bus. Changes of bus routes or bus stops must have the approval of the Director of Transportation.

TRANSPORTATION CHANGE

Please notify the school office in writing or advise the teacher in writing if there is to be a change in the transporting of your child. If a written notification is not received, your child will follow his/her regular method of getting home. Long term changes will be handled through the transportation office.

TRINITY AREA SCHOOL DISTRICT 231 Park Ave. Washington, PA 15301 Phone: 724-225-5380 ext. 6508

Dear Parent or Guardian:

In an effort to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on vehicles contracted or owned by the Trinity Area School District, the Board of Directors has adopted Policy No. 810.2, "Audio and Video Recording on District-Provided Vehicles." Policy No. 810.2 may be accessed on the Trinity Area School District website.

Policy No. 810.2 authorizes the Administration to direct the use of audio recordings on any and all District-provided vehicles, to the extent that Administration deems appropriate. This audio recording will be in addition to the video recording that is currently in place on District-provided vehicles.

Under Policy No. 810.2, each District-provided vehicle that is equipped with audio or combined

video and audio recording equipment will contain a clearly posted notice informing drivers and passengers that they may be video and/or audio taped at any time. Individuals are not permitted to conduct their own audio recording on District-provided vehicles.

Also, in an effort to maintain efficiency within the Transportation Department, all requests for changes to your child's bus schedule must be made in writing to the Director of Transportation. All requests must be updated yearly.

If you have any questions, please contact me by e-mail at scotta@trinitypride.org or by calling (724) 225-5380 ext. 6508.

Thank You,

Aaron C. Scott Director of Transportation

Mr. Aaron C. Scott Director of Facilities & Transportation scotta@trinitypride.org



STUDENT LUNCHES

The Trinity Area School District serves well balanced and nutritional lunches every day. Students may purchase breakfast for the regular price of \$1.35/ per day. Lunch may be purchased for the regular price of \$2.45/ per day. Milk is provided with the lunch. Milk can be purchased separately for \$.60.

The school cafeteria is maintained as a vital part of the health and wellness of our students. Well-balanced meals offering a selection of healthy items are offered at a reasonable price. Lunches are limited to the school prepared food or a home bag lunch. Students are not permitted any type of fast-food lunches to be brought into the cafeteria. No sodas are permitted with any lunch.

Breakfast and lunch are served daily meeting the USDA guidelines and school wellness initiatives. Free & Reduced Meals are available to eligible families. Families must re-apply each year for eligibility. Applications are accepted any time during the school year.

More information is available from the Food Service Department at 724-223-2000.

- **Breakfast is not served on 2-hour delay days.**
- Menus may be accessed using the menu link provided on the school website.

STUDENT WELLNESS (Policy 246)

The Trinity Area School District recognizes that student wellness and proper nutrition are related to the students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary lifestyle practices that can improve student achievement.

The District has adopted the following Wellness Policy:

“The district's Wellness Policy has been updated to reflect the USDA guidelines to promote student

wellness, prevent and reduce childhood obesity, and provide students with lifelong tools to make healthy choices. Parents/Guardians should feel free to make arrangements with their child's teacher if they desire to send a **non-edible treat** to school. Edible treats will be returned home. Birthdays will be celebrated in the cafeteria during lunch. Students will receive a special birthday ticket which may be redeemed for their special treat. The Trinity Area School District will provide the birthday student a free Smart Snack treat to celebrate their birthday. Parents may choose to send in a **non-edible treat** to school to share with classmates. Thank you for your support in helping Trinity provide a healthy and safe environment for all students.

Note: Holiday parties will be carefully planned by your parent teacher organization, classroom teachers, food service department and building principal.

For a complete list of non-food rewards, visit

https://www.trinitypride.org/about/departments/food-services/item/download/397_bec290bc977da9f9f6ea7a7d3a901bc4

HEALTH RECORDS

For each student of school age, a comprehensive health record shall be maintained by the Trinity Area School District, including the results of tests, measurements and regularly scheduled and special examinations. All health records shall be considered confidential. Their contents shall be divulged only when necessary for the health of the student or at the request of the parent/guardian, to a physician legally qualified to practice medicine and surgery or osteopathy of osteopathic surgery in the Commonwealth.

The district of previous attendance, upon request of the district in which the student is newly enrolled, shall surrender the health record of the student to the requesting district.

MEDICAL AND DENTAL EXAMINATIONS CHILDREN OF SCHOOL AGE

All teachers shall report to the school nurse any unusual behavior, changes in physical appearance, changes in attendance habits and changes in scholastic achievement which may indicate impairment of the student's health.

The school nurse may upon referral by a teacher or on personal initiative, advise a student's parent/guardian of the apparent need for a special medical or dental examination.

Students transferred from other school systems will be examined by the school physician and/or dental hygienist as soon as possible after the transfer, regardless of their age or grade, if an adequate health record is not made available by the original school.

STUDENT EXAMS Every school physician shall be assisted by a school nurse and every school dentist by a dental hygienist or trained assistant, who shall be present during each examination.

Parents/Guardians of students of school age shall be advised in advance of the examination date and shall be invited to be present.

Any child of school age may furnish the local school officials with a medical or dental report of examination made at his/her own expense by the family physician or dentist on a form approved for such

purposes and shall then be excused from examination by the school physician and/or school dentist. Recommendations as to medical, surgical or dental care shall be sent to each parent/guardian and to the family physician or dentist on forms approved by the Secretary of Health, with instruction to the parents/guardians to consult the family physician or dentist and to notify the school of the action taken with respect to the school recommendations.

If a student has unusual medical problems, the parent or guardian shall submit a note describing these problems to the school district.

CARE AND TREATMENT OF PUPILS The school health department includes physicians, dentists and nurses who can be reached during the school day.

The following service will be provided for all students:

1. A medical examination in grades K or 1
2. A dental examination in grades K or 1 and 3
3. Hearing screening in Kindergarten, grades 1, 2, 3 and any student with a known hearing problem as needed. In addition an annual hearing screening is provided for students in special, ungraded classes
4. Weight, height measurements and vision tests annually
5. BMI/BMI percentile for students K-5

SUMMARY/MEDICATION (Policy 210) – PARENTS/GUARDIANS

Set forth below is a summary of the Administration of the Medication Policy. The complete policy is on record at the Administration Office of the school district and available for inspection or review on request. The purpose of this summary is to enable parents/guardians to comply with the policy.

The policy has the following important provisions:

PURPOSE To the extent medically possible, medication should be administered at home. The school district recognizes that there may be circumstances when it is necessary to administer medication during the school day in order for the student to attend school and benefit from the education experience.

MEDICATIONS INCLUDED Prescription, non-prescription medications, inhalers, bee sting kits and treatments are covered by this policy. A physician's authorization and parents' consent must be obtained and renewed at the beginning of each school year. These consents may be obtained at your child's school.

DELIVERY OF MEDICATION Any controlled substance such as Ritalin, Dexedrine and Clonidine must be delivered to the school by the parent/guardian. These medications will be counted by parent and school staff member together at the time of delivery and documented. All other medication should be brought to the school by the parent/guardian. Prescribed medications must be in their original packaging.

No more than a 30 day supply of any controlled substance will be kept at school. At the end of the school year the parent/guardian may obtain any remaining medication from the nurse. Any medication not picked up by the last student day will be disposed of by the nurse.

ADMINISTRATION OF BEE STING ALLERGY MEDICATION A special form is available for students requiring medication for bee sting allergies. The physician should indicate the severity of the allergy and the need for immediate injection and whether the student may self-administer the medication. An epipen is preferred. The parent/guardian is also asked to indicate the severity of the student's reaction and provide the school with emergency numbers in the event the parent/guardian cannot be reached.

ADDITIONAL EMERGENCY TREATMENT In all events, the nurse shall make a judgment as to whether to contact a parent/guardian or to call an ambulance to transport a student to the hospital. It is not the responsibility of the school district to absorb the cost of transporting the student by ambulance. The cost of transportation by ambulance shall be borne by the parent/guardian in all events.

TREATMENTS OTHER THAN MEDICATIONS WHICH ARE NEEDED BY THE STUDENT TO REMAIN IN SCHOOL ALSO REQUIRE A PHYSICIAN'S AUTHORIZATION A supply of items needed for the treatment such as bandages, etcetera, must be supplied by the parent/guardian.

If you have any questions concerning this policy, you should contact the nurse responsible for the building to which your child is assigned.

PEDICULOSIS (Policy 203.2)

The purpose of this policy is to provide guidelines for the prevention and control of head lice in the Trinity Area School District. At any time during the school year, the school nurse may check any student's head for lice. If nits or lice are present, the following procedures will be implemented.

1. The student will be excluded from school.
2. The parent/guardian will be contacted and it will be their responsibility to come for the student and provide treatment. The student will not be permitted to ride the bus home following exclusion or to school when returning the first morning after following treatment.
3. There is no specified time allotment for the completion of Pediculosis treatment, however, Trinity Area School District will not grant more than three (3) consecutive days of excused absence per treatment cycle.
4. After treatment has been completed, the parent must accompany the student to the school to have his/her head checked by the nurse for re-admittance. (The parent must call the school in advance to confirm that the nurse can be there at that time) If upon inspection, the student is found to have nits, he/she will not be re-admitted until all nits have been removed. The parent and student must begin treatment again, submitting a school nurse check after no more than another 3 day period.
5. Any time a student is found with or reported to have Pediculosis, the student's home room

will receive a Pediculosis screening. If the carrier student has school age siblings they will also be screened for Pediculosis.

It is imperative for the health and safety of your child that you keep the school nurse informed of current situations. Please inform us of any communicable diseases or health conditions, current phone numbers (Home-Cell-Work); any medications taken at home or any change in guardianship.

IMMUNIZATION REQUIREMENTS FOR 2018 - 2019

Pennsylvania State Law requires that all children are required to have the following immunizations:

Students – Grades K – 5

DPT (diphtheris/pertussis/tetanus) 4 doses – 4th dose must be given on or after 4th birthday

Polio – 3 doses

MMR – (measles, mumps, rubella) 2 doses

Hepatitis B – 3 properly spaced doses

Varicella – (chickenpox) 2 doses or history of disease

The spacing of doses and age requirements must be in accordance with the PA Department of Health recommendations. A four (4) day grace period is now allowed with regard to the spacing of vaccines and age requirement. If there is any reason why your child should not be fully immunized, please bring a physician's certificate stating the reason.



TRINITY AREA SCHOOL DISTRICT ADMINISTRATIVE REGULATION

TRINITY AREA SCHOOL DISTRICT

231 PARK AVENUE

WASHINGTON, PA 15301

(PRESCRIPTION MEDICATION)

PHYSICIAN'S AUTHORIZATION FOR ADMINISTRATION OF

MEDICATION DURING SCHOOL HOURS

Enrolled in Grade _____ at Trinity

(Name of Student)

Age

(Elementary, Middle, High School)

Must receive the medication listed below during school hours. The particulars related thereto are as follows:

Name of Medication/Prescribed Dosage

Time(s)/length of time of administration

(Number) (Days/Weeks)

Reason for administration/need to administer during School day (Unless specifically stated herein and supported by reasons for said conclusion, it will be presumed that the administration of the medication set forth above is not necessary for the child to participate in school programs and failure to so administer said medication will not substantially limit or prohibit participation in or access to an aspect of the student's school program.)

Other medications being taken or prescribed/possible side effects/allergies

Additional recommendations or comments

Dated

(Signature of Physician)

TO PHYSICIAN: IT IS ESSENTIAL THAT THE REASON FOR ADMINISTRATION, THE NEED TO ADMINISTER DURING THE SCHOOL DAY AND THE IMPACT THAT FAILURE TO PROVIDE SAID MEDICATION WOULD HAVE ON THE STUDENT BE COMPLETELY STATED IN THIS AUTHORIZATION. IF INHALER, MUST IT BE CARRIED BY STUDENT?

PARENTAL PERMISSION FOR ADMINISTRATION OF MEDICATION AND RELEASE AND WAIVER OF LIABILITY

We/I do hereby authorize the Trinity Area School District, its agents and employees to administer the medication set forth in the Physician's Authorization above in the manner described to:

(Full Name of Student)

(Address of Student)

and further do hereby release, discharge and hold harmless the Trinity Area School District, its agents and employees, from any and all liability and claim whatsoever for the administration or failure to administer the above medication to the aforesaid student including any allergic or other reaction from the medication set forth above. If an inhaler, we/I do/do not authorize student to retain inhaler.

We/I acknowledge that we are required to comply in all respects with Policy No. 210 of the Trinity Area School District known as Administration of Medication During School Hours, a summary of which is attached hereto and incorporated by reference herein and that in the event the student is authorized to self-administer medication, that said privilege may be withdrawn and action taken against said student for violation of this and other policies of the school district.

Dated

(Witness)

(Signature of Parent/Guardian)

(Phone #Work/Home)

Dated

(Witness)

(Signature of Parent/Guardian)

(Phone #Work/Home)

COMMUNICABLE DISEASES - EXCLUSION FROM SCHOOL (Policy 203)

The following are the communicable diseases requiring exclusion from school and the length of exclusion for each:

| <u>Disease</u> | <u>Exclusion Period</u> | <u>Readmission</u> |
|--|--|---|
| Measles | 4 days from onset of rash | after 4 days |
| Whooping Cough (Pertussis) | 4 weeks from onset or 7 days after the institution | after 4 weeks or 7 days after the institution of recovery |
| Respiratory Streptococcal Infections - including | not less than 7 days from the onset if no physician is | after 7 days or 24 hours after institution of |

| | | |
|---------------------------|---|--|
| Scarlet Fever | in attendance or 24 hours from institution of appropriate antimicrobial therapy | antimicrobial therapy |
| Mumps | 9 days from onset or until from physician or | certificate of recovery recommendation school nurse |
| German Measles (Rubella) | 4 days from onset of rash | certificate of recovery from physician or recommendation school nurse |
| Chicken Pox | 6 days from the first crop from physician or | certificate of recovery recommendation of school nurse |
| Conjunctivitis (Pink Eye) | 24 hours from institution of appropriate therapy recommendation | certificate of recovery from physician or of school nurse |
| Impetigo | excluded until declared non-infective by school nurse or physician | certificate of recovery from physician or recommendation of school nurse |
| Scabies | excluded until declared noninfective by school nurse or physician | certificate of recovery from physician or recommendation of school nurse |
| Tonsillitis | 24 hours from institution of appropriate therapy of school nurse | certificate of recovery from physician or recommendation |
| Ringworm | excluded until declared noninfective by school nurse or physician | certificate of recovery from physician or recommendation of school nurse |
| Pediculosis (Lice) | excluded until declared non-infective by school nurse or physician - all nits must be removed before any child is permitted to return to school | certificate of recovery from physician or recommendation of school nurse |

ILLNESS – Parents/Guardians should keep children at home when they show evidence of any of the symptoms listed below: **(Children need to be fever free for at least 24 hours before returning to school)**

| | | | |
|---------------------------|------------------------|---------------------|--------------------------|
| Chills | Fever | Running Nose | Coughing |
| Headache | Skin Eruptions | Earache | Sore Throat |
| Pain, Stomach Ache | Enlarged Glands | Eye Drainage | Vomiting/Diarrhea |

If any of these symptoms are found at school, parents/guardians will be notified to pick up the child.

STUDENT ACCIDENT INSURANCE (Policy 211)

An insurance accident policy is made available to cover all students who wish to purchase it. If ample insurance coverage is carried by parents/guardians you may feel this insurance is not necessary. However, we recommend that you consider this coverage if no insurance is carried. For further information call your school.

PLAYGROUND ACTIVITIES

Students have a free play period on a daily basis. This period of time is supervised by teachers. Parents/Guardians should caution children about rough physical contact which causes accidents and damages clothing. Parents/Guardians should also stress good behavior.

SAFETY DRILLS-FIRE AND EMERGENCY EVACUATION DRILLS

Fire drills are planned monthly by the principal. Children are trained to leave the building quickly and in an orderly fashion. Other emergency evacuation drills such as bus and weather drills and code blue drills are held periodically.

ALICE DRILL

ALICE drills are planned monthly by the principal. Students and staff at Trinity have been learning about ALICE which is a program that helps schools prepare for an "Active Shooter/Intruder" in the building or on school grounds. The acronym "ALICE" stands Alert, Lock Down, Inform, Counter, and Evacuate/Evade. More information regarding ALICE can be found on Trinity's website under the "Parent Section". Students and Teachers have been learning about ALICE utilizing the elementary ALICE book entitled "I'm Not Scared, I'm Prepared" which is uploaded to our website for you to view as well under the "Parent Section" (Resources).

For more information regarding ALICE, you can review the ALICE Institute website at: <https://www.alicetraining.com/>

The intent of this training is not scare our students and staff, but have them prepared in case of an intruder at our school. Providing a safe, secure, positive learning environment for all our students is our number one priority.

GRADE LEVEL PARTIES/ACTIVITIES

Elementary school parties are limited to Halloween, Christmas and Valentine's Day. Parties begin at 2:00 p.m. on the day designated by the principal. There will be a limit of two (2) parents/guardians per homeroom per party. No preschool children or siblings are permitted to attend these parties or other classroom activities.

PERSONAL/OUT OF SCHOOL PARTIES

Invitations to personal/out of school parties will not be permitted to be distributed in school unless all the students in the class are invited.

FIELD TRIPS

Field trips are sponsored by the Parent Clubs. These field trips may be conducted on school days. Arrangements for such trips are to be made through the principal's office. The following rules should be followed during field trips:

1. The buddy system will be used. No one is to go anywhere without a buddy and without notifying one of the chaperones.
2. Suitable clothing must be worn. Students should check the weather forecast and dress accordingly.
3. Electronic devices are not permitted.
4. Students will not be permitted to attend the field trip without a completed Trinity Area School District permission slip.

There will be at least (1) chaperone for every ten students or fraction thereof. Preschool children/siblings are not to be taken on field trips.

EDUCATIONAL TRIPS

Parents who plan to take a child out of school for an educational trip should obtain a form from the building office and submit it to the building principal at least 2 weeks in advance. These forms will be reviewed. **Trips will not be approved if a student has excessive absenteeism, if the absence takes place during standardized testing days or if a student is performing unsatisfactorily.** Absence for an educational trip can be considered a legal absence only if educational value can be established and if the trip receives prior approval. Family vacations do not automatically qualify as educational trips.

Students are required to complete all assignments and tests within a time period equal to the number of days excused. District approval of non-school sponsored educational trips is subject to the following conditions:

Educational tours or trips will be considered for approval if the District Superintendent or his/her designee determines that such tour or trip will be of educational significance to the student and complies with the Trinity Area School District's attendance/absence policy. The parent/guardian shall provide a written request for excuse, which shall indicate the days to be missed and the destination of the tour or trip. Extended Leaves-Requests for parent/guardian initiated student absences from school for a period exceeding ten (10) school days for travel, vacation or any other reason not currently permitted by the Compulsory School Attendance Code for the State of Pennsylvania must be submitted in writing to the building Principal. An extended leave may be granted only by written approval by the Superintendent or his/her designee after a written parent/guardian request containing the student's name, grade, reason for absence, date of expected absence and the date of return has been submitted to such official.

Education Tour or Trip

1. Request for Excuse

The parent or guardians of a student who wish to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the principal of the school in which the student is enrolled. Except for emergency situations,

which must be fully explained, this request must be submitted two weeks prior to the date on which the student seeks to be excused for compulsory attendance.

2. Administrator's Discretion

The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year and whether the educational tour or trip is likely to advance the educational growth of the students. It is the practice of the Trinity Area School District to not approve absences for educational tours or trips during standardized testing and the final two weeks of any school term. However, if permission is granted for an educational tour or trip, any part of which will cause the student(s) to be absent during the final 14 calendar days of any school term, the building principal shall permit the student to make up examinations administered during the last two (2) weeks of the term if, in the judgment of the building principal, the facts of the case so merit.

3. Assignments

Upon request by the parent, guardian or student, teachers shall submit a list of student's assignments/responsibilities for the period of absence during an approved educational tour or trip. Assignments/responsibilities may be made prior to the absences or upon return to school. All assignments/responsibilities which are to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period of time as designated by the teacher(s).

4. Return to School

The student shall return to school by the first scheduled school day after the excused absence or date previously specified by the building principal.

5. Failure to Comply

A student who, after being denied an excused absence, persists in unexcused absence from school, shall be considered in violation of the compulsory attendance requirements set forth in the Public School Code of 1949, as amended, and shall earn failing grade(s) for the assignments/responsibilities made during the period of absences.

A student, who, after being granted an excuse, fails to complete the assignments/responsibilities within a reasonable period of time as designated by the teacher, shall earn a failing grade for the incomplete assignments/responsibilities.



Trinity Area School District Request For Excused Absences From School Educational Tour or Trip

Student's Full Name

Grade

Date(s) of Proposed Absence

No. Days Absent

Person directing/supervising student during above absence:

Name

Address

Telephone

The district procedures for educational trip or tour are:

1. Parent or guardian will inform the principal IN ADVANCE, on an approved district form, of the reason for the educational trip or tour. A two weeks' notice is requested.
2. Pre-approved absences will NOT be approved for the week of standardized tests.
3. Total pre-approved absences during the school year will not exceed ten (10) school days.
4. All pre-approved absences will be recorded as an excused absence.

Please describe PRE-PLANNED EDUCATION TOUR OR TRIP:

Students are REQUIRED to complete all assignments and tests deemed necessary by the teacher(s) as condition for the pre-excused absence.

Were there prior requests this school year? _____Date(s)

Signature of Parent or Guardian

Phone Number

Date

FOR SCHOOL USE ONLY

Date received in school office

Principal's decision (Initial one)

Approved

Not Approved

Reason for Disapproval

=====
=====

SCHOOL SECURITY

Each elementary school has a police officer and security system with cameras in place to ensure student safety. All doors are locked and alarmed. In order to gain admittance to the building, please ring the door buzzer and be prepared to identify yourself, state the purpose of your visit, and scan your driver's license. You will then be permitted to enter the vestibule. We care about the safety of our children and believe precautions such as these demonstrate our concern. All visitors entering the building **MUST** report to the office and sign the visitor log stating the time of arrival and departure.

PERSONAL ELECTRONIC DEVICES (Policy 237)

Personal Electronic Devices (PEDs): PEDs are wireless and/or portable electronic devices that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, audio- recording and/or for transmitting or receiving electronic information.

Elementary students shall be prohibited from bringing personal technology resources to school or on district-provided transportation for personal reasons, or for educational use, unless the same are required under a Section 504 Plan or IEP. The administration is directed to develop and promulgate administrative guidelines, consistent with this policy, regulating the use of PEDs by students while in attendance at school, while on school property and while attending school-related functions, so as to eliminate any adverse impact the use of PEDs may have on the educational environment. Examples of an unacceptable device shall include but is not limited to cell phones, smart watches, gaming devices or consoles, laser pointers, modems or routers, wireless access points, MIFI's, mobile hotspots and televisions.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or wellbeing of the school is subject to disciplinary action.

Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

STUDENT DISCIPLINE (Policy 218)

The Trinity Area School District acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment; and the effectiveness of the instructional program is, in part, reflected in the behavior of students.

The Board supports the efforts of teachers and administrators in the maintenance of a proper educational environment. It is the school district's policy that positive discipline practices be utilized and therefore limits the use of physical force.

Reasonable force may be used by teachers and school authorities:

1. To quell a disturbance
2. To obtain possession of weapons or other dangerous objects
3. For the purpose of self-defense
4. For the protection of persons or property

Trinity Area School District prohibits the use of corporal punishment as a means of student discipline. The Discipline Chart will be used as a guideline. Specific disciplinary action is at the discretion of the administration based on the specifics of each case.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right notice, hearing and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

The Trinity Area School District has implemented the OLWEUS Bully Prevention Program in grades K-12. The OLWEUS Bullying Prevention Program (OBPP) is a research based and school wide program that is proven to prevent or reduce bullying throughout the school setting.

PARENTS/GUARDIANS WITH QUESTIONS

Many times, parents/guardians have questions or concerns about courses their children are taking or particular lessons or activities they are involved in. The school district offers this guide to parents/guardians with questions.

1. Discuss your questions with the teacher involved. Appointments must be scheduled. If you still have questions, then:
2. Make an appointment to discuss your questions with the guidance counselor or building principal. If you still have questions, then:
3. Call the Assistant Superintendent of Schools for a conference. If you still have questions, then:
4. Ask to see the Superintendent of Schools. If you still have questions, then:
5. Present them to the entire Board of Education during a public meeting.

HOW PARENTS/GUARDIANS/VOLUNTEERS CAN HELP

Avoid friction and emotional tension at home. Many children with reading difficulties for example, are suffering not from dullness, but from emotional strain. Don't expect your child to stand at the top of his/her class. If he/she can do it, fine, but knowing that parents/guardians will be disappointed or angry if he/she is not at the top, puts many potentially strong pupils in a lower classification. Keep the house as quiet and from distractions as possible when children are doing their homework. A child's powers of concentration are not yet highly developed. Do not let your child listen to the radio or television while doing homework. Don't overload your child with home duties and out of school activities. Remember, your child is growing. This alone takes some of his/her strength. A tired child cannot be a good student, no matter how bright he/she may be. See that children have proper equipment for their job of studying. This includes lighting that does not cause eyestrain, a desk and a chair suited to the proper height so that he/she will not suffer from fatigue resulting from muscular strain and pencils and pens that can be handled with minimum physical energy. Work with not for children, if they need help.

The following clearances are necessary in order to volunteer at any of the Trinity Area Schools:

- Pennsylvania Child Abuse History Clearance (Act 151)
- Pennsylvania State Police Criminal Record Check (Act 34)
- FBI Federal Criminal History Record (Act 114)

SUPPLIES PROVIDED AND STUDENT RESPONSIBILITIES

Students are issued textbooks and supplementary materials in every academic area, free of charge and are expected to be responsible for these items. Parents/Guardians shall be responsible for the loss or destruction of any school property when such damage or loss is the result of deliberate or mischievous action or carelessness. All supplies or equipment of any kind borrowed by the pupil or loaned to the pupil must be returned before the end of the school year or will be reimbursed at full replacement cost.

GUIDANCE SERVICES

The primary function of the guidance counselor is to work with all students in the Trinity Elementary Schools.

1. Counseling with individual students, and
2. Counseling with small groups of students and
3. Delivering of lessons in the classrooms on an as needed basis.

The guidance counselor may:

1. Counsel with parents/guardians of students, the teacher and/or any others as needed concerning the student's development.
2. Work cooperatively with representatives of community services in the pupil's behalf.
3. Keep school authorities aware of the progress of each case and to make recommendations from time to time as to the best course of action.
4. Consult with the administrators in the selection and use of tests and interpretation of test results.
5. Assist the principal in interpreting the guidance program to the public by speaking before parent groups, etc.
6. Coordinate the articulation of pupils from the elementary to the middle school.

TESTING PROGRAM



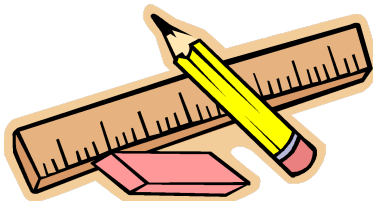
PSSA and Terra Nova Assessments are given in the classrooms in the spring of the school year. Certain specialized tests are given by the guidance counselor when the need arises.

Below is the required testing program for elementary schools – K through 5.

Incoming Kindergarten children are given a general screening assessment at registration.

| | |
|-----------------|--|
| K-2 | Benchmark Assessments, fluency checks and progress monitoring |
| Grade 2 | Test of Cognitive Skills (Terra Nova) |
| Grades 3, 4 & 5 | PSSA ELA Assessment PSSA Math Assessment PSSA Science Assessment – Grade 4 |

WRITING ASSESSMENTS One goal of the Trinity Area School District is to help all children learn the necessary skills to communicate through writing. Writing is taught in all subjects at all levels and meeting standards is a graduation requirement of the Trinity Area School District. The instruction that your children receive will focus not only in grammar but also on the process of writing which includes strategies for pre-writing, drafting, writing revisions, editing and finally publishing. They will experience writing as an important art of the learning process as they strive to meet not only district standards but national and common core standards. To help assess progress and identify areas of needs or strengths, writing activities called writing assessments are completed three times a year. These written assessments are used to share progress with the family and help a teacher direct instruction. At the end of each grade, clearly identified standards are to be met.



STUDENT RECORDS

RIGHTS OF NON-CUSTODIAL PARENT Unless precluded by an order from the court, evidence to be provided by the custodial parent will have access to a student's records. In the case of joint custody, each parent will be granted access.

RELEASE OF STUDENT RECORDS A parent desiring information who does not have legal custody of the child must have written approval of the parent/guardian who has custody.

REPORTS TO NON-CUSTODIAL PARENT If the parents of a child are separated or divorced, both parents will have the right to be informed of their child's progress in school unless there is an order from the court to the contrary. To receive written reports and notification of conferences, a non-custodial parent will make such request in writing through the office of the principal.

PROMOTION AND RETENTION (Policy 215)

It is the desire of the Trinity Area School District that all children will progress from grade to grade with minimal difficulty. This does not always occur. In case of a possible retention the following procedure will be followed: The decision relative to retention should be based on whether it appears the individual's total development will be enhanced more by retention or by promotion. These considerations should be weighted carefully by the teacher and the principal after as many parent/guardian conferences as necessary. Help from the elementary guidance counselor should be used when needed. The final decision will be that of the building principal. In making the decision, the considerations which receive attention are:

- Recommendation of the classroom teacher for promotion or retention of a student
- The child is not to be retained more than once during his/her enrollment in the district
- The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.
- Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.



MAJOR SUBJECTS

Primary

English Language Arts
Math

Intermediate

English Language Arts
Math
Science
Social Studies

Special Classes K-5

Art
Library
Music
Physical Education
Technology

REPORT OF PROGRESS

The Trinity Area School District has changed to a Standards-Based Report Card in the elementary schools. The change comes from our belief that our previous traditional report card did not fully communicate what students are expected to know and be able to do as set forth in the standards set by the Commonwealth of PA. The format of the new report card allows us to define standards for each grade and determine how well students are progressing to meet the standards at each grade level. The new report card will benefit students, teachers and parents/guardians. It will allow students to be more aware of what is expected of them. It will give teachers across the district a better understanding of what each child should know and be able to do at each grade level. It will provide more detailed feedback to parents regarding the progress their children are making toward specific learning standards at their grade level. The new report card will allow parents and students to understand more clearly what is expected of students and how to help them be successful in a rigorous academic program. Letter grades (in a traditional report card) measure how well students do in comparison to their classmates. The Standards-Based Report Card measures how well an individual student is doing in relation to the grade level standards, not the work of other students. This will give parents a better understanding of their child's strengths and weaknesses and encourage all students to do their best. We believe that your understanding of what is expected of your child and how well he or she is progressing towards the goals at his or her grade level is very important. We look forward to working together to provide your child with the knowledge and tools to be successful and to reach his or her fullest potential.

In grades one (1) through five (5) report cards are issued four (4) times per year. Kindergarten progress reports are issued two (2) times per year. Progress is reported by performance codes in kindergarten, first and second grades. Progress is reported by percentage and letter grade along with a performance code in grades three, four and five. Parent/Teacher conferences are held in the fall and spring for students in K – 5.

The symbols and their corresponding meanings are:

KINDERGARTEN

+ has met the standard
/ working towards this standard
Blank – not reportable at this time

Grades 1 & 2

+ has met the standard
/ making progress towards the standard
limited progress towards the standard
- lack of progress
Blank – not reportable at this time

Grades 3, 4 & 5

+ has met the standard
/ making progress towards the standard
limited progress towards the standard

- lack of progress

Blank – not reportable at this time

GRADES 3, 4 & 5

| | |
|---------------|---------------|
| 90% - 100% | Excellent |
| 80% - 89% | Above Average |
| 70% - 79% | Average |
| 60% - 69% | Below Average |
| 59% and below | Failing |

Grades 1-5 Music, Physical Education, Technology, and Art – O, S, N, U

HOMEBOUND INSTRUCTION

Homebound instruction shall be available for district students who are temporarily physically handicapped and who, because of such physical incapacity are unable to attend regular school sessions for a prolonged period of time. All requests for homebound instruction will be made by the parents/guardians of the student. These requests will be made through the building principal with the final approval made by the superintendent’s office.

DRESS AND GROOMING (Policy 221)

Students’ dress shall conform to the present contemporary community standards of health, safety, decency, and good taste. Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the instructional program where there is evidence that the lack of cleanliness constitutes a health hazard. School officials may also impose limitations on dress where the attire causes disruption.

Students have the right to determine the length or style of their hair including facial hair. Any limitations of this right shall be based on evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of hair presents a problem, some type of covering must be considered and used.

Students may be required to wear special clothing while participating in physical education classes, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student (tennis shoes are to be used in gym class). Students are permitted to wear shorts during school hours as long as they are **between mid-thigh and knee length such as:** “walking” shorts. **Dresses and skirts** should be of a reasonable length (**between mid-thigh and knee length**). “Spandex” skirts, dresses, shorts, and “short” shorts such as jogging shorts, etc. are **NOT** permitted. Dresses and skirts should be of a reasonable length (no shorter than mid-thigh). If students are in violation of the dress code, parents will be called to bring a change of clothes.

Appropriate shirts and tops must also be worn. Those which are **NOT** permitted to worn include: tube tops, strapless tops, tank tops of any kind, bare midriff tops and bare shoulder tops, muscle shirts, open weave or see-through tops, shirts with suggestive, obscene or vulgar wording and pictures and athletic footwear (i.e. Heelys, rollerblades, spikes, etc.)

Flip-flops are **NOT** permitted due to possible injuries from tripping and falling.

Clothing or jewelry with suggestive, obscene, vulgar or violent wording or pictures is **NOT** permitted. Clothing and jewelry which advertise or promote drugs, alcohol products or tobacco products are **NOT** permitted. Clothing and jewelry that is intimidating or ethnically, sexually, racially or religiously offensive is prohibited. Students are not permitted to wear hats, hoods, bandanas or non-prescription sunglasses in class during school activities unless motivated by genuine religious persuasion or some other good faith reason.

WEAPONS (POLICY NO. 218.1)

In accordance with the Weapons and Dangerous Instruments, a complete copy of which is available in the Administrative Offices of the school district for inspection and review, students are hereby notified that possession of a weapon or dangerous instrument as defined in said policy, that includes but is not limited to a knife, cutting instruments, blackjack, explosive device and/or gun of any kind is prohibited on school grounds, at school sponsored activities, on buses or other vehicles of the Trinity Area School District.

Any weapon in the possession of a student shall be permanently forfeited and said possession shall be reported immediately to the Police Department with jurisdiction of the school involved and to the Department of Education. Possession shall include but not be limited to keeping or holding a weapon in the locker of a student, on a bus or in a vehicle maintained for a student and ability to direct another person who is in possession or has possession of said weapon. Students found in possession of a weapon shall, except under extraordinary and extenuating circumstances be expelled for a period of not less than one (1) year.

Prior to the admission of any student, the parent/guardian shall provide a sworn statement stating whether a student has previously been suspended or expelled from any public or private school for an act or offense involving weapons, alcohol, drugs or other willful acts of violence committed on school property. Said statement shall be included in the student's disciplinary record.

TERRORISTIC THREATS/ACTS (POLICY NO. 218.2)

PURPOSE the Board recognizes the danger that Terroristic Threats and acts present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

TERRORIST THREAT shall mean a threat to commit violence committed with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

TERRORIST ACT shall mean an offense against property or involving danger to another person.

AUTHORITY the Board prohibits any district student from communicating Terrorist Threats or committing Terrorist acts directed at any student, employee, Board member, community member or school building.

COMMUNICATION shall mean conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

DELEGATION OF RESPONSIBILITY the Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual Terroristic Threat or act. The Superintendent will be responsible for developing administrative regulations to implement this policy. Staff members and students will be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual Terroristic Threat or act. The building principal will immediately inform the Superintendent after receiving a report of such a threat or act.

GUIDELINES when an administrator has evidence that a student has made a Terrorist Threat or committed a Terrorist act, the following guidelines shall be applied:

- A. The building principal will immediately suspend the student.
- B. The building principal will promptly report the incident to the Superintendent.
- C. Based on further investigation, the Superintendent will report the student to law enforcement officials.
- D. The Superintendent will recommend expulsion of the student to the Board.

If a student is expelled for making Terrorist Threats or committing Terrorist acts, the Board may require prior to readmission that the student provide competent and credible evidence that the student does not pose a risk of harm to others. In the case of exceptional students, the district will take all steps necessary to comply with the individuals with Disabilities Education Act and follow Board policy.

Statutory Reference: Individuals with Disabilities Education Act as amended, 20 USC Section 1400; PA Crime Code, 18 PA copns. Stat. Ann., Sections 2706, 2301, 3201, 3301 – 4101.

SUMMARY SEXUAL MISCONDUCT/HARASSMENT (POLICY 248.1)

PURPOSE As an educational institution that fosters the positive development of children, the Trinity Area School District maintains a professional working and child centered learning environment. Any conduct that detracts from that nurturing environment will not be tolerated. Sexual abuse, sexual harassment and sexual misconduct toward children are criminal acts. The District will report for prosecution to the appropriate authorities any employee, volunteer, member of the Board of School Directors and/or chaperone that might commit such act(s). Further such conduct is a violation of this policy and further disciplinary action may be imposed by the District including but not limited to termination of employment, suspension or curtailment or revocation of the ability of an individual to act as volunteer. This policy sets forth internal District procedures for investigation and discipline for members of the Board of School Directors, employees, volunteers, chaperones or students who violate this policy and specifically further affirms the intent of the School District to assist and support law enforcement officers in prosecution of any violation of this policy which also constitutes a violation of the

Pennsylvania Crimes Code.

CONDUCT PROHIBITED BY THIS POLICY It shall be a violation of this policy for any member of the Board of School Directors, employee, volunteer or chaperone of the District to harass or abuse a student through conduct or communication of a sexual nature as defined below. It shall also be a violation of this policy for any student to harass or abuse other students, a member of the Board or School Directors, employees, volunteers or chaperones of the School District through conduct or communications of a sexual nature as defined below

DEFINITION OF SEXUAL MISCONDUCT/HARASSMENT Unwelcome sexual advances, requests of sexual favors and other inappropriate oral, written or physical conduct of a sexual nature are made by a member of the Board of School Directors, an employee, volunteer or chaperone of the School District to a student or when made by a student to another student or by a student to a member of the Board of School Directors, an employee, volunteer or chaperone of the School District, constitute sexual misconduct/harassment when:

- A. Submission of such conduct is made either explicitly or implicitly, a term or condition of an individual's education;
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual;
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual misconduct/harassment as defined above may include but is not limited to the following:

1. Giving of gifts of a sexual nature;
2. Giving gifts to induce sexual favors or activity;
3. Verbal harassment or abuse;
4. Letters or notes with inappropriate sexual comments;
5. Pressure for sexual activity;
6. Repeated remarks to a person, with sexual or demeaning implications;
7. Unwelcoming touching;
8. Suggesting or demanding sexual involvement accompanied by implied or explicit treats or enticement concerning one's job, grades, academic advancement, college placement, extracurricular activity, etc.

Sexual abuse or exploitation is defined therein as the employment, use, persuasion, inducement, enticement or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct or any simulation of any sexually explicit conduct for the purpose of producing any visual depiction of any sexually explicit conduct or the rape, molestation, incest, prostitution or other form of sexual exploitation of children.

COMPLAINTS In the event that a student, employee of the School District, volunteer or chaperone experience sexual misconduct/harassment by a student, employee, volunteer or chaperone, they should contact the title IX Coordinator for the School District which is the Superintendent at the Administrative offices at 231 Park Avenue, Washington, PA 724-225-9880 or they may contact one of the following: the Building Principal, the Guidance Counselor, the Director of Safety and Security of the Title IV Coordinator, if not the Superintendent of Schools.

PROCEDURE Upon receipt of such a complaint or in the event any of the aforesaid should witness acts that violate this policy, the Building Principal and or the Director of Safety and Security will notify the student's parents/guardian and investigate all complaints with the assistance of the Title IX Coordinator. The good faith filing of a complaint or otherwise reporting sexual misconduct/harassment will not reflect upon the individual's status nor will it affect future employment, promotions, grades or work assignments. No retaliation will occur. If any student, employee, volunteer or chaperone believes he or she is being retaliated against as a result of asserting his or her rights under this policy, he or she should report the same to the individuals listed above.

The complaint will remain confidential both as the complainant and the accused to the extent possible, consistent with the School District's legal obligations and the necessity to investigate the allegations.

In accordance with the aforesaid policy, interviews will be conducted with the accused and the accuser. In the event the accused is an employee, volunteer or chaperone, said individual will be suspended pending investigation or hearing. In appropriate cases action will be taken to resolve the situation by reaching an agreement at a conciliatory meeting. In the event the matter cannot be resolved the parties are unwilling to conciliate or if the Superintendent deems it necessary, a fact finding investigation will take place by the Director of Safety and Security. A written record of the fact finding investigation will be made and be shared with the complainant and the accused party.

If charges are substantiated appropriate disciplinary action will be taken, which as to a student could include suspension and/or expulsion in accordance with Pennsylvania law or in the circumstance of an employee could result in suspension or termination of employment or in the event of a volunteer or chaperone, revocation of the volunteer or chaperone status. In addition to the aforesaid actions the School District will be required by law and when appropriate notify law enforcement agencies and will assist and support said agencies in the prosecution of any violation of the Pennsylvania Crimes Code.

SUMMARY The Board of School Directors of the Trinity Area School District urge you to consult with an appropriate party if you at any time feel you are a victim of sexual misconduct, abuse or harassment. The complete policy adopted by the Board of school Directors related to sexual misconduct/harassment is set forth at Policy No. 248.1. A copy may be obtained in any one of the following locations: the Principal's office, Guidance Counselor's office, Director of Safety and Security, Superintendent/Title IX Coordinator's office or from the Secretary of the Board of School Directors. This policy is also posted in appropriate locations throughout the School District and may also be found on the District website.

CONFIDENTIAL RECORDS TRINITY AREA SCHOOL DISTRICT PARENTS CONFIDENTIALITY ASSURANCE PLAN

Trinity Area School District in accordance with the United States Education Office issues the following statements through public notice. (Policy 207)

Trinity Area School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of exceptional children. The policy has been prepared so as to insure the privacy rights of both the parents and the exceptional child in the collection, maintenance, release and destruction of these records. The parents of a student or eligible student will have rights of access and/or challenge as outlined in the Trinity Area School District Policy.

Unless precluded by an order of Court, a non-custodial parent will be permitted access to a student's records. In the case of joint custody, both parents will be granted access. If a parent without custody of the student desires information, they must have the written approval of the parent who has custody and present such written approval to the school authorities who shall retain the writing in the student's records. If the parent of the child are separated or divorced unless there is an order to the contrary from the Court, each parent will have the right to be informed of the child's progress in school. To receive written reports and notification of conferences, a non-custodial parent must make a request through the office of the principal.

The parents of a student or eligible student have a right to a hearing and to file an explanation of

complaint as outlined in the Trinity Area School District Policy. The School District will disclose directory information which includes: The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognize activities and sports, weight and heights of member or athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.

Should the parent of a student or eligible student wish to refuse disclosure of this information, a written notice of refusal of disclosure of directory information must be sent to the Principal in charge within twenty (20) days of this public notice.

Trinity Area School District will release information from a student's educational records without prior consent to officials of other primary or secondary schools in which a student seeks or intends to enroll. Transcripts to post-secondary institutions in which a student seeks or intends to enroll will be sent upon request of parents of a student or eligible students. Parents upon written request may receive a copy of records that may be released by the school. The parents may challenge information by notification in writing to the Principal in charge.

TITLE IX OF EDUCATION AMENDMENTS OF 1972

104 The Trinity Area School District shall not discriminate on the basis of race, sex color, handicap, age, national and ethnic origin in the administration of its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments and the rules and regulations of the Department of Health and Human Services.

If there are any changes in the Elementary Handbook or Trinity Area School District policy, you will be notified.

TRINITY AREA SCHOOL DISTRICT/SUMMARY OF POLICY 815 INTERNET SAFE AND ACCEPTABLE USE PLAN FOR COMPUTER TECHNOLOGY



Set forth below is a summary of the policy. The complete policy is on record at the Administration Office of the school district and available for inspection or review upon request. The purpose of this summary is to enable parents/guardians to comply with the policy.

The Internet is a global information and communication network that provides a tremendous opportunity to bring previously unimaginable education and information opportunities to our students. Through the Internet, students can access up to date highly relevant information that will enhance their learning. Students also have the opportunity to communicate with other people from throughout the world. Use of the Internet for enriching educational activities will assist in preparing students for success in life and working the 21st Century.

The Internet is however, a public space. As is true with all public spaces, there is a potential that students may come into contact with potentially harmful or inappropriate material or people. Therefore use of the Internet by young people necessarily raises concerns about safety and security. Young people may also use the Internet to engage in actions that are ethical, legal and responsible. Schools that provide Internet access to students have an obligation to help students learn to use the Internet in a safe and responsible

manner.

Trinity's Internet Safe and Acceptable use Plan for Computer Technology addresses the strategies the District will utilize to create an environment that will support the safe and responsible use of the Internet by staff and students. The District's Internet Safe and Acceptable Use Policy for Computer Technology and Regulations contain the specific guidelines necessary to implement this Plan. The Student Internet Use Policy addresses student responsibilities related to this Plan.

Please read the District's Internet Policy No. 815 and instruct your child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Policy. Please emphasize the importance of all rules for personal safety.

No student will be permitted access to the Internet without written consent from parent/guardian.

For Elementary Students:

I hereby give permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the Web, receive e-mail communications through a class account and engage in other educationally relevant electronic communication activities.

I hereby give permission for the school to post the following information/material on the Internet: Students will use a limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student posted work will contain the student's copyright notice using the limited student identification.

TRINITY AREA SCHOOL DISTRICT

Internet Parental Consent Form

PLEASE RETURN SIGNED FORM TO YOUR HOMEROOM TEACHER

PARENT/GUARDIAN:

My signature below indicates that as a parent or guardian of a student in the Trinity Area School District, I have read the district's Computer Technology Policy. I understand that it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

Parent/Guardian Print Name Here

Parent/Guardian Signature

Date

If you wish for your child to have internet access, BUT do not want any information or material to be posted regarding your child on our website, you must submit your request in writing to the building principal.

STUDENT:

As a student in the Trinity Area School District, I have read and understand all the points in the Trinity Area School District Computer Technology Policy and agree to adhere to them. If I do not follow the rules, I understand that my computer access privileges will be taken away and disciplinary action may result.

Student Print Name Here

Student Signature

Date

* **DISCLAIMER**

Trinity Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Trinity Area School District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by its own negligence or the user's error or omissions or any hardware failure. Use of any information obtained via the Internet is at your own risk. Trinity Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its service. All users need to consider the source of any information they obtain, and consider how valid that information may be.

* Trinity Area School District specifically disclaims any responsibility for the content of any notes, messages, or meetings. All messages, notes, and meetings remain the sole property and responsibility of the authors, owner, or originator who, with use of the computer network, agrees to indemnify and hold harmless Trinity Area School District for any claims or actions.

* **POLICY REVIEW:**

This Policy will be reviewed by the Board annually.