# Wexford Elementary Contact Information

Pine-Richland School District

**Wexford Elementary School**  
250 Brown Road  
Wexford, PA  15090  
724-935-4631  
724-935-3733 (Fax)  
[www.pinerichland.org](http://www.pinerichland.org)

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Position</th>
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<tbody>
<tr>
<td>Mrs. Kelly Gustafson</td>
<td>Principal</td>
<td><a href="mailto:kgustafson@pinerichland.org">kgustafson@pinerichland.org</a></td>
</tr>
<tr>
<td>Mrs. Brittany Papas</td>
<td>Guidance</td>
<td><a href="mailto:bpapas@pinerichland.org">bpapas@pinerichland.org</a></td>
</tr>
<tr>
<td>Mrs. Alison Paines</td>
<td>Secretary</td>
<td><a href="mailto:apaines@pinerichland.org">apaines@pinerichland.org</a></td>
</tr>
<tr>
<td>Mrs. Jan Hoffman</td>
<td>Secretary</td>
<td><a href="mailto:jhoffman@pinerichland.org">jhoffman@pinerichland.org</a></td>
</tr>
<tr>
<td>Ms. Jackie Cerny</td>
<td>School Nurse</td>
<td><a href="mailto:jcerny@pinerichland.org">jcerny@pinerichland.org</a></td>
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For a dial-by-name directory, please call the main number at 724-935-4631.
# Handbook & Program of Studies

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# Handbook & Program of Studies

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

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

In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

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

The information contained in this student handbook is provided for informational purposes, and is not intended to replace or deviate from any current Board Policy or the Pine-Richland School District Discipline Code. In the event of any conflict between any provision in this handbook and the terms of the Discipline Code or any Board policy, the terms in the Discipline Code and/or Board policy will control and take precedent. All students and parents are strongly encouraged to review the Discipline Code and the Board policy manual, each of which are available for viewing on the District’s website at www.pinerichland.org.

Please review this handbook carefully and contact the school office if you have any questions.
Dear Families:

We are very proud of our rich traditions and of the educational accomplishments of our students, faculty, and community. At Wexford Elementary, we strive to ensure our children are engaged in an environment focused on high expectations reflecting academic, social and emotional development. As a member of our school community, I am proud to point out the positive culture of kindness emphasized within our building.

Our youngest learners begin their academic careers surrounded by a highly skilled and dedicated faculty and staff. The planning of instructional opportunities to activate young minds in a culture of curiosity becomes the focus of daily routines within our school. It is easy to see why Wexford Elementary School is named as a U.S. Department of Education Green Ribbon School. The collective effort to strive toward 21st-century excellence within an environment conducive to our children achieving their full potential is impressive. We will continue to set high expectations for our diverse learners. Our rigorous educational programming and services are built upon the Pine-Richland School District mission of Focused on Learning for Every Student Every Day.

Growing student success happens when our teachers and Wexford Elementary families work together. By embracing our PRIDE Values, we create the most impactful learning experience for our students. I have seen the amazing results of this collaborative effort reflected in our outdoor classroom and garden, grade level literacy projects, integration of the fine arts, service learning opportunities and throughout our daily routines at Wexford Elementary School.

I look forward to our school year filled with new adventures focused on learning within diverse opportunities. As the principal of Wexford Elementary School, I encourage you to continue to build relationships and collaborate with our faculty and Ram families to support our students in their educational growth and career.

Sincerely,
Mrs. Kelly Gustafson
Principal
Mission, Vision & Shared Values

MISSION, VISION & VALUES

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

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

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

**SHARED VALUES**

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

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

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

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

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

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

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

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

Wexford Elementary - staff directory, school counselor, and office contacts

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<th>Question Regarding</th>
<th>Who to Contact</th>
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<td>Central Office - by appointment only</td>
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<td>Transportation/Bus</td>
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<td>Your child’s teacher at Wexford Elementary - staff directory</td>
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<td>Tutoring</td>
<td>Your child’s teacher &amp; the school counselor at Wexford Elementary - staff directory and school counselor</td>
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<tr>
<td>Home Access Center</td>
<td>Building Representatives</td>
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The primary schools service students from kindergarten through grade 3. Kindergarten is a half-day program, and lunch is not served.

In addition to the instruction within the classroom, kindergarten students have library and computer class once per week.

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

**Daily Schedule**

**KINDERGARTEN THROUGH THIRD GRADE**

9:00-9:15 a.m.  Doors Open - Students Arrive
9:15 a.m.        Warning Bell Rings
9:20 a.m.        Instructional Day Begins
12:00 p.m.       Dismissal Begins for AM Kindergarten
1:00 p.m.        Instructional Day Begins – PM Kindergarten
3:40 p.m.        Instructional Day Ends/Dismissal Begins K-3

**Kindergarten 2-Hour Delay Schedule**

Morning Session: 11:20 a.m. - 1:05 p.m.
Afternoon Session: 1:55 p.m. - 3:40 p.m.
Art Education

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

Technology

The safe use of technology is taught as a tool to support and enhance classroom learning. The nature of the work is connected to grade level curriculum and appropriate technology application. Computers are available for students in each primary school in the classroom, mobile lab and computer room. The computer labs in the primary buildings are all adjacent to the library and there are networked computers in each classroom. This instruction is standards driven and integrated with the curriculum. Throughout the week there are “open” lab times where classroom teachers can continue to work with students.

English Language Arts

Computers are available for students in each primary school in the classroom and computer lab. Classrooms are equipped with Interactive Display Boards and Chrome Books. Primary students are taught age appropriate safe use of technology and digital citizenship. Technology is used as a tool to support and enhance classroom learning. This instruction is standards based and integrated with the curriculum.

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

Through guided reading the teacher meets weekly with small, flexible groups of students with similar reading levels and skills. The goal of guided reading is to provide research-based reading strategies to enhance the students’ fluency and comprehension. Students are assessed throughout the school year to assure proper instructional grouping and reading level.

Instruction includes, but is not limited to, development of phonetic skills, phonemic awareness, word attack skills, vocabulary fluency skills, comprehension skills, writing process skills, and research.
The primary library program fosters a love of reading and places an emphasis on information literacy skills. Students learn to use the library independently in order to find and enjoy books of choice. Students experience the various genres of literature and learn characteristics of each as the years progress.

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

Students become comfortable with using the school's OPAC – online public access catalog – to identify and locate books of interest for pleasure reading or to fill an information need. Technology use is encouraged and opportunities for growth in day-to-day use of available technology are provided. Book checkout is available on a daily basis.
The **math program** is designed to help prepare students to meet tomorrow’s challenges. The primary math program focuses on concept development, computation, problem solving connected to real-life applications, and communication of mathematical concepts and processes. The math program is sequential and in clearly defined strands. **Technology** is used during instructional time to provide real-life relationships of mathematical concepts.

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

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

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

Science

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

Social Studies

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

General Music Education

The role of music instruction in the schools is to provide opportunities for children to discover their innate musical abilities in a safe, fun and collaborative learning environment. Music-making is a human behavior across all cultures, and all students deserve the chance to find their places in the culture of music in the school community and beyond. Musicianship is discovered and refined through the music curriculum, based upon the following Core Arts Standards: Creating, Performing/Presenting/Producing, Responding and Connecting. In addition to building musicianship, research shows that studying music allows for use of the whole brain and facilitates learning and healing on many levels. Musical skills and behaviors learned in school will serve students for life.
Each school has a Student Assistance Program (SAP) and Multi-Tiered System of Support (MTSS) teams. The primary goal of the teams is to help students overcome barriers to learning in order that they may achieve, remain in school, and advance. These teams consist of teachers, guidance counselors, reading specialists, interventionists, school psychologists, and principals.

Team members meet regularly to discuss students’ data, progress, and possible interventions. Depending on students’ needs, interventions may vary by type, intensity, or frequency. For example, a Tier II intervention may include small group reading support facilitated by a reading specialist, but a Tier III intervention may include participation in additional interventions or programs such as SpellRead, the Sonday System, or Wilson Reading.
ACCIDENT INSURANCE
The school district does not provide accident coverage for accidents that occur to students at school through no fault of the school. The Pine--Richland School District authorizes the sale of accident insurance to students enrolled in our school. This insurance is offered as a public service, and participation is voluntary. Information pertaining to this insurance is sent home with each student during the first week of school. Applications for insurance are to be completed by the parents and submitted to the school secretary by mid--September.

ADMISSION REQUIREMENTS
According to School Board Policy No. 201, children must be five years old before September 1 to enter kindergarten or six years old before September 1 to enter first grade. Pennsylvania state law requires evidence of a birth certificate, immunization records, and proof of residency prior to admission.

ARRIVAL AT SCHOOL PROCEDURES
All children are encouraged to ride the school bus transportation provided by the school district. If your child needs to be driven by car for a special reason, he/she should not be dropped off prior to 9:00 a.m. Car traffic is not permitted in the Bus Drop-off Zone. Any student dropped off after 9:20 a.m. must gain access through the secured front doors and receive a tardy pass. Students arriving by car must follow the signs around the parking lot to the front of the school. Students should exit their car along the sidewalk under the overhang.

ASSEMBLIES
The Wexford Parent Teacher Organization (WPTO) sponsors assemblies of an entertainment and/or educational nature with a focus of promoting student learning experiences. Assemblies are selected in collaboration with our PTO and the school faculty. Parents are welcome to attend the assemblies when space permits. Kindergarten students are also welcome to attend any assembly program with their parents when the program is offered outside the child's regular kindergarten session.

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

Personal illness, family illness, death in the family, and religious holidays are accepted excuses for absence. A written excuse, signed by the student's parent or guardian is required for each absence or incidence of tardiness. This written excuse must be signed by the parent and must be submitted at school within three days after the absence or tardy. If no signed note is returned to school within three days, the tardy or absence is recorded as permanently unexcused. Unexcused absences may result in additional action as required by the Pennsylvania School Code and School Board Policy No. 204 and the Pine-Richland School District Discipline Code.
Should a special absence be necessary for travel or other urgent family needs, a Family Educational Tour or Trip form must be completed in advance. This form is available in the school office, or on the district’s website (Request for Special Absence), and should be completed at least one week prior to the absence. The classroom teacher will determine how missed classroom work should be handled as a result of the absence. The student assumes the entire responsibility for getting the missed work done and handed in within two (2) weeks after his/her return. Assignments not received will be recorded as a failing grade.

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

BEVERAGES & OUTSIDE FOOD PURCHASES
Open beverages from local establishments should not be brought to school. Students are not permitted to bring coffee drinks, soda pop, or fast food items into the classroom. Food items should be finished prior to entering the building, or packed away until the student’s lunch period. Breakfast is always available in the cafeteria should it be necessary for your child. No glass containers are permitted. Purchasing lunch from fast-food restaurants for your child is strongly discouraged.

BULLYING/CYBER BULLYING/HARASSMENT/DISCRIMINATION
The Pine-Richland School Board is committed to providing a safe, positive learning environment for district students. The Board recognized that bullying creates an atmosphere of fear and intimidation that detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Please refer to the Pine-Richland School District Discipline Code for additional information.

BUS CONDUCT
Pine-Richland’s mission as it pertains to transportation is to provide safe student transportation and maintain conditions on our buses that are conducive to the best interest of our students. Safety, respect and courtesy are expected of all students who ride school buses, to and from school, to field trips, or to student activities. According to School Board Policy 810.2, video and audio recording equipment may be utilized to support efforts to maintain discipline and to ensure the safety and security of all students, staff, and others being transported on district-owned, operated, or contracted school buses or school vehicles. The rules for safe bus behavior are listed in the Pine-Richland School District Discipline Code; however, the following general behaviors are expected:

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

BUS PASSES
If arrangements have been made for your child to go home with a friend after school, it is necessary for both you and the parents of your child’s friend to send in separate notes indicating the names of the children and the bus number they will be riding. Bus passes are issued from the office. Bus drivers are not to admit a student on an alternate bus without a bus pass. Student Transportation of America reserves the right to restrict the issuance of bus passes on specific buses that are at full capacity. Parents will be notified of buses that have reached capacity.

BUS TRANSPORTATION
Bus transportation is provided by the school district for students during the regular school day. Bus routes and stops are determined by the transportation office. All students are encouraged to utilize bus transportation on a regular basis. Students are not permitted to walk or ride a bike to school unless permission has been granted by the parent and the school. Transportation for students involved in activities beyond the school day where transportation is not provided is the responsibility of the parent.
It is Pine-Richland School District’s practice not to leave any kindergarten student at the bus stop unless there is a parent or guardian to greet them. If the parent or guardian is not present, the bus driver will return the student to school or the bus depot, and the parent will be contacted to pick up their child. Parents can write a letter to their child’s school stating an older sibling, relative, or another adult will be authorized to meet the kindergarten student at the bus stop.

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

Information regarding the bus stop times and locations is established by Student Transportation of America and is distributed to parents via the Home Access Center before the beginning of the school year. Please contact Student Transportation of America at 724-502-4614 if you have any questions or concerns.

**CAFETERIA**

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

A monthly printable breakfast and lunch menu is posted on pinerichlandsd.sodexomyway.com. You can also use the Menu option under the quick links located on your school’s main website.

**Meal Program**

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

Breakfast and lunch are served daily meeting the USDA guidelines and school wellness initiatives. Free & Reduced Meals are available to eligible families. Families must re-apply each year for eligibility. Applications are accepted any time during the school year. Visit http://www.pinerichland.org/Page/260 for details.

**Paying For Cafeteria Purchases**

A computerized debit system is used at all schools and each student will utilize their 5-digit student ID number at the register. Students must use their own ID number for all purchases. Please contact the Food Service Department if you do not have your student’s ID number.

Parents have three options to monitor and make payments to their student’s meal accounts

**Pay Online**

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

**Pay By Check**

When sending a check have your student hand the check to their teacher for K-6th grade students. Make checks payable to the Pine-Richland Cafeteria Fund or PRCF and please record your student’s name and student ID number on the check. We recommend you place your check in an envelope with your student’s information.

**Create On-line Account/Pay By Check**

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

In accordance with School Board Policy No. 808 – Food Services, the district has established guidelines for low and/or negative balances.

**Meal Prices**
To offer meals with higher quality of food, increased scratch cooking, increased plant based options, and increased fresh products, a two tiered price system was approved. This system will allow more flexibility for our meals. The food service menus will continue to offer a variety of lunch options at both prices. Two types of meals offered, the first is our DAILY meal, and the second our RAM meal.

We will implement signage on menus and in the cafeteria so students will recognize the differences. Parents will also see the DAILY and RAM description listed on our menus, so they will know how much each meal will cost.

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<th>Paid K-6 Grade</th>
<th>Reduced K-6</th>
<th>Free K-6</th>
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<tr>
<td>Breakfast</td>
<td>$1.25</td>
<td>$.30</td>
<td>$.00</td>
</tr>
<tr>
<td>Daily Meal</td>
<td>$2.40</td>
<td>$.40</td>
<td>$.00</td>
</tr>
<tr>
<td>RAM Meal</td>
<td>$3.00</td>
<td>$.40</td>
<td>$.00</td>
</tr>
</tbody>
</table>

In addition 12 oz. water (.75) and 8 oz. milk (.50) are available daily.

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

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

Appropriate behavior in the cafeteria is the expectation. Students should arrive in the cafeteria in a quiet, orderly fashion. The following table etiquette should be observed:
- Responsible, courteous behavior
- Hands to self
- Listen to and respect adult supervision
- Students should use indoor voice; no shouting
- Respect other people’s lunches (not taking food or trading)
- No throwing food
- Dispose of trash and cleaning area around oneself

**CELL PHONES**
The bringing of cell phones to school is strongly discouraged. If it is essential that a child bring a cell phone to school, the phone must be turned off and stored in a backpack for the school day. Any student who is using the cell phone during the school day will have the phone confiscated, and it will be the responsibility of the parent to come to the office to retrieve the phone.

**CHILD CARE**
The Pine-Richland School District does not provide for the supervision of students prior to 9:00 a.m. Because there is no supervision, students should not be dropped off prior to 9:00 a.m. School doors will be locked until this time.
However, if you are in need of child care before or after school hours, child care is provided by Stepping Stones. Please contact Stepping Stones for child care information at 724-625-2199. Stepping Stones operates out of our elementary schools.

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

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

**CONCUSSIONS**
The Pine-Richland School District is committed to promoting the safety, health and well-being of students who participate in athletic contests and competitions by increasing awareness of the serious nature and consequences of concussions. The District’s Management of Concussion Board Policy No. 123.1 defines concussion as a traumatic brain injury (TBI) caused by direct or indirect blow to the head or body, or any other jolt, blow or trauma to the head or body which produces signs, symptoms or behaviors that are associated with concussions or TBI. Parents should contact the school nurse or principal to arrange for appropriate accommodations.

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

**DELAY/EMERGENCY CLOSING OF SCHOOL**
When winter weather conditions prompt a decision to delay or cancel the opening of school, schedule changes will be immediately posted to the Pine-Richland website. In addition, emergency information is available on the district’s website: [https://www.pinerichland.org/](https://www.pinerichland.org/) on PR-TV, and will also be relayed to local radio and television stations, as well as the Pine-Richland News Line (724-443-7575). A decision to close or delay is generally made by 5:30 a.m. This decision will affect all children (public, private, Beattie, and parochial) who ride Pine--Richland buses. A call will be made via the rapid call. Our primary television station for alerts will be KDKA-TV, WTAE-TV & WPXI-TV and KDKA AM.

School make-up days, if needed, are listed on the Pine-Richland Web Calendar, which is available on the district website. When school is canceled, all school related activities are canceled as well as recreational swimming. If the call is for a two-hour delay, school buses will pick up the students two hours later than normal. Breakfast is not served on two-hour delay days, however, lunch is served.

**KINDERGARTEN 2-HOUR DELAY SCHEDULE**
Morning Session: 11:20 a.m.-1:05 p.m.
Afternoon Session: 2:05 p.m.-3:50 p.m.

Please listen to the local television stations or consult the district’s website for information about school delays and closings if you do not receive a rapid call. Please do not call the school office.
DEMOGRAPHIC DATA SHEET
Parents are required to complete a Demographic Data Sheet for each child every year. Parents must list alternate telephone numbers to be used in the event a school or health emergency occurs so that parents may be reached. Any unlisted numbers will be kept confidential. These sheets are provided to the parent at the beginning of the school year. It is very important to keep the district office, school office, and school nurse informed of any changes in your demographic or medical information throughout the school year. In the event of an emergency, this is the information the district will use to contact you.

DISCIPLINE CODE
The purpose of the Pine-Richland School District (PRSD) Discipline Code is to present standard behavioral expectations based on school board policy for all students in the district. PRSD also recognizes that behavioral expectations may vary according to the developmental needs of growing young people. Parents are encouraged to become familiar with the Pine-Richland School District Discipline Code as well as the general procedures for the building.

Parents, guardians and students are also referred to Board Policy No. 218 of the Board Policy Manual for additional information regarding the Discipline Code, student conduct and consequences of inappropriate or proscribed behaviors and conduct.

DISCRIMINATION
The School Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to the Superintendent, building principal or school psychologist in accordance with School Board Policy Nos. 103 and 103.1, which can be found in the policy manual. The manual is linked to the district’s website. Applicable guidelines can also be obtained through a request to the Superintendent, building principal, or school psychologist. Reports of discrimination may also be forwarded to the school district’s Section 504 Coordinator at:

Dr. Maura Paczan
Lead School Psychologist
Wexford Elementary
3811 Bakerstown Road
Gibsonia, PA 15044
724-443-7230 x6503

DISMISSAL/END-OF-DAY PROCEDURES
Instruction concludes at 3:40 p.m. each day. The buses are called at approximately 3:50 p.m. All children are encouraged to use the school bus transportation on a regular basis. Parents who are picking up their children at the end of the day should send a note in the morning with their child stating that he/she will be picked up that day and the name of the person picking up the student. Information should include your child’s name and homeroom teacher’s name. For the safety of all students, please remember that all early dismissals should be made before 3:25 p.m. Students who need an early dismissal after that time would be released as car riders.

Students who are car riders are dismissed at approximately 3:45 p.m. through the gymnasium door (exit #16). The students and adults will check-in with a dismissal supervisor. Any remaining children will be brought to the office.

DRESS/GROOMING
All students are expected to dress in a manner that promotes school pride and enhances the school’s image. Student dress and grooming must be clean, neat, modest, proper and consistent with the educational, safety, and sanitary environment of the school. Dress should not be disruptive to the educational process. Students dressed inappropriately will be asked to call home for alternate clothing or given appropriate apparel to be worn during the school day. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination. Please refer to the Pine-Richland School District Discipline Code for additional information.

EARLY ADMISSION
The Pine-Richland School District will consider early admission to kindergarten or first grade even though a child does not meet the established admission age requirements, provided the child demonstrates readiness for entry by the first day of the school term according to Board Policy No. 201. Children having a birthday falling between September 1
and December 31 may seek early entrance to kindergarten or first grade in accordance with the following guidelines:

- Parents may contact the school office to obtain an early entrance packet that will describe the requirements for early entrance, which must be completed and returned to the school by July 1.
- The psychologist and building principal will review the early entrance packet to determine if the child should be evaluated individually.
- If the child is evaluated individually and displays the necessary characteristics, the recommendation for early entrance will be sent to the superintendent for approval.

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

**EARLY DISMISSALS**

Appointments for students should be scheduled after school hours, except in cases of emergency. Should an appointment during school hours be imperative, parents should write a request for an early dismissal on suitable stationery, and send it to school to be given to the homeroom teacher. The child’s name, time of dismissal, teacher’s name, and reason for dismissal should be stated.

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

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

**EDUCATIONAL SUPPLIES/TEXTBOOKS**

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

**ELECTRONIC DEVICES**

The use of electronic devices, which include but are not limited to mobile telephones and other devices that can send, receive, play, or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is prohibited by students during instructional periods of the school day and in such other circumstances as delineated in Board Policy No. 237. Electronic devices may be brought to school but must be kept turned off and out of sight during all instructional periods and activities. Use of electronic devices in certain designated areas of the school or in other special circumstances may be approved by the building principal.

**EMERGENCY NOTIFICATIONS**

Pine–Richland School District uses a rapid notification system. This system is able to dial up to six numbers per student. These numbers are taken from the information supplied at the beginning of the school year on the student demographic form.

Please call the school office if your telephone/cell phone numbers change. The system will be used for cancellations, emergencies, and major announcements.

During inclement weather, please be aware of and be prepared for the possibility of an early dismissal. When a last minute closing, delay, or early dismissal is issued, the system will dial the numbers listed in your student’s file. Please continue to monitor PR-TV on cable channel 50 or if you have digital cable on channel 211, the website at www.pinerichland.org, and/or the P-R News Line at 724-443-7575.

If there is an emergency at home, please notify the school. Each family should have an emergency plan in place in
the event of an early dismissal.

**EXTRA-CURRICULAR ACTIVITIES**

**PTO Sponsored Activities**
The PTO sponsors various after-school activities. Announcements of current activities are published via e-newsletters and on the [Wexford website](#).

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

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

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

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

For questions regarding health service information, please contact your school nurse.

**Accidents**

**Safety - Board Policy No. 705**
Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

**Health Examinations/Screenings - Board Policy No. 209**
The following examinations are mandated by the state of Pennsylvania and may be performed by your child’s personal physician or dentist:

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

If you are unable to schedule these exams with your own health care provider, please contact the School Nurse to arrange for a free exam at school.

**Health Screenings (PA School Heath Screenings)**

[Board Policy No. 209](#) Health Examinations/Screenings
The Pennsylvania School Health screening program includes the following:

- Each student is weighed and measured every year from kindergarten through twelfth grade. In addition, a Body Mass Index (BMI) for age percentile is calculated on all students.
- Each student has a near and far vision test every year.
- Each student has a hearing test in kindergarten through third grade and in seventh and eleventh grades.
- Each student is screened for Scoliosis (curvature of the spine) in sixth and seventh grades.
- Health Screening results are communicated in an annual health screening letter. Parents/Guardians are notified when a screening result indicates a potential area of concern and follow up with a health care specialist may be indicated.
**Illness**

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

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

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

**Epinephrine Administration**

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form."

Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

**Immunizations**

**Board Policy No. 203 Immunizations and Communicable Diseases**

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

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

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

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

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

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

The medical plan must be followed or risk exclusion.

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

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) [if five years have elapsed since last tetanus immunization]
Children in 12th Grade need the following ADDITIONAL Immunization:

- 1 dose of MCV by the first day of 12th grade.
- If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose. On the first day of 12th grade, unless the child has a medical or religious / philosophical exemption, a child must have had the vaccine or risk exclusion.

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

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

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

Medications must be turned in to the Nurse’s Office immediately upon arrival to school and must be in the original prescription bottle or the original package. For safety reasons, it is highly recommended that medications be transported to and from school by a parent or guardian. Medications must be kept in the nurse’s office. The only exception would be students needing to carry asthma Inhalers and/or Epi-Pens (rescue medications) are allowed with the proper additional permission to carry form.

Narcotic pain medication will not be given in school under any circumstances.

Please refer to School Board Policies No. 210 Medications and No. 210.1 for specific guidelines for the possession and use of asthma inhalers/Epi-Pens/insulin.

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

**Lead Testing**
Allegheny County requires that all children be tested for lead exposure at approximately 9-12 months old and again at approximately 24 months. Children who have not had their blood tested before 24 months must be tested as soon as possible before the age of six or before entering kindergarten, whichever comes first.
For more information, contact your family physician or: Allegheny County Health Department, Housing and Community Environment Program, [www.achd.net/safehomes](http://www.achd.net/safehomes) or by phone at 412-350-4046. This form has been added to the Kindergarten registration packet and is suggested for use by physicians to document lead testing dates.

**HOME ACCESS CENTER**
Student schedule and grade information is available to all parents through the Home Access Portal. There is a link to this information from the district’s website. Student schedules, interim progress and report cards are electronically provided through this site.

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

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

When your child is absent from school for at least two consecutive days, homework may be requested by contacting the school office or emailing the classroom teacher. Homework requests must be received by 10:00 a.m. This provides adequate time for the teacher to assemble the work. Homework may be picked up in the office after 3:00 p.m. on the day of the request or sent home with a sibling or a neighbor child.

**KINDERGARTEN REGISTRATION**

All students registering for kindergarten must be age 5 prior to September 1 of the year they will be entering kindergarten. All registrations are done at the district Administration Office, which is located behind the Pine-Richland High School. Please take the following items when you register: child’s birth certificate, two (2) proof of residency documents, a health history, physical exam, dental exam, and proof of immunization and lead testing. Dentals and physicals must be dated within one year of enrollment. Although it is preferable to have your child examined by his/her health care provider, free exams may be arranged through your school nurse. [Enrollment forms are available on the district website](#). This information is essential to complete the registration process. Kindergarten registration dates are listed on the [Pine-Richland School District Activities Calendar](#), advertised in local newspapers, and published in the school newspaper.

**LOCKERS/CUBBY**

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

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

As per [Board Policy No. 226](#) school officials have the right to inspect a school district cubby or locker when there is a reasonable suspicion that it is being used improperly.

**LOST & FOUND**

Wexford has a Lost and Found, and it is located in the main hallway near the office. Items are stored there for a reasonable amount of time. When items are not recovered, they are given to a charitable organization for their use. The school takes no responsibility for items left in the Lost and Found. Unclaimed Lost and Found items are donated to a local charity at the end of a nine-week period. By making certain you have labeled your child’s lunch box, coat, boots, etc. with their full name, you can help ensure your child’s lost items can be returned to them.

**OPEN HOUSE**

Open House is held in the spring. The purpose of Open House is to celebrate student work. This is also an opportunity to visit the school and for the students to act as guides for their parents to highlight their accomplishments. Please refer to [Pine-Richland School District Activities Calendar](#) for specific dates for each grade level’s Open House schedule.

**PARENT NIGHT**

Parent Night gives parents an opportunity to visit their child’s classroom to meet the teacher early in the school year. The purpose of this night is to learn about grade level curriculum and classroom expectations. This is not a time for conferencing about a specific need. Individual conferences can be arranged through the teacher for another more confidential time should it be necessary. Please refer to the [Pine-Richland School District Activities Calendar](#) for specific dates.
PARENT/TEACHER CONFERENCES
Open communication is encouraged, and parents may request a conference with a teacher at any time during the school year. Parents may contact the teacher by telephone or note to arrange an appointment. A conference opportunity is provided for parents at the end of the first nine weeks to discuss your child’s academic development. Please refer to the Pine-Richland School District Activity Calendar for the specific dates.

PARENT/TEACHER ORGANIZATION
Wexford has a very active PTO that works diligently to provide services for the school and the students. The PTO provides assembly programs and evening family events, all of which help to enhance the students’ learning experience. There are many opportunities for participation available to interested parents. All families are encouraged to become active in the PTO. When home and school work closely together, the children greatly benefit. Information about PTO events and meetings is published on the Pine-Richland Web Calendar and the E-newsletters.

PARKING
Visitor parking is available in front of the school between 9:20 a.m. and 3:15 p.m. Parking is available in the side lot throughout the entire day. Do not park in the fire lane. Tickets may be issued to violators who park in restricted areas. During evening events, additional parking is available in our side lot and behind the building. Please do not park on the grass.

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

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

PETS
Pets are not permitted on the campus of Wexford Elementary School.

PHOTOGRAPHS/VIDEOTAPE & WEBSITE
Please contact the Pine-Richland School District Communications Office by Sept. 15 each year if you wish your child not to appear in photographs, video, on official district media and sites, or on the website by completing a form via www.pinerichland.org/photo.

PROGRESS REPORTS (REPORT CARDS)
Formal reports of student progress are provided every nine weeks. The exact dates that progress reports are issued is published in the Pine--Richland Activities Calendar. Report cards are posted to Home Access at the end of the nine-week period for parent review. Hard copy report cards are not issued. The online gradebook is accessible to families throughout each grading period to provide current performance updates by class, which are organized by competency/skill. To learn how to access the gradebook, see this quick tutorial.

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

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

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

**RECESS**
All students are involved in a supervised recess each day, weather permitting. When the weather is too inclement to allow for outdoor recess, the students will participate in recess in their classrooms. If the RealFeel temperature is below 20 degrees or the playground is snow covered, saturated, or unsafe, the school nurse will determine whether students go outside for recess. Students do go outdoors during the winter months and should come to school prepared for outdoor recess. Hats, coats, gloves, and boots should be sent to school with your child. Students should have appropriate footwear on at all times when on the playground equipment. For safety purposes, athletic shoes or enclosed shoes are preferred. Flip-flops and high heels are strongly discouraged.

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**Rules for Safety**

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

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

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

**Parent Responsibility**
- Guide the child to develop socially acceptable standards of behavior, to exercise self-control, and to be honest.
- Help the child to understand that his/her actions have positive or negative consequences and that he/she is accountable for his/her actions.
- Teach respect for the law, for school rules, and for the rights and property of others.
- Instill in the child a positive attitude and enthusiastic desire to learn.
- Encourage the child to help, not hurt others.
- Help your child develop individual thinking skills, and foster appropriate strategies to resist negative peer pressure.

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

**SAFETY/SECURITY**
The safety of the students at Wexford Elementary is a primary concern of the staff. All students have the right to feel safe in the school environment. We take great effort to provide this sense of security for all students. Once students are in the building, all exterior doors are locked. Wexford also has the capability to use electronic surveillance
Parents and students walking to and from the bus stops should determine the shortest and safest route of travel. Please emphasize with your child the necessity to cross at the intersections and walk on the correct side of the road. All street signs should be obeyed. It is also important to remind your child to avoid talking to strangers and to stay with others when walking to and from school.

The district reviews the Emergency Operations Plan annually with the Northern Regional Police Department and initiates multiple drills in each school throughout the year. The department also maintains a daily, visible presence at all schools which includes walk-throughs at each school. We encourage responsible reporting by all stakeholders including parents and students who can report to a trusted adult at PRSD or via a tip line in cooperation with Northern Regional Police at (724) 449-TIPS.

Please refer to school procedures in advance of visiting the school, which can be viewed via this document link.

**SMOKING & USE OF TOBACCO**
For the safety and well-being of our students, staff and visitors, all PRSD buildings, fields and stadium are designated as smoke-free areas. School Board Policy No. 222 authorizes the 24-hour, year-round smoke-free status. Smoking or the use of smokeless tobacco, by any person at any time, is prohibited. This policy applies to any person using or renting school facilities at any time.

**SPECIAL ABSENCES**
Families are strongly urged to plan vacations around the school calendar. As reflected in School Board Policy No. 204, it is imperative that students be in school daily. The PSSA tests are administered in the spring and this time should be avoided when planning for a family trip. Please refer to the Pine–Richland Activity Calendar for specific dates. Should a special absence be necessary for travel or other urgent family matter, a Family Educational Tour or Trip form must be completed in advance. This form is available in the school office, or on the district’s website (Request for Special Absence), and should be completed at least one week prior to the absence. The classroom teacher will determine how missed classroom work should be handled as a result of the absence. The student assumes the entire responsibility for getting the missed work done and handed in within two (2) weeks after his/her return. Assignments not received will be recorded as a failing grade.

**SPECIAL SERVICES**
Information regarding special education screening evaluation and placement procedures and procedures for parent request for a protected handicapped student service agreement can be found under the At Your Service/Special Education link on the Pine-Richland School District website at www.pinerichland.org.

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

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

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

**Hearing Support**
The Hearing Support program is a special education program designed to assist identified students in areas of speech (lip) reading, auditory training, hearing and hearing aid orientation, and academic support. More specific information regarding Hearing Support is available through the Student Services Department located at Wexford Elementary School.
Learning Support
The Learning Support program is a special education program designed to address the needs of students who demonstrate a significant learning deficit in their academic abilities and/or whose behavior and emotions interfere with their ability to learn in a school environment.

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

Parent Education/Resource Center
Parent education opportunities are held at various times during the school year. Individual consultations are offered by the elementary counselor to promote increased understanding of child development, improved parenting skills, and positive family relationships. In addition, parent resources relating to all aspects of education and parenting are available to parents through the school counselors.

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

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

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

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

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

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

Stepping Stones Child Care
The Stepping Stones Children's Center provides before and after school care for school-aged children in the elementary schools. The program begins at 6:30 a.m. and continues until the school day begins at 8:55 a.m. The after-school program begins at 3:45 p.m. and is open until 6:30 p.m.

Student Placement
Assignment of students to a classroom is a very important decision. The student placement process begins in early spring when parents are invited to complete a Parent Input Form that identifies the environment best suited for their child. This form is not required; however, if parents feel they have special concerns for their child, it is available. Requests for specific teachers or pairing with specific peers cannot be accommodated and are not accepted.
In late spring, the principal, elementary counselor, teachers, and support staff discuss the best possible class placement to meet the needs of each student. Consideration is given to number equality and gender balance. Other factors such as addressing special academic needs of students, and providing the overall best match between student and teacher are also considered. This is a complex, comprehensive, multi-criteria based process that is completed with great care by school personnel. In August, class placement information is sent to all students.

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

**SURVEILLANCE CAMERAS & AUDIO RECORDINGS**
Under School Board Policy No. 816 (Use of Video Surveillance Cameras), the District is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the District. The district does monitor district buildings, property and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles (Policy No. 810.2). If audio recording is being used on a district transportation vehicle, a notice indicating that such recording may occur will be placed within the vehicle.

**TECHNOLOGY/COMPUTER USE**
Wexford Elementary uses technology as a tool to improve and enhance student learning. With the use of technology throughout the school, students are expected to use computers in a responsible manner. Students and their parents/guardians are expected to abide by the guidelines set forth in the “Student Access to Technology Resources Agreement.” This agreement outlines a student’s responsibility for using technology at school. Please refer to the Pine-Richland School Board Policy No. 815 for additional information regarding appropriate use of technology.

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

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

**USE OF SCHOOL FACILITIES**
District facilities are primarily available to support K-12 instructional and extracurricular programs. When such district facilities are not in use for these purposes, they are made available to community groups, subject to Board of Education policies, regulations, and fee schedules. There has been a growing demand for the use of facilities within the Pine-Richland School District. To ensure that the buildings and fields are maintained at the highest levels, the district requires an application process for use of building and athletic space.

We use an online facilities scheduling tool. This means you may create an account, log in, review building calendars to see if a space is available, and (if so) select when your group would like to apply for that space. Remember, your request must be received at least 45 (forty-five) days prior to the event, per School Board Policy No. 707.

**VALUABLES AT SCHOOL**
Please do not allow your child to bring excessive amounts of cash or valuables to school. The school will not be responsible for broken or lost valuables. Lockers/Cubbies do not have locks, and there is no way to properly insure the safety of valuables in the school setting. Please refer to the Pine-Richland School District Discipline Code for additional information.
VISITING THE SCHOOL
To ensure the safety and security of our students and staff, all visitors are required to follow the district check-in/check-out procedures. Wexford Elementary School has a security system and all outside doors are locked during the instructional day. All visitors must use the front entrance to enter the office and identify themselves and the purpose of their visit to gain admittance to the school. All visitors to the school must present their driver’s license or car keys, register and obtain a visitor badge.

- If you are planning to visit a classroom or other area of the building during the school day, you should pre-register for an appointment prior to the date of the visit. Except for an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for a substitute or other coverage, if necessary. **Note:** Visitors who are dropping off items for a student in the front office, and do not need to proceed into the building, may do so without advance notice.
- All visitors must use the buzzer and identify themselves to request admittance. Upon entry, **all school visitors** must report directly to the school office to register. As part of the registration process, all visitors will be asked to sign the visitor log and provide identification, which will be held by the building office for the duration of the visit. As part of the registration process, all visitors will be asked to scan their identification (driver’s license) through our RAPTOR system. (Independent Volunteers will already have badges and will not have to turn in I.D.).
  - Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the building or on school premises.
  - Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment.
  - Upon conclusion of the visit, visitors must return to the office, sign out of the RAPTOR system, and return/discard their visitor badge.

These procedures are implemented pursuant to [School Board Policy No. 907](#), and apply to all Pine-Richland School District buildings.

VOICEMAIL
All staff members have voicemail, which can be accessed by calling the main school number: 724--935-4631. Phone numbers are available on the website. Teachers and support personnel are very busy during the school day working with children and cannot usually accept telephone calls. However, they do check their voicemail at least once a day, which could be the end of the day and will return calls as quickly as possible. Voicemail should not be used in the event of an emergency.

VOLUNTEERING
There are many volunteer opportunities at Wexford. Parents, senior citizens, students, and community members are encouraged to volunteer in the school. The use of volunteers is endorsed by the Board and subject to legal requirements and administrative procedures. All individuals who desire to donate their time must adhere to the District’s Volunteer [Policy No. 916](#). All volunteers are required to go through training. Independent volunteers must also receive all clearances on the state and federal levels.

WEAPONS POLICY
The Board of School Directors maintains a no-tolerance attitude toward weapons in our schools. Please refer to the Pine-Richland [Discipline Code](#) for additional information.

WITHDRAWALS/TRANSFERS
Parents withdrawing a student from the district must notify the district and school offices at least two weeks prior to the last day in order for withdrawal information to be prepared. Pine--Richland will provide student records for the other school upon written request by the new school. Official records cannot be hand carried by parents. Students will not be removed from the Pine-Richland enrollment report until official notice has been received from the receiving school that the student has entered.

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

The information contained in this handbook is for informational purposes only, and provides a general overview of the rules, regulations, and procedures applicable to student conduct and activities. The Board of School Directors of the Pine–Richland School District ("PRSD") has adopted specific policies which govern student conduct, activities, and the other topics covered in this handbook, and all students are expected to know and are required to comply with such policies at all times. In the event that any information contained in this handbook contradicts or is inconsistent with any PRSD Board Policy, the terms of the PRSD Board Policy will govern and control. PRSD Board Policy is available for viewing on the School Board Web Page.
PINE-RICHLAND SCHOOL BOARD

The 2018 Pine-Richland School Board consists of nine members, who set policy for the school district.

ABOVE: The PR School Board is made up of (Front Row: L-R) Mrs. Virginia Goebel, director; President Peter Lyons, Vice President Christine Misback, Dr. Carla Meyer, director; (Back Row: L-R) Treasurer Marc Casciani; Mr. Greg DiTullio; director; Dr. Matthew Mehalik, director; Dr. Benjamin Campbell, director; and Mr. Matthew Moye, director. You can visit www.pinerichland.org/board to view upcoming meetings, archived agendas and much more.
# Central Office Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
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<tr>
<td><strong>Pine-Richland School District</strong></td>
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<tr>
<td>702 Warrendale Rd., Gibsonia PA 15044</td>
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<tr>
<td><strong>Phone</strong>: 724-625-7773 &amp; <strong>Fax</strong>: 724-625-1490</td>
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<td><a href="http://www.pinerichland.org">www.pinerichland.org</a></td>
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<tr>
<td>Dr. Brian R. Miller</td>
<td>Superintendent</td>
<td>x 6100</td>
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<tr>
<td>Barbara Williams</td>
<td>Administrative Assistant to Superintendent</td>
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<tr>
<td>Dr. Michael Pasquinelli</td>
<td>Assistant Superintendent of Secondary Education &amp; Curriculum</td>
<td>x 6110</td>
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<tr>
<td>Dr. Kristen Silbaugh</td>
<td>Assistant Superintendent of Elementary Education &amp; Curriculum</td>
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<tr>
<td>Carolyn Will</td>
<td>Administrative Assistant to Assistant Superintendent</td>
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<tr>
<td>Dana Kirk</td>
<td>Director of Financial &amp; Operational Services</td>
<td>x 6303</td>
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<tr>
<td>Rachel McCarthy</td>
<td>Accounting Specialist</td>
<td>x 6300</td>
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<tr>
<td>Nicole Bobchak</td>
<td>Accounts Receivable &amp; Payable Specialist</td>
<td>x 6306</td>
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<tr>
<td>Kim Charney</td>
<td>Transportation &amp; Facilities Use Coordinator</td>
<td>x 6200</td>
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<tr>
<td>Davida van Mook</td>
<td>State Reporting Coordinator/PIMS Coordinator</td>
<td>x 6000</td>
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<tr>
<td>Owen Kenney</td>
<td>Director of Human Resources &amp; Legal Affairs</td>
<td>x 6201</td>
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<tr>
<td>Alexia Meijer</td>
<td>Receptionist and Human Resources Support</td>
<td>x 6301</td>
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<tr>
<td>Doris McCartney</td>
<td>Payroll and Employee Benefits Specialist</td>
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<tr>
<td>Jill Welch</td>
<td>Human Resources Specialist</td>
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<tr>
<td>Shawn Stoebener</td>
<td>Director of Technology</td>
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<tr>
<td>Rachel Hathorn</td>
<td>Director of Communications</td>
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<tr>
<td>Steve Karpinski</td>
<td>Media Services Specialist</td>
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<tr>
<td>William Clack</td>
<td>Media &amp; Web Services Coordinator</td>
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<tr>
<td>Jeffrey Zimmerman</td>
<td>Director of Facilities Maintenance</td>
<td>x 6750</td>
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<tr>
<td>Andrew Petyak</td>
<td>Safety &amp; Security Coordinator</td>
<td>x 1607</td>
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<tr>
<td>Parker Freshwater</td>
<td>Safety &amp; Security Coordinator</td>
<td>x 1607</td>
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<tr>
<td><strong>Pine-Richland Pupil Services Directory</strong></td>
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<tr>
<td>3811 Bakerstown Rd., Gibsonia PA 15044</td>
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<tr>
<td><strong>Phone</strong>: 724-443-7230 &amp; <strong>Fax</strong>: 724-443-7374</td>
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<tr>
<td>Noel Hustwit</td>
<td>Director of Special Education</td>
<td>x 6501</td>
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<tr>
<td>Brenda Provenzano</td>
<td>Special Education Secretary</td>
<td>x 6501</td>
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<tr>
<td>Mary Pegher</td>
<td>Administrative Assistant to Director of Pupil Services</td>
<td>x 6500</td>
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<tr>
<td>Dr. Maura Paczan</td>
<td>Lead School Psychologist</td>
<td>x 6503</td>
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<tr>
<td>Dr. Melissa Ramirez</td>
<td>School Psychologist</td>
<td>x 6504</td>
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<tr>
<td>Dr. Bryson Bresnahan</td>
<td>School Psychologist</td>
<td>x 6505</td>
</tr>
<tr>
<td>Carolyn Welschonce</td>
<td>Social Worker</td>
<td>x 7807</td>
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</tbody>
</table>

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