



2018-2019

Handbook & Program of Studies



Eden Hall Upper Elementary School
3900 Bakerstown Rd., Gibsonia, PA 15044

Student Handbook & Program of Studies

Welcome

Dear Eden Hall Upper Elementary Families,

It is with great pleasure that we present to you Eden Hall Upper Elementary School's Student Handbook for the 2018-2019 school year. Over the years, our staff has worked hard to ensure that our school structure, schedules and courses offer children at this developmental stage the appropriate level of depth and breadth in upper elementary school. Each student is unique, and our goal is to provide the necessary tools for future success.

The early years of school are critical to future academic success. Children in the primary grades (kindergarten through grade three) participate in an academic program designed to meet the needs of young children. They learn to read, express their thoughts through writing and critical thinking, and work with numbers and mathematical operations. Children are also engaged in inquiry-based thinking through the disciplines of science and social studies.

While children in the primary grades are learning to read, write, and compute - children in grades four, five, and six are applying these basic skills as they read to learn, write, communicate, use numbers to solve problems, and think critically in all areas of the curriculum including computer applications/keyboarding, art, music, physical education/health, library science and world languages.

Together, we plan to engage all students in a meaningful year of strong growth, learning and integration into the Eden Hall Upper Elementary School culture. We are very positive about our time ahead. Should you have any questions, please do not hesitate to contact our school office. We look forward to working and learning with you and your child.

Sincerely,

Mr. Steven Smith
Principal, Eden Hall Upper Elementary

Dr. Joseph Domagala
Assistant Principal, Eden Hall Upper Elementary



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

Eden Hall Contact Information

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

Staff Member	Position	E-Mail
Steven Smith	Principal	ssmith@pinerichland.org
Joseph Domagala	Assistant Principal	jdomagala@pinerichland.org
TBA	Assistant Principal	TBA
Tara Brandt	Secretary- Main Office	tbrandt@pinerichland.org
Suzie Spakauskas	Secretary- Main Office	sspakauskas@pinerichland.org
Melissa Kortyna	Secretary – Guidance Office	mkortyna@pinerichland.org
Brad-Leigh Coker	Grade 4 Counselor	bcoker@pinerichland.org
Lauren Hawrylak	Grade 5 Counselor	lhawrylak@pinerichland.org
Jennifer Miller	Grade 6 Counselor	jmiller@pinerichland.org
Terry Wentz	School Nurse	twentz@pinerichland.org

For a dial-by-name [directory](#), please call the main number at 724-443-1450.



Values PRSD

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

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).

Vision PRSD

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.



Handbook & Program of Studies

Table of Contents

(Select a topic for more information.)

A

[Accident Insurance](#)
[Admission Requirements](#)
[Arrival at School Procedures](#)
[Assemblies](#)
[Attendance/Tardiness](#)

D

[Delay/Emergency Closing of School](#)
[Demographic Data Sheet](#)
[Discipline Code](#)
[Discrimination](#)
[Dismissal/End-of-Day Procedures](#)
[Dress/Grooming](#)

B

[Behavior Guidelines](#)
[Beverages & Outside Food Purchases](#)
[Bullying/Cyber](#)
[Bullying/Harassment/Discrimination](#)
[Bus Conduct](#)
[Bus Passes](#)
[Bus Transportation](#)

E

[Early Admission](#)
[Early Dismissals](#)
[Educational Supplies/Textbooks](#)
[Electronic Devices](#)
[Emergency Notification](#)
[Extra-Curricular Activities](#)

C

[Cafeteria Procedures](#)
[Cell Phones](#)
[Child Care](#)
[Classroom Celebrations](#)
[Communications](#)
[Concussions](#)
[Custody Issues](#)

F

[Fire Drills/Emergency Weather](#)
[Drills/Lock Down](#)

Handbook & Program of Studies

Table of Contents

(Select a topic for more information.)

G-O

[Gum/Hats](#)
[Grade Book](#)
[Health Services](#)
[Home Access](#)
[Homework](#)
[Lockers](#)
[Lost & Found](#)
[Open House](#)

R-S

[Recess](#)
[Report Card/Grade Book](#)
[Responsibility](#)
[Safety/Security](#)
[Smoking & Use of Tobacco](#)
[Special Absences](#)
[Special Services](#)
[Stepping Stones Child Care](#)
[Student Placement](#)
[Surveillance Cameras & Audio Recording](#)

P-Q

[Parent Night](#)
[Parent/Teacher Conferences](#)
[Parent/Teacher Organization](#)
[Parent Volunteers](#)
[Parking](#)
[Party Invitations](#)
[Personal Belongings](#)
[Pets](#)
[Photographs & Video](#)
[Progress Reports/Report Cards](#)
[Promotion/Retention](#)
[PSSA \(PA System of School Assessment\)](#)

T-Z

[Technology/Computer Use](#)
[Textbooks](#)
[Toys & Games](#)
[Use of School Facilities](#)
[Valuables at School](#)
[Visiting the School](#)
[Voice Mail](#)
[Volunteering](#)
[Weapons Policy](#)
[Withdrawals/Transfers](#)

Daily Schedule

8:15 a.m. Doors Open for Student Arrival (Bus and Car Rider)
 8:25 a.m. Tardy Bell
 8:25 a.m. Instructional Day Begins
 3:05 p.m. Instructional Day Ends
 3:05 p.m. Dismissal Begins

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

Two-Hour Delay Schedule

Start Time for Eden Hall 10:15 a.m.
 Instructional Day Begins at 10:25 a.m.

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.

Eden Hall Upper Elementary [Staff Directory](#), [School Counselors](#) & [Office Contacts](#)

Question Regarding	Who to Contact
Enrollment / New Student	Contact central office enrollment coordinator (By Appointment Only)
Transportation / Bus	Contact the transportation coordinator and/or Student Transportation of America (STA) .
Medical	Contact the school nurse .
Classroom Concern	Contact your child's teacher (Eden Hall Staff Staff Directory).
Peer Issues	Contact your child's teacher & school counselor. (Eden Hall Staff Staff Directory & Info School Counselors)
Attendance	Contact the office staff or a guidance counselor. (Info for School Counselors & Office Contacts)
Food Service / Lunches	Contact the General Manager for the Food Service Department.
Tutoring	Contact your child's teacher and school counselor. (EH Staff Directory & Info for School Counselors)
Home Access Center	Contact EH Secretary Tara Brandt .

Academic Program

Eden Hall Upper Elementary

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

English Language Arts

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

Science

The science curriculum exposes students to a wide range of topics in the areas of earth and space science, life science, and physical science. Students are presented with opportunities to develop the skills needed to understand how science works, learn new concepts, solve problems and make decisions in today's technological society. Students investigate concepts and scientific phenomena using [hands-on materials and units](#). [Please use this link to access the online curriculum.](#)

Social Studies

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

MATH PATHWAYS

Eden Hall Upper Elementary

Eden Hall offers students three math pathways: Current, Compacted/Extended, and Accelerated. Our traditional pathway course is referenced as the "current" pathway in an effort to clarify the similarities and differences. Both the compacted/ extended and current pathways prepare our students to take calculus in high school. The units planned for each course and the approximate time allotted for each unit are the same. The compacted/ extended pathway courses are built from the foundation of our current courses with certain topics compacted (shortened or eliminated). This compaction provides our teachers with opportunities to extend learning opportunities for students who have demonstrated the ability to understand quickly complex mathematical concepts. [Please use this link to access the online curriculum.](#)

K	1	2	3	4	5	6	7	8	9	10	11	12
Course Level Determination				Math (5 th)	Math (6 th)	Pre-Alg	Hon.Alg 1	Hon.Geo	Hon.Alg2 ≥90% in Alg.1	Hon.TIA ≥90% in Geo/Alg.2 ≥80% in Hn.Geo/Hn.Al2	APCalcAB ≥90% in AA&T ≥80% in Hon.TIA APCalcBC ≥90% in Hon.TIA APStats ≥90% in AA&T ≥80% in Hon.TIA	APCalcAB ≥90% in AA&T ≥80% in Hon.TIA APCalcBC ≥90% in Hon.TIA APStats ≥90% in AA&T ≥80% in Hon.TIA
Math K	Math 1	Math 2	“COMPACTED/EXTENDED” PATHWAY									
			Math 3	Math 4	Math 5	Math 6	Pre-Al	Algebra1	Hon.Geo ≥90% in Alg. 1	Hon.Alg2 ≥90% in Alg.1	Hon.Pre-Calc ≥90% in Alg.2 OR ≥80% in Hn.Al2	CHSBusCalc ≥80% in Trig APCalcAB ≥90% in AA&T ≥80% in Hon.TIA APCalcBC ≥90% in Hon.TIA APStats ≥90% in AA&T ≥80% in Hon.TIA
				“CURRENT” PATHWAY					Geometry Alg. 1	Alg2 Alg. 1 & Geom. Or Concurrent w/ Geom.	Pre-Calculus ≥80% Alg. 2 or ≥70% H.Alg. 2 OR Trig. & Anal. Geom. Geom. & Alg. 2 OR Stats *complete Alg2	CHSBusCalc ≥80% in Trig or BusCalc ≥80% in Trig or Stats *complete Alg2
			Math 3	Math 4	Math 5	Math6	Pre-Al	Algebra1				
									Algebra 1	Geometry Alg. 1	Alg2 Alg. 1 & Geom. Or Concurrent w/ Geom.	Pre-Calculus ≥80% Alg. 2 or ≥70% H.Alg. 2 OR Trig. & Anal. Geom. Geom. & Alg. 2 OR Stats
							Fund. of Pre-Al	Fund. of Alg. I	Algebra I w/Lab	Geo w/ Lab ≤80% in Alg1	Alg2 w/ Lab Alg. 1 & Geom. Or Concurrent w/ Geom.	Pre-Calculus ≥80% Alg. 2 or ≥70% H.Alg. 2 OR Trig. & Anal. Geom. Geom. & Alg. 2 OR Stats



Art Education

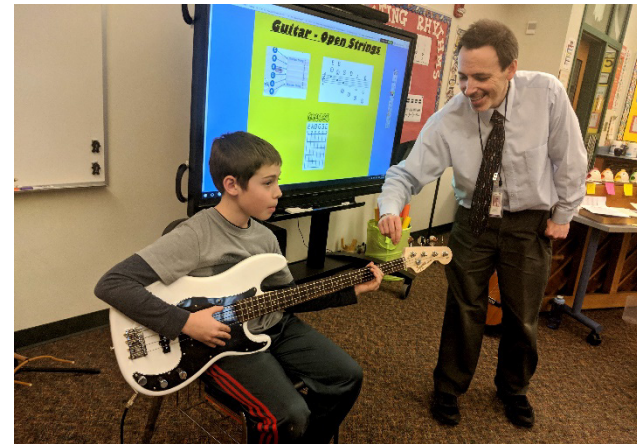
Children in grades four through six attend scheduled art classes taught by highly qualified teachers. The art program offers a planned, sequential curriculum in design, drawing, painting, printmaking, clay, crafts, and sculpture. Students have opportunities for visual self-expression using a wide variety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

students to explore different types of art media and spark a lifelong interest in art. [Please use this link to access the online curriculum.](#)

Music Education

Elementary music specialists work with students to help them develop a lifelong appreciation of music. In the General Music classroom, students have the opportunity for multiple instrumental and vocal experiences, as they work with a wide variety of instruments, materials, and musical genres. The EHUE General Music curriculum provides students with musical skills, experiences and knowledge of Music theory and history. In

addition to their General Music instruction, students have the opportunity to become performing musicians by joining Chorus, Band, and/or Orchestra. Students who join one of our performing ensembles will hone their musical skills above and beyond those introduced in the General Music class. [Please use this link to access the online curriculum.](#)



Keyboarding & Computer Applications

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

Physical Education/Health Education



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

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

World Language

communities. The goal of the program is to promote an awareness of and appreciation for languages and cultures around the world. The program also aims to foster an enthusiasm for language learning that will be further developed at the secondary level. [Please use this link to access the online curriculum.](#)

Library

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

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



Interventions

Eden Hall Upper Elementary School

Eden Hall Upper Elementary School has a Multi-Tiered System of Support (MTSS) team, consisting of teachers, guidance counselors, reading specialists, interventionists, school psychologists, special education teachers, gifted education teachers, and principals. Team members meet regularly to discuss students' data, progress, and possible intervention or enrichment opportunities for students. Depending on students' needs, interventions and enrichment opportunities may vary by type, intensity, or frequency. Most interventions and enrichment opportunities take place during RAM (Reading and Math) Time and Explore Time.

For example, a Tier II intervention may include small group reading support facilitated by a reading specialist or small group math support provided by a math specialist. A Tier III intervention may include participation in additional interventions or programs such as SpellRead, Wilson Reading, or the Language! intervention. ELA Enrichment is available for students in need of further extension. For more information about intervention and enrichment opportunities at EHUE, please see our [RAM Time brochure](#).



Handbook

ACCIDENT INSURANCE

The school district does not provide accident coverage for accidents that occur to students at school through no fault of the school. The Pine-Richland School District authorizes the sale of accident insurance to students enrolled in our school. This insurance is offered as a public service, and participation is voluntary. Information pertaining to this insurance is sent home with each student during the first week of school. Applications for insurance are to be completed by the parents and submitted to the school secretary by the middle of September.

ADMISSION REQUIREMENTS

According to School Board Policy #201, children must be five years old **before September 1** to enter kindergarten or six years old before September 1 to enter first grade. Pennsylvania state law requires evidence of a birth certificate, immunization records, and proof of residency prior to admission.

ARRIVAL AT SCHOOL PROCEDURES

All children are encouraged to use bus transportation provided by the Pine-Richland School District and [STA](#). If your child needs to be driven by car for a special reason, he/she should not be dropped off prior to 8:15 a.m. Any student dropped off after 8:25 a.m. must gain access through the front entrance and receive a tardy pass from the front office.

Students arriving as car riders should enter the property from the main intersection of Bakerstown Road and Meridian Road and follow the signs to the drop-off area. Car riders should not enter from Ridge Road. This entrance is for buses only. [Click here to view a map of morning drop off pattern.](#)

ASSEMBLIES

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

ATTENDANCE/ TARDINESS

Regular school attendance is essential to student success. Students are expected to arrive at school on time each day. Being tardy means arriving in 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 staff at Eden Hall Upper Elementary School holds its students to high standards and expects the student body to be respectful, kind, and the best they can be.

BEVERAGES AND OUTSIDE FOOD PURCHASES

Open beverages from local establishments should not be brought to school. Food items should be finished prior to entering the building, or packed away until the student's lunch period. Breakfast is always available in the cafeteria should it be necessary for your child. No glass containers are permitted. Purchasing lunch from fast-food restaurants for your child is strongly discouraged.

BULLYING/CYBER BULLYING/HARASSMENT/DISCRIMINATION

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

BUS CONDUCT

Pine-Richland's mission as it pertains to transportation is to provide safe student transportation and maintain conditions on our buses that are conducive to the best interest of our students. Safety, respect and courtesy are expected of all students who ride school buses, to and from school, to field trips, or to student activities. The rules for safe bus behavior are listed in the [Discipline Code](#); however, the following general behaviors are expected:

- Classroom conduct is the accepted behavior on a school bus. This can be interpreted to mean: *following the driver's instructions, remaining properly seated, talking quietly, and keeping your hands and personal items to yourself.*
- 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. [STA](#) reserves the right to restrict the issuance of bus passes on specific buses that are at full capacity. Parents will be notified of buses that have reached capacity.

BUS TRANSPORTATION

Bus [transportation](#) is provided by the school district for students during the regular school day. Bus routes and bus stops are determined by 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.

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

The monthly breakfast and lunch menu is posted on www.pinerichlandsd.sodexomyway.com. Families can also use the Menu option under the quick links located at the [Eden Hall Upper Elementary School website](#).

Meal Program

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

Breakfast and lunch are served daily meeting the USDA guidelines and school wellness initiatives. Free & Reduced Meals are available to eligible families. Families must 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 habits 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. You will start to see 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.

	Paid K-6 Grade	Reduced K-6	Free K-6
Breakfast	\$1.25	\$.30	\$.00
Daily Meal (Entrée, Fruit, Vegetable & Milk)	\$2.35	\$.40	\$.00
 RAM Meal (Scratch cooking, plant based & fresh products)	\$3.00	\$.40	\$.00

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 8:15 a.m. Because there is no supervision, students should not be dropped off prior to 8:15 a.m. School doors will be locked until this time. However, if you are in need of childcare before or after school hours, childcare is provided by [Stepping Stones](#). Please contact them for childcare information at [724-625-2199](tel:724-625-2199). Stepping Stones operates out of Eden Hall Upper Elementary School Cafeteria.

COMMUNICATIONS

Pine-Richland uses the website, an e-newsletter system and a rapid call program as the primary tools for communicating with parents. Each school has its own unique e-newsletter. These electronic newsletters include news from the school, PTO, and district, and community events. If you have not been receiving e-notifications, register your family at www.pinerichland.org/communications by clicking on the [e-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 PRSD'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 make arrangements for appropriate accommodations.

CUSTODY ISSUES

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

DELAY/EMERGENCY CLOSING OF SCHOOL

When winter weather conditions prompt a decision to delay or cancel the opening of school, schedule changes will be immediately posted to the Pine-Richland website. In addition, emergency information is available on the district's website: 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](#).

If there is an important **alert** or **weather notification**, the information will be posted at the top of the PRSD Web Home Page. You can [click here](#) to see if there are any alerts.

In the event of a normal delay or cancellation, the district will notify parents via:

1. Rapid Call
2. The PR Newsline at 724-443-7575
3. PR-TV (Armstrong Cable: Digital Channel 211 & Cable Channel 50 & Consolidated: Channel 404)
4. The [PR Website Home Page](#)
5. The Following TV Stations: KDKA-TV, WPXI-TV & WTAE-TV
6. The Following Radio Station: KDKA-1020 AM

School make-up days, if needed, are listed in the Pine-Richland Activities 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.

Eden Hall Upper Elementary Two-Hour Delay Schedule:

Student Arrival: 10:15 a.m.

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 PR [PR School 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
Richland Elementary
3811 Bakerstown Road
Gibsonia, PA 15044
724-443-7230 x6503

DISMISSAL/END-OF-DAY PROCEDURES

Instruction concludes at 3:05 p.m. each day. The buses are called at 3:10 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. Please remember that all early dismissals should be made before 2:45 p.m. After that time, students should be released as car riders.

Car rider students will be dismissed through Door "S". Parents are required to park, and enter the building through Entrance "Door S" to sign-out their child(ren). There is no parking in the fire lane; parents are to park in a designated parking spot. Proper identification may be requested. Students will be dismissed individually by school personnel to the parent. Students designated by parents as "walker" must complete the permission form at the beginning of the school year. Students are not permitted to walk to Ridge Road and enter a car as a car rider.

DRESS/GROOMING

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

EARLY DISMISSALS

Appointments for students should be scheduled after school hours, except in cases of emergency. Should an appointment during school hours be imperative, parents should 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.

EDUCATIONAL SUPPLIES/TEXTBOOKS

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

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 NOTIFICATION

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 you 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

Eden Hall Upper Elementary School PTO Sponsored Activities

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

FIRE DRILLS/EMERGENCY WEATHER DRILLS/LOCKDOWN

All schools are required to perform fire drills and emergency drills to teach the children how to safely exit the building or proceed to a safe place should an emergency arise. These drills are done on a regular basis with full participation from all people in the building. Anyone using the building before or after school hours is expected to comply and leave the building upon hearing the fire alarm. (Fire Drills will be conducted once a month and emergency drills will be held once every quarter).

FRIDAY FLASH/E-NEWSLETTERS

Pine-Richland uses E-newsletters as the primary news publication for the school district. Each school has its own unique newsletter. These electronic newsletters include news from the school, PTO, and district, and community events. To register your family to receive the electronic notices, log onto www.pinerichland.org/communications by clicking on the [e-newsletters link](#) and follow the directions to enter your e-mail address.

GUM/HATS

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

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

[Board Policy No. 209.1](#) Reporting of Accidents/Injuries

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

[Board Policy No. 209](#) Health Examinations/ Screenings

The following examinations are mandated by the state of Pennsylvania and may be performed by your child's personal physician or dentist:

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

[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 and at least 6 months after the previous dose

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

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

The medical plan must be followed or risk exclusion.

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

- 1 dose meningococcal conjugate vaccine (MCV)

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) [if five years have elapsed since last tetanus immunization]

Children in 12th Grade need the following ADDITIONAL Immunization:

- 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](tel: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](#) Use of Medications and [No. 210.1](#) for specific guidelines for the possession and use of asthma inhalers/Epi-Pens

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.

HOME ACCESS

Student grade information is available to all parents through the [Home Access portal](#). There is a link to this information from the district's website. Report cards and class grades 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: Fourth Grade – 40 minutes; Fifth Grade – 50 minutes; Sixth Grade – 60 minutes. Parents should notify the teacher if homework is taking an excessive amount of time.

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. Eden Hall Upper Elementary also provides a Homework Center in the front lobby and remains open until 8:00 p.m. each evening to pick-up homework.

LOCKERS

A locker is provided to each student at Eden Hall Upper Elementary. Lockers are the property of the school district. Students shall have no expectation of privacy in or regarding their locker. No student may use a locker to store a substance or object which is prohibited by law or district regulations or which threatens the health, safety or welfare of the building and its occupants.

Lockers are used for storing coats and other outdoor clothing as well as books and classroom items that cannot be stored in the student's desk. Locks are not permitted on lockers at the elementary level. Lockers should not be used to store valuables. The decorating of lockers with tape or stickers is not permissible.

School officials have the right to inspect a school district locker when there is a reasonable suspicion that the locker is being used improperly, per [Board Policy No. 226](#). It is desirable but not always necessary that the student be notified and allowed to be present before a locker search.

LOST AND FOUND

Eden Hall has a Lost and Found area located in the building. 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, and boots with their full name you can help ensure your child's lost items can be returned to them.

OPEN HOUSE

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

PARENT NIGHT (Meet the Teacher)

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 for each grade level's parent night.

PARENT-TEACHER CONFERENCES

Open communication is encouraged, and parents may request a conference with a teacher at any time during the school year. Parents may contact the teacher by telephone or note to arrange an appointment. A conference opportunity is provided for parents at the end of the first nine weeks to discuss your child's academic development. Please refer to the district calendar for the specific date.

PARENT-TEACHER ORGANIZATION

Eden Hall Upper Elementary School has a very active PTO that works diligently to provide services for the school and the students. The PTO provides assembly programs and evening family events, all of which help to enhance the student's learning experience. There are many opportunities for participation available to interested parents. All families are encouraged to become active in the PTO. When home and school work closely together, the children greatly benefit. Information about PTO events and meetings is published in the [Eden Hall Activities Calendar](#) and the E-newsletters.

PARKING

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

PARTY INVITATIONS

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

CLASSROOM CELEBRATIONS

Birthday Snacks

The Pine-Richland School District has developed a wellness program based on state nutritional guidelines in order to reduce childhood obesity, promote better health for children, and provide a safe, caring environment for all children. Classroom celebrations and parties should focus on the interactive social benefits of such activities. Food items should not be offered or made available for consumption by students during such events. ([Board Policy 246](#))

PERSONAL BELONGINGS

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

PETS

Pets are not permitted on the campus of Eden Hall Upper Elementary School.

PHOTOGRAPHS/VIDEOTAPE & WEBSITE

Please contact the Pine-Richland School District Communications Office 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 students are assessed through the [Pennsylvania System of School Assessment](#) annually in the early spring. The PSSA in English Language Arts (ELA) and Math are administered to students in grades four through six. Science is administered to students in grade 4 only. Please refer to the Pine-Richland Activities Calendar for exact dates of the PSSA testing. Please do not schedule appointments or special absences during the PSSA testing window.

RECESS

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

Rules For Safety

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

RESPONSIBILITY

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

Student Responsibility

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

Parent Responsibility

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

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

SAFETY/SECURITY

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

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

Tip Line
724-449-TIPS

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

SMOKING AND USE OF TOBACCO

For the safety and well-being of our students, staff and visitors, all PRSD buildings, fields and stadium are designated as smoke-free areas. [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 are provided in the Pine- Richland Activities Calendar.

Elementary Guidance

Three full-time school counselors are available at Eden Hall Upper Elementary School (one counselor per grade level and the counselor will remain with that grade level). The counselor will work with students both in a group setting and individually and serves as a consultant to parents and staff. Special programs for students and parents are organized throughout the year. Parents are welcome to consult with the counselor at any time throughout the school year and visit the Eden Hall Upper Elementary School [guidance information page](#).

English Language Learners (ELL)

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

Gifted and 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.

Health Services

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

Hearing Support

The Hearing Support program is a special education program designed to assist identified students in areas of speech (lip) reading, auditory training, hearing and hearing aid orientation, and academic support. More specific information regarding Hearing Support is available through the Pupil Services Department that is located at the district's administrative offices.

Learning Support

The Learning Support program is a special education program designed to address the needs of students who demonstrate a significant learning deficit in their academic abilities and/or whose behavior and emotions interfere with their ability to learn in a school environment.

Occupational Therapy

Occupational Therapy provides activities to instruct identified students in daily living skills and, in some prescribed cases, remediating perceptual handicaps. More information regarding Occupational Therapy is available through the Pupil Services Department.

Parent Education / Resource Center

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

Physical Therapy

Physical Therapy is designed to improve identified students' gross motor skills. Physical Therapy is a contracted service through the Allegheny Intermediate Unit. More information regarding Physical Therapy is available through the Pupil Services department that is located at the district's administrative offices.

Psychological Services

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

Reading Support

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

Multi-Tiered System of Supports (MTSS)

The classroom teachers, reading specialists, guidance counselors, and principals meet regularly and facilitate an intervention process to address student needs - academic and/or behavioral.

Student Assistance Program (SAP)

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

Speech and Language Support

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

Vision Support

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

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 8:15 a.m. The after-school program begins at 3:05 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 friends cannot be accommodated and are not accepted.

In late spring, the principal, elementary counselor, teachers, and support staff meet to discuss the best possible class placement to meet the needs of each student. Consideration is given to number equality and gender balance. Other factors such as addressing special academic needs of students, and providing the overall best match between student and teacher are also considered. This is a complex, comprehensive, multi- criteria based process that is completed with great care by school personnel. In August, class placement information is made available to all parents and students.

SURVEILLANCE CAMERAS & AUDIO RECORDINGS

Under 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

Eden Hall Upper Elementary School 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 [#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 AND GAMES

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

USE OF 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 PR School Board policies, regulations, and fee schedules. There has been a growing demand for the use of facilities within the Pine-Richland School District. To ensure that the buildings and fields are maintained at the highest levels, the district requires an application process for use of building and athletic space.

We use an online facilities scheduling tool. This means you may create an account, log in, review building calendars to see if a space is available, and (if so) select when your group would like to apply for that space. Remember, your request must be received at least 45 (forty-five) days prior to the event, per building and athletic space ([PR School Board Policy 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 do not have locks, and there is no way to properly insure the safety of valuables in the school setting. Please refer to the [Pine-Richland School District Discipline Code](#) for additional information.

VISITING THE SCHOOL

To ensure the safety and security of our students and staff, all visitors are required to follow the district check-in/check-out procedures. Eden Hall Upper Elementary School has a security system and all outside doors are locked during the instructional day. All visitors must use the front entrance to enter the office and identify themselves and the purpose of their visit to gain admittance to the school. All visitors to the school must present their driver's license or car keys, register and obtain a visitor badge. Eden Hall Upper Elementary School has a security system that locks the front doors when school begins at 8:25 a.m. until school ends at 3:05 p.m.

- 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. Car keys will be accepted in lieu of a driver's license or photo ID. ([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, return to the office, sign out and return your 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: 724-443-1450. [Voicemail box numbers](#) are available on the Eden Hall Upper Elementary website. Teachers and support personnel are very busy during the school day working with children and cannot usually accept telephone calls. However, they do check their voicemail at least once a day, which could be the end of the day and will return calls as quickly as possible. Voicemail should not be used in the event of an emergency.

VOLUNTEERING

There are many volunteer opportunities at Eden Hall Upper Elementary. Parents, senior citizens, students, and community members are encouraged to volunteer in the school. The use of volunteers is endorsed by the board and subject to legal requirements and administrative procedures. All individuals who desire to donate their time must adhere to the District's Volunteer [Policy 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 PR School Board of Directors maintains a no-tolerance attitude toward weapons in our schools. Please refer to [Pine-Richland School District Discipline Code](#) for additional information.

WITHDRAWALS/TRANSFERS

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

Central Office Contacts

Pine-Richland School District

702 Warrendale Rd., Gibsonia PA 15044

Phone: 724-625-7773 & **Fax:** 724-625-1490

www.pinerichland.org

Dr. Brian R. Miller	Superintendent	x 6100
Barbara Williams	Administrative Assistant to Superintendent	x 6100
Dr. Michael Pasquinelli	Assistant Superintendent of Secondary Education & Curriculum	x 6110
Dr. Kristen Silbaugh	Assistant Superintendent of Elementary Education & Curriculum	x 6110
Carolyn Will	Administrative Assistant to Assistant Superintendent	x 6110
Dana Kirk	Director of Financial & Operational Services	x 6303
Rachel McCarthy	Accounting Specialist	x 6300
Nicole Bobchak	Accounts Receivable & Payable Specialist	x 6306
Kim Charney	Transportation & Facilities Use Coordinator	x 6200
Davida van Mook	State Reporting Coordinator/PIMS Coordinator	x 6000
Owen Kenney	Director of Human Resources & Legal Affairs	x 6201
Lauren Chappell	HR, Employee Benefit Programs Administrator	x 6302
Jill Welch	Human Resources Database Administrator	x 6304
Shawn Stobener	Director of Technology	x 6305
Rachel Hathhorn	Director of Communications	x 6202
Steve Karpinski	Media Services Specialist	x 1505
William Clack	Media & Web Services Coordinator	x 1505
Gary Zang	Director of Facilities	x 6750
Craig Schomaker	Director of Maintenance	x 6751
Andrew Petyak	Safety & Security Coordinator	x 1607

Pine-Richland Pupil Services Directory

3811 Bakerstown Rd., Gibsonia, PA 15044

Phone: 724-443-7230 & **Fax:** 724-443-7374

Noel Hustwit	Director of Special Education	x 6501
Brenda Provenzano	Special Education Secretary	x 6501
Mary Pegher	Administrative Assistant to Director of Pupil Services	x 6500
Dr. Maura Paczan	Lead School Psychologist	x 6503
Dr. Melissa Ramirez	School Psychologist	x 6504
Carolyn Welschonce	Social Worker	x 7807

Pine-Richland School Board



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.



The information contained in this handbook is for informational purposes only, and provides a general overview of the rules, regulations, and procedures applicable to student conduct and activities. The Board of School Directors of the Pine-Richland School District ("PRSD") has adopted specific policies which govern student conduct, activities, and the other topics covered in this handbook, and all students are expected to know and are required to comply with such policies at all times. In the event that any information contained in this handbook contradicts or is inconsistent with any PRSD Board Policy, the terms of the PRSD Board Policy will govern and control. Copies of the PRSD Board Policy Manual are located in the Administrative Office and in each of the PRSD libraries. The PRSD Board Policy Manual is also available for viewing on the "School Board" page of the PRSD website: www.pinerichland.org.