

Fox Chapel Area School District

KERR ELEMENTARY

**2021-2022**

SCHOOL HANDBOOK



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**Principal**

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[Kerr.fcasd.edu](http://Kerr.fcasd.edu)

## **A NOTE FROM THE PRINCIPAL**



Welcome to Kerr Elementary School. I would like to take this opportunity to extend my very best wishes to all Kerr families for a successful school year. I look forward to supporting the students in a year that will be productive, enjoyable, and full of academic and personal growth.

Kerr is our school. Our goal is to make Kerr a great place to learn by treating others with kindness, working to our fullest potential, being respectful of the thoughts and feelings of others, recognizing individual differences, and taking responsibility for our actions and behaviors.

This handbook has been created to familiarize families and students with the procedures and policies of Kerr Elementary School. If you have any questions or concerns regarding the information in this handbook, please do not hesitate to contact me, or your child's teacher, directly.

I am excited about the school year and the opportunity to develop relationships with the students and families at Kerr. Again, I wish all students and families a wonderful school year!

Dr. Paul S. Noro  
Principal

***Philosophy and Mission Statement Every child is important at Kerr Elementary School. Students, teachers, parents, administrators and staff, and community members will work together to help each student maximize his or her potential and achieve success. Our mission is to challenge all students, foster the well-being of every child, and encourage parent involvement.***

# STUDENT/PARENT HANDBOOK

## Kerr Elementary School



Dear Parent/Guardian:

You must now access your PowerSchool account to review our Kerr Elementary School Student/Parent Handbook. Once you and your child(ren) review the updates, please complete the online student handbook agreement. We would like the agreement completed by **Friday, September 24, 2021**.

If for some reason you are unable to access the student/parent handbook online, please complete the student handbook agreement below and send it to our school office.

-----

My child(ren) and I have reviewed and understand the Kerr Elementary School Student/Parent Handbook for the 2021 – 2022 school year.

\_\_\_\_\_  
Student's Name & Class

\_\_\_\_\_  
Student's Name & Class

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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## VISION

Students in the Fox Chapel Area School District will enter schools that are prepared to address individual needs. The school community will nurture and inspire students' desire for knowledge and provide the foundation for them to be successful in a global society and to become lifelong learners.

The Fox Chapel Area School District's core values of Respect, Responsibility, and Integrity will continue to be our focus in challenging our students' young minds to meet the challenges of tomorrow through **Respect, Responsibility, and Integrity**.

### **Respect:**

*Valuing self and others*  
*Caring for one's environment*  
*Pride in positive actions*

### **Responsibility:**

*Accountability*  
*Taking ownership in what you do*  
*Listening and following through*

### **Integrity:**

*Do the right thing (even when no one is watching)*  
*Honest with self and others*  
*Trustworthy in thoughts, words, and actions*



# *Our Kerr Pledge*

Today, I promise to  
show respect for  
others and myself, act  
in a responsible way,  
and demonstrate  
integrity at all times.

*(Read every day as part of our morning announcements)*

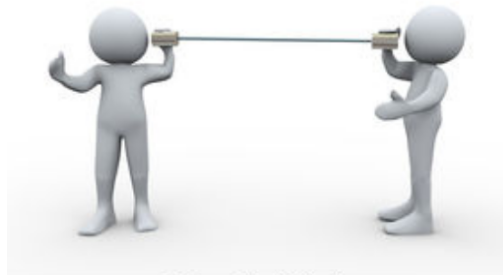


## SCHOOL DIRECTORY

To contact the staff members listed below, please call Kerr's main number, 412-781-4105, and ask for the appropriate extension.

		<b><u>Extension</u></b>
Principal	Dr. Paul S. Noro, Ed.D.	2490
Secretary (12 months)	Mrs. Lauri Karlo (7:30 a.m.-3:30 p.m.)	7197
Secretary (10 months)	Mrs. Sue Pesci (8:30 a.m.-4:30 p.m.)	7194
School Counselor	TBD	2491
Behavior Specialist	Mrs. Stacy Trpcic	2495
Social Services Liaison	Ms. Meghan Roman	2498
RtII Facilitator	Ms. Carrie Ferguson	7318
Nurse	Mrs. Natalie Gourley	2492

\*\*Please note that the main office telephone may not be answered after 4:30 p.m. on school days or at lunchtime during the summer months.



## COMMUNICATION

### **Emergency Calls**

**Emergency calls should be directed to the school office.**

### **Parent-Teacher Communication**

**Communication and cooperation between home and school are vital.**

**Discussing a concern or question with your child's teacher(s) is strongly encouraged.** To contact your child's teacher, please call the school's main office to leave a message or to be connected to the teacher's voice mailbox. **Calls will not be transferred to a teacher's classroom while class is in progress.** Direct calls will be accepted during teacher planning time or before or after school. You may also contact your child's teacher via e-mail or by sending a note to school with your child.

Parent/guardian teacher conferences are scheduled during half days in November. However, conferences may be scheduled as needed throughout the year. When parents have an academic or classroom concern they should first contact the child's teacher.

### **Telephones/Cell Phones**

Classroom telephones may be used only with the teacher's permission. Students are **NOT** allowed to bring cell phones to school. If a student has a special need for a cell phone, and the principal approves its use, the phone may be brought to school and kept in a specific location designated by the teacher and principal throughout the school day. **If a child continues to bring their cell phone to school and use it inappropriately, he or she will no longer be permitted to bring their cell phone to school.**

## Web Sites

- You may access the following sites for district and Kerr information:  
Kerr website [Kerr.fcasd.edu](http://kerr.fcasd.edu) - **Parents and guardians can access their child's attendance and progress data using the PowerSchool portal on the school's webpage.**
- Main district website is [www.fcasd.edu](http://www.fcasd.edu)
- Library search link at <http://foxcat.fcasd.edu/>

## Report Cards

The communication of student information and progress with parents is important in supporting student achievement. Students in grades one through five will have report card information available following each quarter. For students in Kindergarten, report card information will be available following the second, third, and fourth quarters.

Parents and guardians will also be able to print and save the reports directly from PowerSchool. If home internet access is limited, parents may contact the school secretary to have a paper copy of the report card mailed home following each quarter. More information on using PowerSchool can be found on the PowerSchool website.



## CLASSROOM INFORMATION

### Home Learning

Home learning is a necessary component of your child's education. It helps to develop good work habits, responsibility, and independence. Home learning reinforces and reviews new skills. The type and amount of homework will vary by grade level and by teacher. When your child is absent, unless other arrangements have been made, home learning will be sent home at the discretion of the teacher.

### Birthday Recognitions

Birthday treats are no longer permissible, however, alternate choices are available for consideration. Please refer to the nutritional practices and non-food ideas outlined on pages 10-12 that comply with the Pennsylvania Department of Education (PDE) nutritional guidelines. Please contact your child's teacher for specific birthday arrangements.

**Birthday invitations for parties held outside of school are NOT to be distributed in school.** Parents/guardians are encouraged to send these via the U.S. Postal Service.



### Nutritional Practices

As we at Kerr Elementary School continue to find ways to improve and ensure that the health and wellness of all of our students continues to be a primary focus of ours, we will be moving forward with our plan to make certain that we are meeting the Nutritional Standards for Competitive Foods in Pennsylvania set forth by the Pennsylvania Department of Education. It's important to acknowledge that our own Fox Chapel Area School District Wellness Committee has adopted these Pennsylvania Department of Education (PDE) guidelines and that these mandates have now become part of our wellness policy. In order to meet the wellness policy of the Fox Chapel Ares School District, modifications will need to be made to our current practices at Kerr Elementary School.

The following practices will be followed throughout our school to ensure we are in compliance with the state and federal guidelines. The Kerr Site-Based Management Team, as well as the Kerr Elementary School PTO, is in support of these modifications to our practices.

#### **The following practices include:**

- ✓ Birthday treats will no longer be allowed to be brought into school and distributed to classmates.
  - Alternative to food treats may include:
    - Donate something to the classroom (books, games, music, etc.)
    - Parent comes in and reads a book to the class
    - The class plays a learning game that is fun
    - Treasure Hunt
    - Craft
    - Etc.

Please make sure that your child's teacher is in agreement with your birthday choice before moving forward and that it works into his or her classroom schedule. Also, please make sure that you provide plenty of advance notice to the teacher regarding your plans.

- ✓ Bake sales will not be permitted during school hours
- ✓ If a classroom/grade level has a snack time in the morning/afternoon, the snack can only come from the child's parent and cannot be shared with any other children. The exception is the snack that kindergarten receives from their teacher in the afternoon
- ✓ Our School-Wide Positive Behavior Program (Paw Perks Program) will only use non-food items or food which fit into the PDE nutritional guidelines as a reward
- ✓ PTO Classroom Parties/Holiday Celebrations will offer minimal amounts of foods (maximum 2-3 items) that contain added sugar as the first ingredient and will provide the following:
  - Fresh fruits and vegetables
  - Water, 100% fruit juice or milk
- ✓ Snacks for students during state or district assessments (i.e. CogAT, PSSA, etc.) will meet the nutritional guidelines
- ✓ Snacks for fifth grade students who attend Camp Allegheny will meet the nutritional guidelines

**Food items must meet the following nutritional guidelines:**

- ✓ Items will provide less than 250 calories per serving
- ✓ Packages will be in single serving sizes
- ✓ Total fat will be less than 35%
- ✓ Saturated fat will be less than 10% of the total calories
- ✓ Sugar content will be less than 35%
- ✓ Items will contain minimal to no trans fatty acid

**Please Note:** All snacks and treats **MUST** have an ingredient label and have to be reviewed by our school nurse prior to distribution. **No home-baked goods** will be permitted due to allergy concerns.

Students throughout the district have various ailments such as allergies, diabetes, or celiac disease, and for this reason it is imperative that parents contact their child's teacher to help assist them with their decision for any snacks that may be provided throughout the year (i.e., holidays, testing, etc.).

**Thank you very much for your cooperation.**

Nutrition Matters



## **Ideas for Parents: Non-food Ideas for Birthday Celebrations at School**

We all know that birthdays are important to every child and that children like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes or other dietary restrictions. According to the Centers for Disease Control (2011) allergies have increased more than 20% among American Children since the mid 1990's. Many teachers will also admit that they would rather not have to deal with food in the classroom, especially cupcakes (very messy!).



If you would like an alternative to food treats for your child's birthday celebration at school, below are some suggestions. Always check with your child's teacher first to see what he/she finds acceptable for their classroom and be sure to provide advanced notice to make sure that they can fit the birthday plans into their schedule.

1. Party favors (bouncy balls, matchbox cars, erasers, tops, magnifying glasses, notepads, balloons, whistles, bubbles, etc.). You can get these at a party supply store, dollar store, dollar shelves at stores like Target and Michaels and catalogs like Oriental Trading Company.
2. Come into the classroom and read a book to the class.
3. Buy something for the classroom (books, games, music, class pet such as fish or turtle, plant, etc.).
4. Decorate a box and send it into the classroom. Also send index cards or smaller pieces of paper. Have the teacher ask each student to use one sentence to write something nice about the birthday child and put it into the box. The birthday child gets to take the box home at the end of the day. You could also do the same thing using an autograph book.
5. Send in supplies and directions for a craft for the children to do instead of eating a snack. It is a bonus if the parent comes in to help with the craft.
6. Arrange for the children to play a game instead of eating a snack. If you do not have any ideas, talk to your child's teacher. They are likely to know what children will enjoy and what will work well in the classroom setting. Again, it is a bonus if the parent comes in to play games with the children.
7. Ask the teacher for extra recess in honor of your child's birthday. If they are willing to take the time to eat a snack; they may be willing to use that time to let the children play.
8. Bring in something that all the students can sign as a birthday treat for the birthday child (shirt/sweatshirt, tote bag, autograph stuffed animal, pillow case, etc.).
9. Arrange a treasure hunt around the classroom for the children. There can be a special treat (see #1 or #3 for ideas) at the end. You can even use a theme that ties into what they are learning in class.
10. Ask the teacher if you can have a show and tell time for your child on their birthday. They can make a poster, bring in some of their favorite things, bring pictures, tell the kids about their favorite things or life at their house, etc.
11. Sponsor a child overseas and ask the kids to write to the child. You can bring in things to teach the children something about the child you have chosen to sponsor, including information about where they live, what kind of games they



- like to play, etc. Continue to provide information to the class about the sponsored child throughout the school year.
12. Have the kids work on a quick community service project together. There are many websites with great ideas (examples: <http://www.kidactivities.net/post/Community-Service-Ideas-for-Kids.aspx>). One idea would be having each child write a letter to someone in the military serving overseas. You could also provide supplies for the kids to make things to donate to a charity.
  13. Ask the teacher if you can send in a dance song, and have the whole class do the hokey pokey, the chicken dance, or the booty slide, whatever is your child's favorite! Invite the nurse or principal!

## **EDUCATIONAL INFORMATION**

### **Educational Services**

The special education team at Kerr Elementary School works as an inclusive model. The Learning Support staff offers support to students in classrooms as well as in the Learning Lab and the Speech/Language Room. The Quest teachers plan and implement activities to assure that the needs of qualifying gifted students are met.

Learning Support and/or Speech/Language Services may be accessed in several ways. After reviewing assessment scores and classroom performance, a teacher or the principal may request a parent meeting to review data and to plan interventions or further assessments. Parents may request services through the classroom teacher, RtII facilitator, school counselor, and/or the principal.

Quest services are processed in a similar manner. After reviewing standardized tests, district assessment data, classroom performance, and grades, the classroom teacher and/or the principal may request further testing to determine if specialized instruction is necessary to meet the needs of the child. Parents may send a written request for evaluation to the school psychologist, Quest teacher, or principal. If further testing is warranted, the school psychologist will administer an individual battery of tests. Testing will not occur without receiving parent permission to test. Data from these assessments, as well as several performance indicators, become part of a Comprehensive Evaluation Report, which is discussed at a team meeting. Multiple criteria for placement in the Learning/Speech/Language Support or Quest programs include information from parent and teacher questionnaires, along with classroom, district, state and nationally standardized assessments.

### **School Counselor**

A comprehensive guidance program is proactive in nature and addresses the developmental needs of all students, as well as offering additional support to individual students when appropriate. The school counselor aids in the development of students' social, emotional, and academic success. The counselor works collaboratively with parents and staff to address a variety of educational, social, emotional, and behavior concerns and facilitates communication/consultation with outside agencies. Test interpretation and the coordination of assessments is another responsibility of the school counselor. Parents are encouraged to contact the school counselor with any questions and concerns.

## **Student Network/Internet User Agreement and Parent Permission Form**

To use networked resources, all students must sign and return a parent permission form, and those under age 18 must obtain parental permission. The form is distributed to parents upon initial entrance into the Kerr Elementary School. **Violations may result in a loss of access as well as other disciplinary or legal action.**

### **The activities listed below are not permitted:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' electronic folders, work or files
- Employing the network for commercial purposes, financial gain, or fraud
- Installation of non-approved software
- Chat/Instant Message/Blog/Wiki Programs that are not part of classroom instruction
- Modifying Software Settings
- Loading or use of unauthorized games, programs, files, or other electronic media.

## **Student Owned Electronic Devices**

Students are **not permitted** to possess radios or communication devices of any kind, including but not limited to radios, tape recorders or players, compact disc players, I-Pods, MP3 players, cell phones, or other electronic devices on school grounds, at school-sponsored activities, or on school buses except with permission of the building principal or the classroom teacher as outlined below.

In the event that the classroom teacher would like to permit students to bring their own device for a specific academic activity, the teacher will provide a separate permission letter that designates the time period and requires parental permission. This permission letter will limit the time frame for use and outlines the guidelines regarding student responsibility for use. The district is not responsible for loss, damage, or misuse of any electronic device, including cellphones, brought to school by a student. Violations of the guidelines by a student will result in disciplinary action and may result in confiscation of the electronic device.



### **Student Observation by Parents/Outside Agencies**

While we understand that parents may have an interest in having their child observed by an outside agency, we must be cautious that the teaching/learning process is not interrupted. It is also important that the privacy of each student is protected. Parents/guardians may request a student observation with personnel by following set guidelines, beginning with the completion of the Outside Agency Student Observation Form. Forms can be obtained from the building principal. The building principal will make the final determination concerning this type of request.



## PowerSchool

It is important now more than ever to have access to PowerSchool for you to review your child's progress, attendance, and class activities. Parents **MUST** also complete registration and Returning Student Form through PowerSchool (Pages 18-19). Most importantly, report card information is also provided electronically through PowerSchool.

To begin accessing the system, if you have not done so already, please follow these steps:

- 1) Navigate to our website: <https://www.fcasd.edu/Domain/12>
- 2) Click on the PowerSchool link on the front page.
- 3) View the PowerSchool Parent Introduction & Tutorials using the link on the bottom of the PowerSchool login page.
- 4) Follow the instructions for creating an account and adding multiple children to an account using the parent access information below.
- 5) Sign In to your account. Be sure to update your Email Notification preferences.

If you have questions regarding the use of PowerSchool, please contact the Community Help Desk:

Email: <https://www.fcasd.edu/Page/338>

Phone: 412-967-2588

**Once you have activated your account, you can use PowerSchool to:**

<ul style="list-style-type: none"><li>• Check attendance and grades</li></ul>	<ul style="list-style-type: none"><li>• View your 'Combined Calendar' to see events from the school calendar and your child's own classes and activities.</li></ul>
<ul style="list-style-type: none"><li>• Check your child's latest progress (Grades 3-5) during the quarter.</li><li>• K students receive report cards in quarters 2,3,4.</li><li>• Gr. 1-5 receive report cards in all quarters.</li></ul>	<ul style="list-style-type: none"><li>• Read announcements and classroom news</li></ul>
<ul style="list-style-type: none"><li>• You will receive email alerts when grades or attendance absences are posted. (You need to set email notification in PowerSchool in order to receive the reports.)</li></ul>	<ul style="list-style-type: none"><li>• View teacher communication if posted.</li></ul>
<ul style="list-style-type: none"><li>• Complete Returning Student Form yearly.</li></ul>	<ul style="list-style-type: none"><li>• Complete Registration Forms.</li></ul>

## PowerSchool – Returning Student Form

### Back to School Information

In order to ease the burden of collecting back-to-school information, the Fox Chapel Area School District has implemented a new online information portal for parents. Use this portal to verify current student information, to make changes to student information if necessary, and to submit start-of-the-year student forms electronically (Emergency Medical Authorization, Acceptable Technology Use Policy, etc.) The information portal is accessible directly through your PowerSchool Parent Account.

If you are new to the district, you should have received an account setup letter. If you have not received a letter or you need help accessing an existing account, please contact our community help desk (<https://www.fcasd.edu/Page/338>) When sending an email to community help, please include the students full name, school, and grade level.

Directions for accessing the Returning Student Registration form.

Login to Your Existing PowerSchool Parent Account at: <https://psweb.fcasd.edu/public/>

- 1) (There is also a link on your school's website under Essentials>PowerSchool)
- 2) Click on the **"RETURNING STUDENT REGISTRATION"** link located on left side of page
- 3) Follow the instructions to review, update and submit all of the information required for the 2019-2020 school year.
- 4) If you have more than one child attending the Fox Chapel Area School District, you must complete this review/ update process for each student. Once you have submitted information for your first student, simply click on the name of your next student at the top of your PowerSchool Parent Account page. You will then click the "Returning Student Registration" link (on the left) again to begin updating information for your next student.

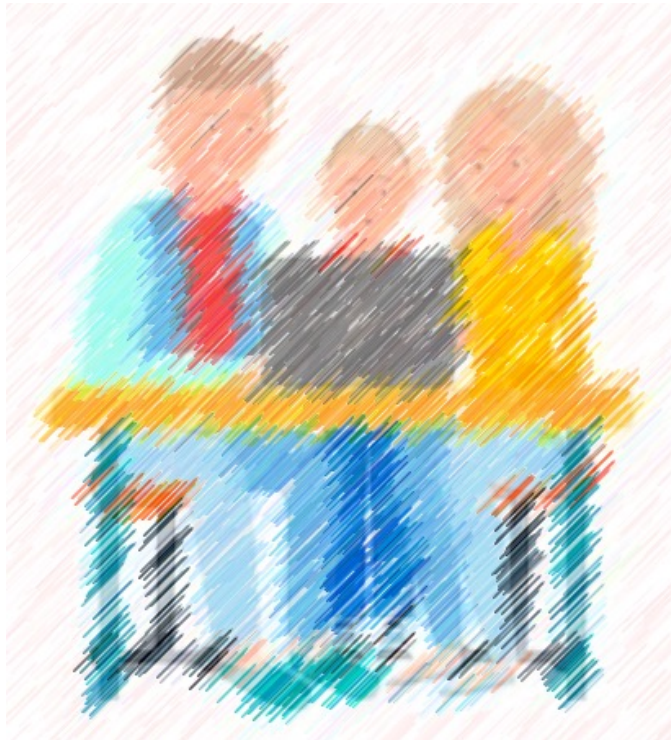
### Returning Student Form

The following information will be collected from parents online using the PowerSchool Returning Student Form:

1. Contact information that does not require verification (Phone Numbers, Email Addresses, etc.)
2. Emergency Contact information and student pickup
3. Early Dismissal Plans
4. Student Medical Information (Emergency Care Card)
5. Student Handbook Agreement
6. Military Opt Out for Juniors and Seniors
7. PTO Student Directory Opt Out
8. Internet Use Agreement

The following will be posted on the district website under "[Back to School 2021](#)" and on the Resources tab on Kerr Elementary School website.

- Lunch Program Account Letter
- Seat Belts Pamphlet/School Bus Safety Rules
- Student Handbooks
- Testing Information and Letter
- Media Release
- Notification of Rights Under the Protection of Pupil Rights Amendment
- Notification of Rights Under the Family Education Rights and Privacy Act
- IPM Approach to Pest Management Letter
- AHERA Notice
- Homeless Education Letter
- Qualified Teacher Letter
- Annual Bad Weather Letter
- Non-School Sponsored Trip Letter
- Attendance Law Letter
- Emergency Operations Plan Letter
- Parent Notification of Homebound Procedures
- Notice to Protected Handicapped Students
- Suicide Awareness and Prevention Policy
- Student Accident Insurance Brochure





## A DAY AT KERR ELEMENTARY SCHOOL

7:00-8:30 a.m.

### **YMCA BEFORE-SCHOOL SUPERVISED PROGRAM**

Students must be enrolled through the YMCA.

8:30 a.m.

### **STUDENT ARRIVAL**

***Students are NOT to arrive at school prior to 8:30*** unless the child is enrolled in the YMCA Before-School Supervised Program.

8:30-8:55 a.m.

### **BREAKFAST**

Students may first report to the cafeteria for breakfast or to their homerooms. (This process is according to the homeroom teacher's direction).

8:35 a.m.

### **LAST BUS ARRIVES**

Last morning bus is scheduled to arrive at Kerr.

9:00 a.m.-3:30 p.m.

### **INSTRUCTIONAL DAY**

***Students are to be in their classrooms at 9:00 a.m.***

The school program includes the classroom academic program and participation in the following "special" classes: Art, Computer, Library, Music, Physical Education, and Spanish.

3:20 p.m.

### **DISMISSAL BEGINS**

3:55 p.m.

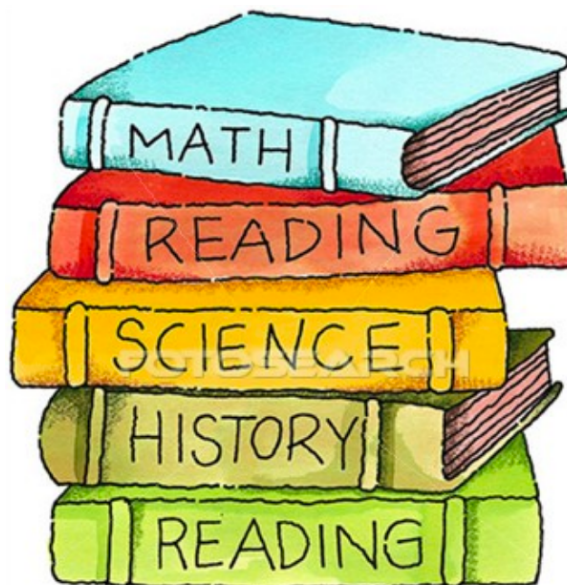
### **LAST BUS DEPARTS**

Last bus is scheduled to depart from Kerr.

3:35 p.m.-6:00 p.m.

### **YMCA AFTER-SCHOOL SUPERVISED PROGRAM**

Student must be enrolled through the YMCA.



## ENTRANCES/SCHOOL-DAY VOLUNTEERS/STUDENT CONFIDENTIALITY

All doors, with the exception of the main entrance, will be locked at 8:30 a.m. All students, staff, parents, and visitors are required to use the main entrance to enter the school. **All parents and visitors to Kerr must:**

- **Push the front entrance button (located to the right of the main entrance doors) and state the purpose for wanting access to enter the building. Every person requesting entrance into our building MUST be vetted separately by our office personnel. Multiple people may not enter the building at one time without permission from the school office**
- **Wait to be granted access to the inner office area**
- **You will be vetted through the Raptor Visitor Management System (see below)**
- **Receive Raptor ID Badge**
- **Display the badge at all times while in the building.**

**The main entrance and front hallway doors will be locked during the school day. School secretaries must admit all visitors. This is very important for the safety of our students and staff.**

In the interest of maintaining the privacy of Kerr students and staff, parents who desire to make video or audio recordings or take photographs of any school events, performances, or activities are requested to make such recordings or take such photographs **FOR PERSONAL USE ONLY** and not to publish recordings or photographs of non-family members using any medium whatsoever, including sites such as YouTube or Facebook, without prior written approval from the school administration. **If you do not want your children photographed by the media, please submit that request in writing to Bonnie Berzonzki at the central office.**

### **Raptor Visitor Management System**

In an effort to enhance the safety and security of our students and staff, the Fox Chapel Area School District uses the Raptor Visitor Management System in each of our schools. The system tracks all visitors, contractors, and volunteers who come into the schools, and provides alerts on anyone who may jeopardize the safety of our students and staff.

All visitors must be buzzed in at each school and immediately report to the office. Visitors then must present a valid state-issued driver's license or ID, which is entered into the Raptor system. A badge is then issued identifying the name of the visitor, as well as the date and time of their visit. Visitors return the badge prior to exiting the building, and will then be signed out of the system.

The safety of our students and staff is our highest priority, and the Raptor Visitor Management System is just one of the tools we use to make our schools safer.

If you have any questions or concerns, please contact the district's School Safety and Security Coordinator, **Joseph Kozarian, at 412/967-2448, or email him at [joseph\\_kozarian@fcasd.edu](mailto:joseph_kozarian@fcasd.edu)**. For more information on the Raptor Visitor Management System, please visit the Raptor Technologies website at [www.raptortech.com](http://www.raptortech.com).



## **Parent or Community Volunteers**

Kerr Elementary School seeks to utilize parent and community human resources to enhance, expand, and support the educational process at Kerr. We, at Kerr, continually extend ourselves to reach the goal of success for all students as we recognize the importance of partnerships with parents, the community, and the broader context of the world. These connections help students to understand their role as citizens, and to recognize how the community cares for, and about, their education. Those parents who would like to volunteer must have their FBI Clearance, PA Criminal History Clearance and Child Abuse Clearance, which may be downloaded from our Resources Section (District Forms) of our Kerr Elementary School website (<https://www.fcasd.edu/domain/86>)



Dear Prospective School Volunteer:

Thank you for your interest in volunteering in Fox Chapel Area Schools. We believe volunteers can make valuable contributions to the educational program. The FCASD School Board and Superintendent endorse the use of volunteers within the legal requirements and administrative regulations.

Act 153 of 2014 was adopted by the Pennsylvania Legislature and signed by Governor Corbett. Act 153 amends the Child Protective Services Law and includes provisions mandating clearance requirements for all school employees. New clearances must now be obtained every 5 years according to this legislative mandate. Because of the state mandate, the Fox Chapel Area School District is now required to have all employees and volunteers complete all three clearances in order to work with our Kerr Elementary School students.

For the safety of our students, all volunteers will be required to obtain three clearances:

1. Request for Criminal Record Check
2. Pennsylvania Child Abuse History Clearance
3. FBI Criminal History Record

Important information to remember concerning Act 153:

- All volunteers must provide all three clearances in order to assist with any school and/or PTO function (e.g., birthday parties, fall festival, end of year event, etc.).
- The clearances must be updated every five years.
- All 3 clearances need to be scanned and emailed to: [volunteers@fcasd.edu](mailto:volunteers@fcasd.edu) or mailed to: Communications Secretary, FCASD, 611 Field Club Road, Pittsburgh, PA 15238

Thank you for your willingness to volunteer in Fox Chapel Area School District! Your services are invaluable and much appreciated.

Sincerely,

Mr. Stephen Edwards, Fairview Elementary Principal  
Dr. Rachel Fischbaugh, Hartwood Elementary Principal  
Dr. Paul Noro, Kerr Elementary Principal  
Mrs. Kristy Batis, O'Hara Elementary School Principal

### **Younger Siblings at School**

Classroom teachers and Kerr PTO parent volunteers coordinate classroom celebrations and other Kerr PTO sponsored programs. Since the activities planned for these celebrations and lessons are specifically designed to address the age, interest, and developmental level of the grade involved, younger siblings attending these events distract from those activities and lessons. Therefore, we are unable to welcome younger siblings to attend classroom and/or schoolwide celebrations or TAG presentations. However, they are welcome to attend many other school events such as Open House, musical concerts, etc.

### **Student Confidentiality**

Respecting confidentiality is crucial to Kerr Elementary School, as it acts to protect the rights of every student. Volunteers at school may notice a student involved in a disciplinary matter, or may observe student academic performance in the classroom. These circumstances should be treated confidentially and are not for discussion in, or outside, the school. It is extremely important that volunteers respect the privacy rights of all members of the Kerr community. If volunteers or visitors have concerns about something seen or heard at Kerr, they should speak privately to the appropriate teacher, or to the principal. In addition, parent volunteers are required to maintain confidentiality about the items (papers, tests) that they copy for teachers.

### **Use of School Grounds**

Safe and proper use of the playground and parking areas at Kerr Elementary School by community members is expected. In the best interest of all, the following guidelines must be adhered to:

- Children should be supervised by adults at all times.
- Bike riding, roller blading, skating, or skateboarding must only be done on the asphalt/blacktop areas, not on the sidewalks or curbs.
- Glass containers of any kind are not permitted.
- Use of alcohol and tobacco are forbidden on school property.
- School grounds will be considered closed at dusk except on occasions of school-sanctioned events.
- Any illegal, dangerous, or destructive activity will not be tolerated and is subject to prosecution by the police.
- Weekend parking on school grounds must receive prior approval from the principal.



## **CAFETERIA INFORMATION**

Menus for breakfast and lunch are sent home each month. We are very excited to announce that we are still able to provide both breakfast and lunch for **FREE** to all of our students for the 2021-2022 school year. Extras will be sold on designated days as in the past. Milk by itself is 75 cents.

For assistance call the cafeteria manager at **412-781-4105 x 7103**.

### **Fox Chapel Nutrition Center**

#### **Breakfast and Lunch Program**

Breakfast and lunch are served daily in our school cafeteria. A computerized Point of Sale (POS) system allows parents/guardians to pre-pay for extras by depositing money into a debit account for all purchases. All students are given a personalized Identification number (PIN), which they enter into a pin pad when purchasing anything in the cafeteria. The cafeteria staff will assist children who forget their PIN numbers. To place money on an account, apply for free/reduced eligibility, place a note on your child's account, and to view purchases please sign up for the online system at [www.schoolcafe.com](http://www.schoolcafe.com). You may always send a check or cash into school with your child to be given to the cafeteria staff. Checks should be made out to the FCASD Cafeteria Fund.

For the Food Service Policy, access to all menus, free and reduced forms, and general information on the Nutrition Center please go to: <https://www.fcasd.edu/domain/55>

Please contact Nutrition Center Manager, Julie Geary at 412-967-2502 or [Julie\\_Geary@fcasd.edu](mailto:Julie_Geary@fcasd.edu) for any questions regarding the school breakfast and lunch program.

The Board of School Directors is required to provide healthy meals in accordance with current regulation and policy. The Board of School Directors shall permit students to incur what the Board or its designee considers reasonable charges and that parents/guardians shall be contacted for payment of said charges.

#### **GUIDELINES:**

The district shall inform, in writing, students and their parents/ guardians, who incurred a negative balance, of the district's policy regarding food service charges. The Food Service Department of the Fox Chapel Area School District adopted a Point of Service System (P.O.S.S.) for meal purchases in each building. Parents/guardians have the ability to prepay for meals by depositing funds to the students account. All students are issued a Personal Identification Number (PIN) upon entering grade K and will retain a PIN while enrolled in the Fox Chapel Area School District.

## **Wellness Policy**

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

To access the entire wellness policy please go to: <https://www.fcasd.edu/domain/55>

## **USDA Nondiscrimination Statement and Complaint Procedure**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form , (AD-3027) found online

at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) , and at any USDA office, or write a letter addressed to USDA and provide in

the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your

completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## TRANSPORTATION

Bus transportation is provided by ABC Transit

### Riding Only Assigned Buses

A STUDENT IS ONLY PERMITTED TO RIDE HIS OR HER ASSIGNED BUS. A student MAY NOT change buses at any time for any reason unless it is a permanent bus change approved by the school office. This rule will be strictly enforced for the safety of our students. A request for a change to a child's assigned bus must be submitted through a Bus Change Form, which may be obtained from the Kerr Elementary School office. The Bus Change Form must be completed each year by the child's parent or guardian and approved by the office prior to a child changing buses. We do not currently maintain approved Bus Change Forms from one year to the next.

### Beginning of the Year Information

**AT THE BEGINNING OF THE SCHOOL YEAR, PLEASE:**

- Review bus information and safety rules with your child,
- Be sure your child knows his or her bus stop and **A.M. AND P.M.** bus number(s),
- Place your child's name, address, and phone number in your child's backpack, and
- Discuss with your child the importance of safety and appropriate behavior while riding the bus and at the bus stop. ***Remind your child that misbehavior will result in a suspension of his or her bus riding privileges.*** The safety of all students riding the bus is our priority.

### After-School Activities

**PARENTS/GUARDIANS ARE RESPONSIBLE FOR PROVIDING TRANSPORTATION FOR ALL BEFORE AND AFTER-SCHOOL ACTIVITIES.**



**IF A STUDENT IS DEMONSTRATING AGGRESSIVE, INAPPROPRIATE OR DISRESPECTFUL BEHAVIOR PRIOR TO BOARDING THE SCHOOL BUS AT THE END OF THE DAY OR DURING BUS DISMISSAL, HE OR SHE WILL NOT BE PERMITTED TO RIDE THE SCHOOL BUS AND THE PARENT WILL BE NOTIFIED TO PICK UP THEIR CHILD FROM SCHOOL. THESE PROCEDURES ARE IN PLACE TO MAINTAIN THE SAFETY OF THE STUDENT HIM OR HERSELF, AS WELL AS THE SAFETY OF OTHER CHILDREN.**

## **School Bus Safety**

Riding a school bus is a privilege extended by the school district. We expect Kerr students to respect that privilege and to demonstrate safe school bus behavior.

### **BUS RULES ARE AS FOLLOWS:**

- Arrive at the bus stop 10 minutes before pick up time.
- Board the bus in an orderly fashion.
- Follow the directions of the bus driver and safety patrol.
- Remain seated at all times and wear a seat belt (optional) while on the bus.
- Do not pass anything through or outside of the windows.
- No yelling. Talk to friends near you in a normal conversational (inside) voice.
- Use appropriate language.
- No food, beverages, tobacco products, or gum are permitted on the bus.
- Do not litter on the bus.
- Students are responsible for any damage caused to the bus or to another student's belongings.

### **CONSEQUENCES FOR BUS RULE VIOLATIONS:**

Bus safety is an important part of the school day. Violations of the bus safety rules will result in the following consequences:

- **First Offense:** Student will receive a verbal warning. Depending on the infraction, parents/guardians may be contacted.
- **Second Offense:** Student will receive a verbal warning and a letter will be sent home to the parents/guardians.
- **Third Offense:** Student will be assigned a seat with a bus patrol and a letter will be sent home to the parents/guardians.
- **Fourth Offense:** Student will be suspended from the bus and a letter will be sent home to the parents/guardians.

**Depending upon the nature of the offense, the principal has the right to determine the appropriate consequence regardless of the number of offenses the student may have accumulated.** Appropriate bus behavior will be strictly enforced, and student cooperation with bus rules is expected.

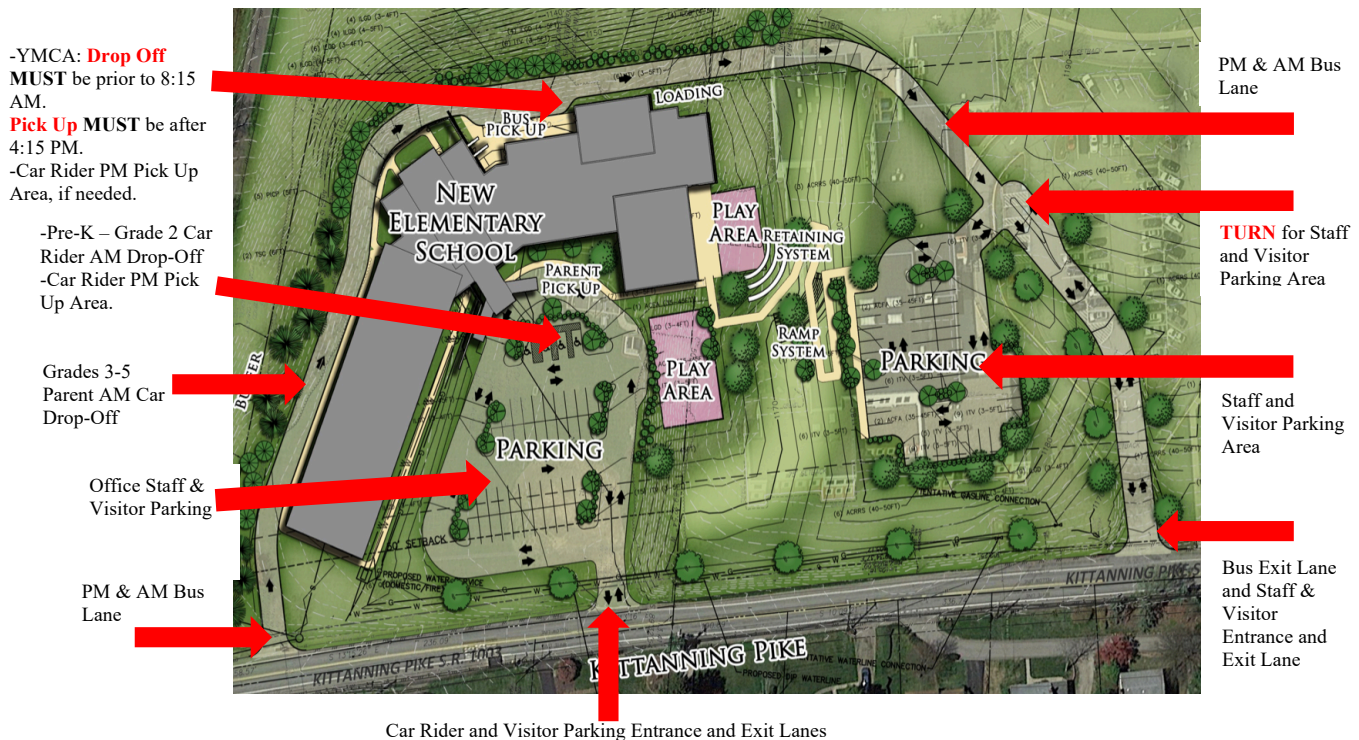


## Parking Lot Safety

- Pay attention to parking lot directional signs.
- Please do not block handicapped parking spaces.
- At busy arrival/dismissal times, please observe the traffic pattern and do not pass buses or other vehicles.
- Never walk across car or bus lanes.
- Please do not park in the areas that are marked with white stripes.

These procedures are to be followed at **ALL TIMES** – during student arrival and dismissal, throughout the school day, and during after school and evening events.

## Bus, Car, and YMCA Arrival & Dismissal – Directional Map



## **Arrival and Dismissal DETAILS:**

### **ARRIVAL:**

- **Busses:**
  - Busses will begin to arrive through the bus lane at 8:35 AM
  - Busses will complete their drop off by 9:00 AM
- **Car Riders:**
  - Car Riders will drop off their child by entering the parent drop off lanes, Bus Loop (Grades 3-5) and Main Entrance (Pre-K - Grade 2) beginning at 8:30 AM
- **YMCA:**
  - Children who attend the YMCA will be dropped off NO LATER than 8:15 AM at the cafeteria entrance. Parents will use the bus lane to drop their child off to the YMCA Program.



## DISMISSAL:

- **Busses:**
  - Busses will begin to arrive for student pick up through the bus **ONLY** lane at 3:30 PM and depart no later than 4:00 PM (unless busses are delayed)
- **Car Riders:**
  - Car Riders will pick up their child by entering the parent main entrance parking area beginning at 3:20 PM for Car Rider Departure Procedures (Parent Assigned Numbers Process). Depending on the number of car riders, we may dismiss from the back bus loop cafeteria door as well. A notification will be sent out if multiple car rider departure areas are needed.
- **YMCA:**
  - Children who attend the YMCA will be picked up NO EARLIER than 4:15 PM at the cafeteria entrance. Parents will use the bus lane to pick up their child from the YMCA Program.

## IMPORTANT ARRIVAL/DISMISSAL REMINDERS:

- Students may not arrive prior to 8:30 a.m. as there is no supervision for early arrivals unless the student is participating in the YMCA Program.
- Please note that announcements begin at 9:00 A.M. and the instructional day begins promptly at 9:05 A.M.
- Parents who choose to drive their children to school are expected to adhere to the morning drop-off rules, regulations and procedures.
- If a parent wants to park their car to drop their child off, they must enter the car rider and visitor entrance and park their car. The parent may then walk their child to the main entrance. Parents may not enter the building with their child for safety reasons.
- Students will not be dismissed from the office after **3:15 P.M.** unless the principal has provided permission.
- Please make sure that the office has been notified of any early dismissals via a note or email.
- **No parent is to park in the Handicapped Parking Spaces unless authorized to do so. THE SCHOOL RESOURCE OFFICER WILL BE NOTIFIED IF A PARENT IS WARNED AND DOES NOT FOLLOW OUR SCHOOL PRACTICES, AS WELL AS PENNSYLVANIA STATE LAW.**
- Please note that there are **no exceptions to bus riding assignments**. Students must ride their district assigned buses to and from school at all times and therefore may not ride home on another student's bus.

## **Car Rider Arrival/Dismissal Procedures**

**Car Rider Dismissal Forms will be available during pick up the first day of school during dismissal.**

### **Car Rider Information:**

We have put these new protocols and practices in place for the safety of our students and staff until further notice:

**For the safety of all involved, a staff member will be outside to help direct your child, however, this year they will not be opening the car doors.**

### **Kerr Arrival Procedures: 8:30 - 9:00 AM**

#### **Car Riders**

- Grades Pre K - 2: Main Parking Lot Drop-Off
- Grades 3 - 5: Bus Loop Drop-Off
- A family may choose either drop-off area if you have a child at both the primary and intermediate levels
- Please do not get out of your car during arrival. **If you need to unbuckle your child or get out of your car for any reason, please park in one of the eight empty spaces in the first row of our parking area. Afterward, please walk your child to the cross walk to complete the drop-off.**

#### **Bus Riders**

- Will continue to use Door 6, bus loop main door, for all students to enter the school
- One bus will unload at a time to enter the building

### **Kerr Dismissal Procedures: 3:20 - 4:00 PM**

**Please have your car rider numbers visible for staff**

**Pre K Students** – Will dismiss at 3:00 PM using main front doors.

#### **Car Riders 3:20 – 4:00 PM**

- **Car Rider Area 1: 3:20 – 4:00 PM - Bus Loop Dismissal Area from Cafeteria Door.**  
The car rider pick-up area on the bus loop is the cafeteria door which will have a sign out front with staff members assisting. Cars will **NOT** be able to pass busses while students are loading.

When permissible, our staff will direct cars to move past the busses when safe.

- **Car Rider Area 2: 3:25 – 4:00 PM - Main Parking Lot Dismissal Area**  
Parents **must stay in their car** and students must enter the car independently. If you need to assist your child with his/her seatbelt and/or door, please park in one of the eight empty spaces in the first row of our parking area.

Parents of car riders should line up along the curb. Parents may be directed to park or move to a separate lane to ease traffic. Please place assigned number tag to be visible from the passenger side sun visor. Students will be escorted to your vehicle. Kerr families **MUST** assist their child with entering the vehicle and with the seat belt or car seat. These

new procedures are in place for everyone's safety. Each family will receive **two number tags**. Replacement tags will need to be purchased for \$3.00 to off-set the cost, as they were purchased from an outside company. In order to coordinate these new procedures, please complete the form on **Page 31** if your child will be a car rider on a consistent basis. This form must be returned to your child's homeroom teacher by **TUESDAY, AUGUST 31, 2021.**

**Please note:** If your child is not a car rider on a consistent basis and you need them to be one on a certain day, **a note must be sent to our school office that same morning with your child.** Please designate on the note who will be picking your child up and they will have to sign them out in person with the staff member that is on duty. Please remember that a form of ID is required to sign out your child. Person picking up student needs to park in a visitor parking space, and not enter the car rider lane.

The safety and well-being of every child is our top priority. The additional step that we have added to our current dismissal procedures is a positive measure in keeping your child safe while at school.

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

## 2021-2022 Car Rider Authorization Form

Complete the following form if your child(ren) will consistently be a car rider for the 2020/21 school year.  
Return it to your child(ren)'s teacher by Tuesday, August 31, 2020.

\_\_\_\_\_ will be a Car Rider

Please check the day(s) your child will be a car rider:

\_\_\_\_\_ Monday  
\_\_\_\_\_ Tuesday  
\_\_\_\_\_ Wednesday  
\_\_\_\_\_ Thursday  
\_\_\_\_\_ Friday



Please choose from one of the pick-up option times listed below:

\_\_\_\_\_ **Car Rider 1 Option: I will pick my child up between 3:15-3:30 p.m.**  
\_\_\_\_\_ **Car Rider 2 Option: I will pick my child up between 3:30-3:45 p.m.**

Please indicate below who will be the PRIMARY person(s) picking up your child(ren):

Primary: \_\_\_\_\_

Primary: \_\_\_\_\_

\*\*\*A note MUST be sent in if someone other than the primary person(s) is picking up your child(ren)\*\*\*

List up to (2) additional people who can pick up your child:

1. \_\_\_\_\_

2. \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Safety Drills

A variety of safety drills are practiced periodically to ensure student knowledge and comfort with hearing the sounds and participating in the drills.

- **FIRE DRILLS** are held monthly to practice evacuating the building and moving to safe distance in a timely and safe manner. Kerr students and staff exit the building through designated doors and assemble in designated areas to practice being a safe distance from the school.
- **BUS DRILLS** are held twice a year to practice the emergency exiting of buses. Bus drills are generally held in the morning upon student arrival at school, wherein students exit the buses that morning through either the side or rear emergency doors. The bus driver, safety patrol sponsor, and staff assist students with this drill.
- **LOCKDOWN DRILLS** will be initiated and practiced, so that all students and staff know where to go and what safety precautions to take in the event of a crisis situation.
- **SEVERE WEATHER DRILL** is mandated by the state each year in early spring. Students and staff practice going to a safe location in the building and getting into a safe physical position.

## Kerr Parent Teacher Organization (PTO)

Parents serve a variety of roles at Kerr Elementary School. The Parent Teacher Organization (PTO) is one way parents can be involved in the school. You are encouraged to become an active member in our PTO. PTO meetings are held at our school or at a designated location, at which time the members are apprised of the various committee activities. Any required voting is done, and occasionally, speakers are invited to attend these monthly sessions. Fundraising activities are held by the PTO throughout the school year. The proceeds from PTO fundraisers are used for general activities and for other special school programs that benefit our students directly. The PTO also coordinates many parent volunteer activities at Kerr Elementary School and sponsors several family oriented events through the year. All parents are encouraged to participate in PTO activities.

## Kerr Site-Based Management Team (SBMT)

The SBMT is comprised of two representative parents, a community member, faculty members, a staff member, and the principal, who provide input and guidance to our school community. Standing committees research and recommend ideas and solutions to the SBMT. The SBMT focuses on the district and building strategic plans and works with the principal to make and implement well-thought ideas and decisions for students and staff.

## ATTENDANCE

### School Calendar

Parents/guardians should review the school calendar to properly plan for parent/guardian teacher conferences, in-service days, special testing days, or other changes in the regular school routine. The PTO Newsletter also includes up-to-date information. **Please read all school communications to remain informed.**

### Notification of Absences

Regular attendance in school is extremely important and should be established early. Children achieve more and feel better about themselves, when instruction is continuous and when a sense of belonging is established within the classroom. Those who learn the importance of regular attendance tend to stay more actively involved and do better in school. However, we understand that children may become ill.

**For safety reasons, if your child is absent, please call the school at 412-781-4105 before 9:15 a.m. You will automatically receive a courtesy call to verify the absence of your child from School Messenger. Please note, that if you have notified the school office of your child's absence you are not required to call the school office once again.** Do not contact the homeroom teacher's voice mailbox and leave a message for the teacher unless you have notified the main office first.

### Absence Excuses

A student who has been absent should bring a written excuse, signed by a parent/guardian, to school on the first day of attendance after the absence. A written excuse to the school does not necessarily mean the absence is excused. **Excuses such as "visiting away from home," "had to go shopping," or "overslept" are not lawful reasons for missing school.** The excuse should include the date, specific reason for the absence, and signature of a parent/guardian. Please note that absences without excuses will be permanently recorded as unexcused/unlawful, and that medical excuses are required for absences of three (3) or more consecutive days and after ten (10) cumulative days of absence. Children under a doctor's care for a contagious disease or those with chronic absences may also be required to submit an excuse from a physician. Pennsylvania school law identifies excused/lawful absences as those related to:

- 1- Illness or other urgent reasons
- 2- Medical/Dental appointments
- 3- Bona fide religious holidays
- 4- Pre-approved educational tours and trips, not school sponsored
- 5- Quarantine
- 6- Death of an immediate family member
- 7- Weather so inclement as to endanger student's health or safety (impassable roads)
- 8- Court hearings related to student involvement with county and youth or juvenile probation office agencies
- 9- Authorized school activities (field trips)

**Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.**

## **Family Educational Trips**

If a student is going on a family trip, parents/guardians must complete an Educational Tour and Trip Request Form so that the absence is recorded as legal and excused. The form may be obtained at the school office or downloaded under the "Resource Tab" on our Kerr Elementary School website page. Educational Tour and Trip Request forms are to be submitted **at least two weeks prior to the trip** in order to process the form and to provide teachers with ample time to compile student assignments. Students are required to make up work missed during educational trips. Parents/guardians are urged to restrict travel on school days since the lack of continuity disrupts instruction for the absent child as well as the class. **In addition, trip requests are strongly discouraged during CoGAT and PSSA testing weeks. If an Educational Tour and Trip Request is submitted and extends a testing window with time not available for make up, the request may be denied. Refer to the district calendar and testing schedule at the end of the handbook.**

## **Late Arrivals (Tardy)**

Students are considered **tardy if they enter the building after 9:00 a.m.** Students are to report directly to the office before going to the classroom so that attendance records are accurate. Please note that announcements begin at 9:00 A.M. and the instructional day begins at 9:05 A.M. promptly. **Students arriving after the 9:00 A.M. start time are tardy.** We recognize that early appointments and family emergencies do arise. However, students arriving after the 9:00 A.M. start, regardless of the reason, are tardy and must bring a written excuse indicating the reason for tardiness and be signed in at the office by an adult before proceeding to their classrooms. ***Failure to report to the office after entering the building will result in an unexcused absence being recorded for the day. Each group of three (3) tardies shall be considered as one (1) unexcused absence from school for the purpose of state accounting. The parents of chronically tardy students may receive a call, letter, or visit from Kerr and/or district personnel. Continued concern may result in required excuses from a physician for all absences and tardies, parental appearance before a magistrate, and/or referral to Children Youth and Family Services.***

Students are not considered tardy when buses are delayed. Please help students to avoid patterns of tardiness by adjusting bedtimes and wake-up times!

## **Early Dismissals**

Students may **not** leave the school grounds without permission. No student will be excused other than at regular student dismissal time without permission from a parent/guardian and approval of the principal. A written request for an early dismissal is required in advance of the dismissal. Requests for early dismissals must be presented in writing and signed by a parent/guardian. If possible, doctor/dentist appointments should not be scheduled during school hours. Parents/guardians may send one written note to request dismissal for reoccurring appointments, lessons, or meetings. **Parents/guardians are to pick up the child(ren) at the office and must show ID and sign them out. Students will NOT be dismissed after 3:20 for an early dismissal; they will be dismissed with the walkers. Parents/guardians are not to go to the classroom.**

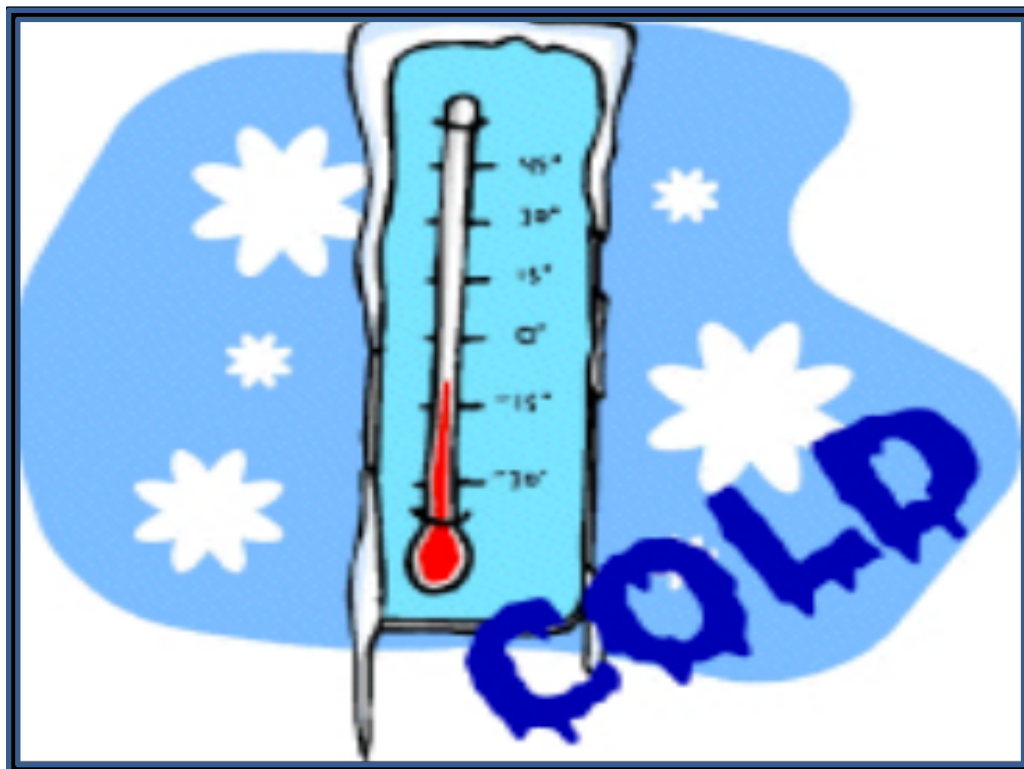
## Weather Emergencies

Delays, closings, or emergency dismissals will be announced over local radio, television stations, and through our district's School Messenger system. Please make sure that your School Messenger contact information is accurate, so that you receive emergency information in a timely manner. During delays, **students are not to arrive at school until the announced starting time.** Parents/guardians are urged to plan with their child(ren) where to go in the event of an emergency dismissal.

## School Messenger System

When there is a school delay, cancellation, or early dismissal, every parent/guardian in the district will receive a phone call from the district's school messaging system. Additionally, an announcement will be placed on the district's website at [www.fcasd.edu](http://www.fcasd.edu). Please note that during a power outage it may not be possible to place an announcement on the district's website. Delay, cancellation, and/or early dismissal announcements will also be placed on the following television stations: **KDKA-TV, WPXI-TV, and WTAE-TV.**

In the event of a severe storm forecast or other emergency, when children are already at school, an emergency early dismissal may occur. Parents/guardians who work or are not at home should plan with their child (children) where to go should such a situation arise. We will request this information from parents at the beginning of each school year on the Student Pick-Up Authorization Form. This form also designates persons to pick up your child (children) for all instances when the student is released from the school. Please ensure that only those persons on the form attempt to pick up your child (children). Anyone picking up a student will be required to produce photo identification and sign a release form.





## **Emergency Dismissals**

Unfortunately, there may be times when our students must be sent home from school at a moment's notice. (e.g., power failures, water main breaks, weather conditions, etc.) We need to know the procedure your child is to follow. *Please complete the Emergency Dismissal Form at parent orientation. Discuss the emergency procedure with your child(ren).* **Complete a separate form for each child in your family.** *This is an extremely important matter and we thank you for your help and cooperation in ensuring the forms are completely filled out and returned to school in a timely manner.*

## **Two-Hour Delay Schedule**

**Student arrival will be at 10:30 a.m. (NO BREAKFAST SERVED)**

Students should report to the bus stop two hours later than the regular schedule.

## **Withdrawing a Student**

When a child is transferring from the Fox Chapel Area School District, the parent or guardian should notify the Kerr office of the new residence, the name of the new school district, the date of transfer, and should complete the official withdrawal forms. For records to be transferred to the new school, a release form must also be signed. A one-week notice is requested for completion of the related clerical work.

## **WHAT TO WEAR AND BRING TO SCHOOL**

Students are expected to dress appropriately for school. Parents/Guardians should use discretion in guiding the child's selection of clothing. Please label all articles of clothing. Outdoor recess is held every day except when it is raining or too cold. Students should come prepared with comfortable shoes, a jacket or sweater, and a visor or hat. An extra set of clothing may be stored in a child's locker.

## **Recess**

The temperature for **outdoor recess is 23 (RealFeel Temperature) degrees.** Outdoor recess will also depend on wind, ice/snow on ground, and precipitation.

## **Dress and Grooming**

The dress code stands not as a means for administrators to tell students how to dress, but as a standard for proper attire in a public educational facility.

The general appearance of students is the basic responsibility of parents/guardians. However, the school also has a general expectation regarding the way students present themselves; mainly that all appear in clean and appropriate clothing that follows the guidelines listed below:

- 1- Attire must not be destructive to school property.
- 2- Dress must comply with all health and safety codes.
- 3- Dress must not interfere with the educational process or the rights of others.
- 4- Footwear must be worn.
- 5- Hats, hoods, visors, and other headgear such as bandanas, kerchiefs, and scarves etc., are prohibited in the building.
- 6- Winter coats and jackets must not be worn in classrooms.
- 7- Clothing should be worn in a fashion so as to completely cover shoulders, back, chest, midriff, buttocks, and undergarments. See-through garments and white

undergarment type T-shirts are also prohibited. No spaghetti straps for students in grades three through five.

- 8- Only walking or bermuda-type shorts are permitted; cutoff shorts and shorts designed for sports activities or gym class are prohibited.
- 9- Obscene, profane language, references to alcohol or illegal substances (including pictures or words), or provocative pictures on clothing or jewelry, and clothing with double-meaning phrases are prohibited.

**If school authorities decide a student is dressed inappropriately, that student will have the opportunity to call home for a change of clothing. If a change is not available, the student will either be detained in the time-out room or returned to class.**

### **Kerr Specific Dress and Grooming Guidelines:**

Students are expected to wear neat, clean, appropriate clothing that complies with the following guidelines:

- No spray-on hair color. When moist, the color can be transferred from the student's hands to books and other school materials.
- **Clothing:** Clothing may not be destructive to school property and may not interfere with the educational process or rights of others.
  - Clothing that includes derogatory slurs or implies hatred or prejudice toward any race, gender, social group, or religion may not be worn.
  - No wallet chains are allowed.

**Students who do not dress according to the guidelines will be required to change their clothing. The administration and staff will have the final judgment on any apparel worn to school.**

### **Lost and Found**

Kerr has a *Lost and Found* area located in the cafeteria. If your child has lost an item, please remind him/her to check in this area. Please label any item your child may bring to school and possibly misplace, such as lunch boxes, coats, hats, backpacks, etc. At the end of the school year, unclaimed "lost" clothing is donated to area organizations.

### **Toys, Cards, Spinners, etc.**

A child is not to bring toys, spinners, trading cards, or stuffed animals, etc., to school unless permission is provided by a classroom teacher, staff member, or the school office. If a child does possess one of the items cited in their backpack (or on their person), then he or she is not to remove the item from their backpack during the school day or it **may be** confiscated. If a student continues to bring an item to school and has been warned repeatedly, then the item **will be** confiscated until a parent retrieves the item or another option is considered.

### **Accident Insurance**

A limited student insurance policy is available at parental expense. This insurance coverage (which would help to pay doctor, hospital, and dental bills resulting from accidental injury) covers the hours and days when school is in session and also covers the child while he or she attends school-sponsored and supervised activities and trips during the school year, while on school premises, and during travel to and from school. A 24-hour insurance coverage is also available for purchase.

## Health Information

### Illness

When your child becomes ill at school, the school nurse is available to attend to your child and to contact you. ***Please notify the school nurse when your child has been diagnosed with a contagious disease such as chicken pox, influenza, strep throat, lice, etc.*** The school nurse should be informed of any health concerns such as asthma, allergies, hearing or vision problems, or any other health issues that may affect your child.

### Return to School

Please help to keep all students healthy by keeping your child home when he or she is ill. Students should remain at home for at least 24 hours after they no longer have a fever and are no longer taking medication to reduce the fever. Children should also stay home for 24 hours following any episode of vomiting or diarrhea.

### Exclusion from School

The Pennsylvania and Allegheny County health departments require exclusion of all students who are suspected of or have been diagnosed as having the following communicable diseases:

<u>Illness</u>	<u>A student may return to school</u>
<b>Strep Throat and Scarlet Fever</b>	24 hours after beginning appropriate treatment
<b>Conjunctivitis (Pink Eye)</b>	When judged not infective by a physician or school nurse.
<b>Chicken Pox</b>	When all vesicles (sores) are crusted; approximately five days from eruption of last crop of vesicles.
<b>Pediculosis (Head Lice)</b>	After appropriate treatment has been instituted and child is "nit free" (as judged by the school nurse).
<b>Scabies</b>	After completion of appropriate treatment and judged not infective by a physician or school nurse.
<b>Ringworm</b>	After the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
<b>Impetigo</b>	24 hours after beginning appropriate treatment.

**The school nurse should be consulted if there are any questions or concerns regarding readmission to school.**

## **Sickness and Injuries**

Students should **not** be sent to school if they have:

- a fever of 100 degrees or more (students should be fever free for 24 hours before returning to school)
- vomiting or diarrhea within the last 24 hour
- a suspicious rash
- a stomachache or fatigue, accompanied by a fever and/or vomiting
- a headache lasting one-two days, or recurring
- red, irritated eyes with pus-like or excessive watery drainage
- persistent, uncontrollable coughing and sneezing

When children become ill at school, it is the parent's responsibility to provide transportation from school to home. Emergency care cards, completed by parents annually, enable the school nurse to ensure that children receive the best possible aid in the event of an emergency or illness at school.

**Students absent, after the third day, will be required to have a doctor's excuse when they return to school.**

### **Medication** ("Administration of Medication" permission form must be renewed on a yearly basis.)

Students are **not permitted** to bring medications of any kind to school. One student's medicine can be life-threatening when ingested by another student. A physician must complete an "Administration of Medication" form before any medication may be administered at school. **No school personnel, including the nurse, may administer medication without this form on file** (*This includes **ANY** over the counter medication - such as Tylenol, cough medicine, COUGH DROPS, etc.*). A parent/guardian may choose to come to school to administer medication in the nurse's office. The laws are very strict regarding this matter, and will be strictly enforced. Your cooperation is appreciated.

### **Peanut Allergies**

There are students in our school that have a serious peanut allergy – the food allergy that claims more lives each year than any other. A child with a serious peanut allergy can suffer a reaction merely by touching a peanut-containing food. Therefore, we have placed the following safety guidelines into effect:

- Please do not send any peanuts, peanut butter or foods containing peanuts or peanut butter to be eaten as snacks in the classroom. It is fine to send these products for lunch, which is eaten in the cafeteria.

- We will not be doing any classroom projects that involve peanut butter (like bird feeders) or peanut shells (art projects). Please do not send any of these projects into the classroom with your child.
- We will try to keep the food at holiday parties to a minimum. As with birthday parties, we must be extremely careful about the ingredients in all of the food items and follow the PDE Nutritional Guidelines. Please do not enclose candy or other treats with holiday cards.
- We may request that all children who ate peanut butter or peanut products for lunch wash their hands when they return from the cafeteria. Similarly, if your child ate peanut butter for breakfast, we would greatly appreciate your making sure that his/her hands are washed with soap and water before leaving for school.

This is a learning process for all of us, but we trust that you understand how deeply important it is to respect and adhere to these guidelines. If throughout the course of the year you have any questions or concerns about food-allergy related issues, please do not hesitate to contact the school.

### **Personal Hygiene**

Please make sure that your child, especially those in the upper grades, is instructed in the fundamentals of good personal hygiene. Your help with this matter will be greatly appreciated.



## EXPECTED BEHAVIOR

### **Expected Assembly Behavior**

#### ***Students will:***

- Refrain from making inappropriate noise and listen to and follow the assembly leader's instructions.
- Listen actively.
- Follow their teacher's directions regarding where to sit.
- Wait quietly for the program to begin.
- Not boo, whistle, yell, or stomp, or otherwise insult the performers.
- Show appreciation appropriately (e.g., by applause).
- Remain seated until the teacher gives them the signal to stand and follow him/her from the assembly area.

### **Expected Hallway Behavior**

#### ***Students will:***

- Walk quietly keeping their hands to themselves.
- Walk single file to the right at all possible times.
- Carry a pass to the bathroom (one student per pass).
- Hold the door open for the next person.
- Not eat food or drink in the hallways (including candy).
- Use good manners (e.g., saying "please," "thank you," and "excuse me").

### **Expected Recess Behavior**

#### ***Students will:***

- Follow all directions of the noontime aides.
- Wear outdoor clothing that is seasonally appropriate (e.g., hats, gloves, and boots on snowy days). All children will go outside unless it is raining or too cold.
- Use playground equipment/games provided by the school or participate in Peaceful Playground structured recess activities. For safety reasons, games like tackle football or soccer are not permitted.
- Play fair and work together to solve problems.
- Report accidents or problems immediately to the noontime aides.
- Help keep our building clean by wiping off mud, snow or grass from shoes and boots.

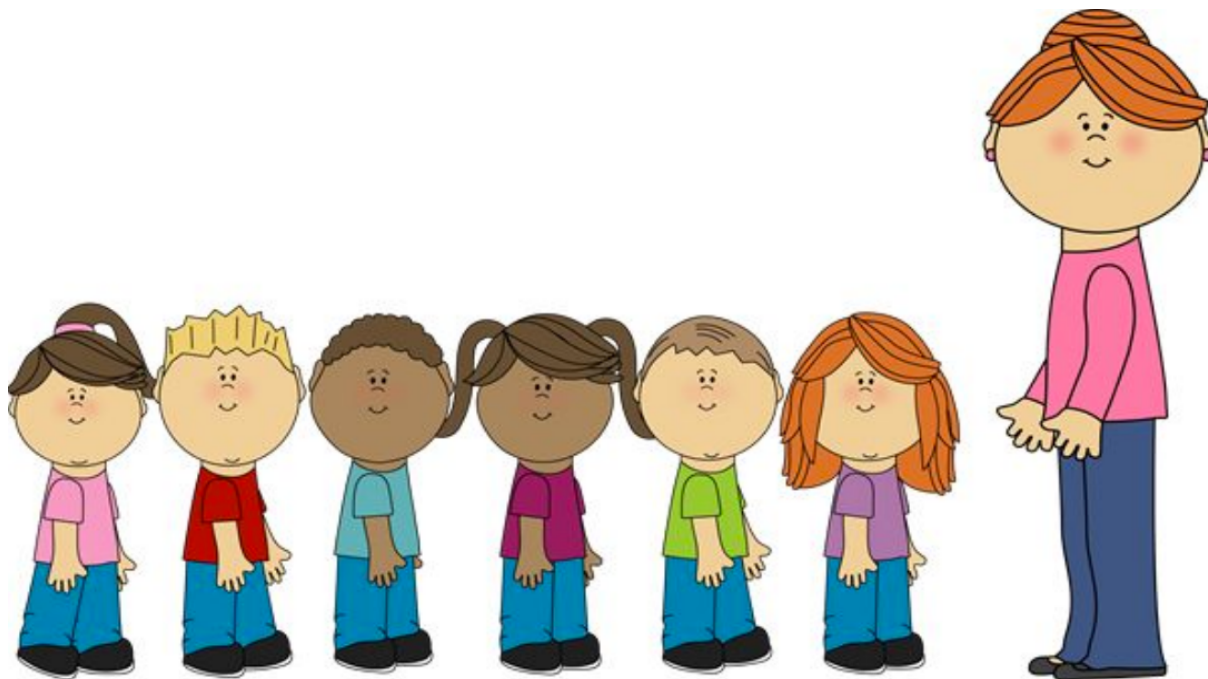
**Note: No toys from home may be brought to school for either indoor or outdoor recess.**

### **Expected Cafeteria Behavior**

#### ***Students will:***

- Use the lunch bin procedure: grades 2-5 drop lunches in the designated bin upon arrival. Kindergarten and first grade students take lunches to their rooms.
- Walk in the cafeteria.
- Follow the directions of the noontime aides or staff.
- Wash hands before coming to lunch.
- Have money or bag lunches ready.

- Sit in assigned seats and talk with “inside” voices.
- Use good manners.
- Keep their hands, feet, and other objects to themselves.
- Eat only their lunches. **(This is especially important due to allergies.)**
- Eat food only in the cafeteria, unless given permission to eat elsewhere by a staff member.
- Raise hands if help is needed. A noontime aide will assist.
- Eat a portion of lunch food before buying “extras.” Students with outstanding IOUs may not purchase extras.
- Ask for permission to leave the table or cafeteria.
- Clean their personal table and floor areas before dismissal.
- Stay in their seats until dismissed.
- Treat others with respect.





## **DISCIPLINE PROCEDURES**

Our goal is for all students to have a successful year. By using responsibility education, teachers, staff members, and parents/guardians can help children become responsible for their learning, behavior, and ultimately, their own lives. Through Responsibility Education, students are taught self-discipline and responsible behavior.

### **Expected Student Behavior**

- Come to school prepared each day. Bring books, pencils, homework, and all other materials.
- Wear appropriate school clothing.
- Be responsible for replacing any lost or damaged materials such as books or equipment.
- Not use inappropriate words, hand, or body gestures.
- Speak in a polite, kind manner.
- Discourage and report bullying behavior.
- Keep gum, candy, toys, cards, and electronic games and equipment at home.

### **Consequences for Inappropriate Behavior - Time-Out**

#### **Primary Levels - Grades 1-3**

##### **Time-Out One**

- In the classroom.
- Verbal Reminder: The teacher will talk with the student and call attention to the student's inappropriate behavior.
- Examples: Talking in class or in line or minor behavior problems.

##### **Time-Out Two**

- In the classroom
- Behavior Plan: The teacher will send the student to the classroom time-out area. The student and teacher will write a plan together to help the student improve his/her behavior.
- Examples: Ignoring Time-Out One, or repeated inappropriate behavior.

##### **Time-Out Three \***

- In the Grade Level Time-Out Area or the Kerr Time-Out Room.
- Conference: The teacher has found that the use of Time-Outs One and Two have not changed the student's inappropriate behavior. The student will be sent to the designated Time-Out Area immediately or during lunch and/or recess. While in the Time-Out Area, the student will conference with the teacher on duty. Parents will be contacted by phone or e-mail.
- Examples: Physical contact, swearing, or serious disruption in the classroom.

## **Intermediate Levels - Grades 4-5**

### **Time-Out One**

- In the Classroom.
- Verbal Reminder: The teacher will talk with the student and call attention to the student's inappropriate behavior.
- Examples: Talking in class or in line, chewing gum, or minor behavior problems.

### **Time-Out Two**

- In the Classroom.
- Written Plan: The teacher will send the student to the classroom Time-Out Area. The student will write a plan to improve his/her behavior.
- Examples: Ignoring Time-Out One, or repeated inappropriate behavior.

### **Time-Out Three \***

- In the Grade Level Time-Out Area **or** the Kerr Time-Out Room.
- Conference: The teacher has found that the use of Time-Outs One and Two have not changed the student's inappropriate behavior. The student will be sent to the designated Time-Out Area immediately or during lunch and/or recess. While in the Time-Out Area, the student will conference with the teacher on duty and write an improvement plan. Parents will be contacted by phone or e-mail.
- Examples: Physical contact, swearing, or serious disruption in the classroom.

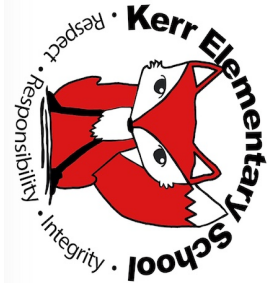
**\*In extreme cases, a student may be sent directly to Time-Out Three in the Kerr Time-Out Room, or directly to the principal.**

The Kerr Time-Out Room is staffed by Kerr teachers each period of the school day. Referred students may be asked to write a plan for improved behavior. Parents will be contacted when their child visits the Kerr Time-Out Room. Teachers follow responsibility education as a means to counsel students.

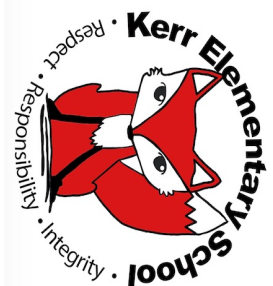
### **Principal Intervention**

Certain behaviors require the immediate intervention of the principal. Some of these behaviors include: inappropriate behavior or language, serious physical contact/fighting, or stealing. A child who is referred to the principal may have to write a plan to change his or her behavior and may also be required to participate in a conference with his or her parents/guardians to encourage better choices. Restricted lunch, restricted recess, detention, in-school suspension, or out-of-school suspension assignments may be necessary.

# KERR ELEMENTARY SCHOOL BEHAVIORAL EXPECTATIONS MATRIX



## KERR Pride!



	Hallway	Bathroom	Cafeteria	Recess	Bus	Classroom (Examples)
<b>Show RESPECT</b>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and body to yourselves.</li> <li>✓ Remain silent.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and body to yourselves.</li> <li>✓ Honor privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and body to yourselves.</li> <li>✓ Use an inside voice.</li> <li>✓ Use your table manners.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Play cooperatively.</li> <li>✓ Use an appropriate voice level.</li> <li>✓ Include others.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and body to yourselves.</li> <li>✓ Listen to your driver and safety patrols.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and body to yourselves.</li> <li>✓ Use an appropriate voice level.</li> <li>✓ Speak kindly to others.</li> <li>✓ Speak when it is your turn.</li> </ul>
<b>Show RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>✓ Stand and wait patiently.</li> <li>✓ Follow directions the first time.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wash hands with soap and water.</li> <li>✓ Clean up after yourself.</li> <li>✓ Use the bathroom in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clean up your area.</li> <li>✓ Eat your food only.</li> <li>✓ Raise your hand for assistance.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use equipment properly.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Remain in your seat.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow directions the first time.</li> <li>✓ Keep your area clean and organized.</li> </ul>
<b>Show INTEGRITY</b>	<ul style="list-style-type: none"> <li>✓ Do the right thing!</li> </ul>	<ul style="list-style-type: none"> <li>✓ Do the right thing!</li> </ul>	<ul style="list-style-type: none"> <li>✓ Do the right thing!</li> </ul>	<ul style="list-style-type: none"> <li>✓ Do the right thing...show good sportsmanship!</li> </ul>	<ul style="list-style-type: none"> <li>✓ Do the right thing!</li> </ul>	<ul style="list-style-type: none"> <li>✓ Do the right thing!</li> </ul>

### **After-School Detention**

After-school detention may be used as a consequence for repetitive disruptive behaviors that continually take away from the education of other students ("Detained Disruptive Behavior").

**The following procedures are in place for students who are sent to after-school detention:**

1. The student must serve after school detention from 4:00 – 5:00 p.m.
2. The student's parent(s)/guardian(s) will be notified the day of the infraction that after-school detention will be served and the date and time of the detention.
3. The student's parent(s)/guardian(s) is responsible for picking up the child at the Kerr office at 5:00 p.m. on the day of detention.
4. A student will not be excused from detention because of a parent's schedule or lack of vehicle ownership.
5. No student will be placed on any public transportation or sent home with any person other than his/her parent/guardian.
6. Local law enforcement will be notified if the student has not been picked up by the end of the detention period.

**The principal may require that the detention be held the same day as the infraction.**

### **Definitions:**

**Detained Disruptive Behavior may occur at school or on the bus and includes:**

1. Words or actions that interrupt the smooth transition of students from one place to another, or from one subject to another.
2. Words or actions that inhibit students in class from paying attention, performing, speaking, listening, or progressing through activities expected of students during the school day.
3. Destruction or damage of school property.
4. Words or actions that are physically or verbally threatening or abusive to children or adults.
5. Behavior that inhibits other children from playing safely, sitting quietly, or choosing freely an activity available to all children.

### **Suspension**

The principal may suspend a student from participating in regular classes and activities due to fighting, disruption of school, or other serious offenses. The suspension may be "in-school" or "out-of-school." In-school suspension assignments will depend on the severity of behavior and availability of supervisory staff. Out-of-school suspensions may be assigned from one day up to ten days, depending on the severity of the offense. Suspension days are considered excused absences and students are permitted to make up missed work.

## **Camp Allegheny- Grade 5**

Camp Allegheny is an experience that all fifth grade students participate in each fall. Any behaviors exhibited by a student, or students that result as a safety concern for Camp Allegheny staff, Fox Chapel Area School District staff, or Kerr Elementary School students, will result in the child returning home from camp. Parents are responsible for picking their child up at camp if they have been required to return home. A child who is returning from camp must attend school on the days that they will not be attending Camp Allegheny. They will be provided with alternative activities that reflect the learning that would normally take place at camp.

## **Weapons**

Carrying or otherwise possessing a weapon or a "look-alike" on school property will subject the student to a temporary suspension, full suspension, expulsion from school, or any other reasonable form of discipline. Such an offense is a reportable act of violence as defined within the Safe Schools Act (October 30, 1997) and **must** be reported to the Pennsylvania Department of Education.

"Weapon" shall include, but not be limited to, any **knife, cutting tool, nunchaku stick, razor blade, brass knuckles, stun gun, firearm, shotgun, rifle or explosive of any kind (including firecrackers)**. "Weapon look-alike" shall include any item or implement that is **designed to look like a weapon**.

Local, state and federal laws prohibit any type of weapons on school property.

## **WHEN CAN YOUR CHILD BE EXPELLED FOR BRINGING WEAPONS TO SCHOOL? (ACT 26)**

Act 26 is a Pennsylvania law which requires the expulsion for at least one year of any student who possesses a weapon on school property, at a school function, or going to and from school. Many students have faced expulsion as a result of this law. Here's what you need to know.

### **Who is affected by Act 26?**

Any student who possesses a weapon in school, or at a school activity, or going to and from school (including on public transit), must be expelled for at least one year under the law. The student does not have to use the weapon; it is enough to carry it, keep it in a locker or book bag, or hold it for a friend.

### **What is a weapon?**

A weapon is defined by Pennsylvania school law as "any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and [anything else] capable of inflicting serious bodily injury." This definition may include box cutters, kitchen knives, pen knives on keychains, and other common household items. A narrower definition is used for special education cases (see next page).

**Does a student have any rights in an expulsion case?**

Before a student can be expelled, the student is entitled to a formal hearing. The student is entitled to advance notice of the hearing, and can request that the names of the witnesses against the student and copies of any statements made by those witnesses be provided to the student before the hearing. At the hearing, the student has the right to bring an attorney, may question the witnesses against him/her, and may present evidence on the student's behalf. Although the hearing may be held before a hearing officer or a panel of the Board of School Directors, the entire school board must vote on the expulsion. If a student wishes to challenge an expulsion decision, an appeal must be filed in court within 30 days of the decision.

**Will the police be notified?**

Act 26 requires school officials to notify the police whenever they discover any weapon covered by the Act. A separate law makes the possession of any such weapon on school grounds or on a bus traveling to or from school a crime.

**Are there any exceptions to the rule that a student must be expelled for at least one year under Act 26?**

The superintendent may make modifications to the expulsion requirements for a student on a case-by-case basis. A school district may not adopt a "zero tolerance policy" that does not allow the superintendent to consider the individual circumstances of a student.

**Are students in special education affected by Act 26?**

Federal law requires that special procedures must be used before students in special education may be disciplined, even after the passage of Act 26, and they cannot be disciplined for conduct related to their disability. However, a student in special education who brings a dangerous weapon to school may be transferred to an alternative program for 45 days without parental consent while those special procedures are used.

**What happens to a student who has been expelled?**

When a student is expelled, if the student is under 17 and cannot find another school to attend within 30 days of the expulsion, the student's family must notify the school district in writing of the need for a program. It is then the school district's duty to provide the student with an educational program, although the law is not clear about what that program must look like.

A student in special education has the right to continue receiving special education services up until graduation or age 21, even if expelled. Those services would just have to be delivered outside the regular school setting.

## **Does a student's family have to tell a new school district about an expulsion or disciplinary problems at another school?**

Yes. Act 26 also requires that whenever a student registers in a new school district, the student's "parent, guardian, or other person having control or charge of a student" must give the new school a sworn statement saying whether the student has ever been suspended or expelled from any public or private school in any state for offenses involving weapons, drugs, alcohol, willful injury to another person, or violence on school grounds. This statement then becomes part of the student's record. Persons giving incorrect information on purpose can be charged with a third-degree misdemeanor, punishable by a fine of \$2500 or one year in jail.

Once the sworn statement is provided, the student must be admitted and provided with an education on the same terms as other students in that district. The only exception to this requirement is that a student expelled from one district for an Act 26 weapons offense may be excluded from the new district and placed in an alternative assignment for the duration of the expulsion by the old district.

**Funding for this brochure was provided, in part, by Pennsylvania Protection & Advocacy, Inc., pursuant to the Developmentally Disabled Assistance and Bill of Rights Act, P.L. 101-496, and the P&A for Mentally Ill Individuals Act, P.L. 99-319.**

*Prepared by: Education Law Center (Rev. 12/02)*

*(215) 238-6970 (Philadelphia)*

*(412) 391-5225 (Pittsburgh)*

[www.elc-pa.org](http://www.elc-pa.org)



## **Bullying/Cyberbullying**

Kerr Elementary School is committed to providing a safe, positive learning environment for district students. At Kerr Elementary School, we have implemented the Olweus Bully Prevention Program to assist us in creating a safe environment necessary for students learning.

**Bullying** is defined as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined by district policy, includes cyberbullying. School setting means in the school, on the grounds, in school vehicles, at a designated bus stop or any activity sponsored, supervised or sanctioned by the school.

**Consequences for Violations:** A consequence grid has been developed for each grade level at Kerr Elementary School that outlines the consequences for bullying others. If extenuating circumstances occur, which are cause for consequences beyond the consequence grid, then disciplinary action may include one of the following:

1. Counseling within the school.
2. Parent/guardian conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom, or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/therapy outside of school.
10. Referral to law enforcement officials.

## **DRUG ABUSE RESISTANCE EDUCATION (DARE)**

Officers from the O'Hara Police Department work with Kerr Elementary School students in the DARE Program. The primary emphasis of this program is to assist students in recognizing and resisting the pressures that influence them to experiment with drugs. The officers meet with students in grade five at various times within the school year. The DARE curriculum builds student self-esteem, and teaches students how to say "no" to the social influences that promote the abuse of drugs and alcohol, as it presents positive alternatives.

## 2021-2022 Fox Chapel Area School District Calendar

August 2021				
2	3	4	5	6
		<i>I</i>	<i>I</i>	<i>I</i>
9	10	11	12	13
<i>P</i>	<i>FC</i>	<i>P/C</i>	<i>P</i>	<i>P</i>
16	17	18	19	20
<i>FC</i>				(4)
23	24	25	26	27
30	31			

September 2021				
		1	2	(9)
<i>X</i>	<i>X</i>			(12)
6	7	8	9	10
			<i>X</i>	(16)
13	14	15	16	17
				(21)
20	21	22	23	24
27	28	29	30	

October 2021				
				(26)
				1
				(31)
4	5	6	7	8
		<i>E/+</i>		(36)
11	12	13	14	15
				<i>E/C</i> (41)
18	19	20	21	22
				<i>R</i> (46)
25	26	27	28	29

November 2021				
<i>E/CONF</i>	<i>CONF/+</i>			(50)
1	2	3	4	5
				(55)
8	9	10	11	12
				(60)
15	16	17	18	19
		<i>E/+</i> (63)	<i>X</i>	<i>X</i>
22	23	24	25	26
<i>X</i>				
29	30			

December 2021				
		1	2	(67)
				(72)
6	7	8	9	10
				(77)
13	14	15	16	17
			(81)	<i>X</i>
20	21	22	23	24
<i>X</i>	<i>X</i>	<i>X</i>	<i>X</i>	<i>X</i>
27	28	29	30	31

January 2022				
				(86)
3	4	5	6	7
			(90)	<i>FC</i>
10	11	12	13	14
<i>P</i>				<i>R</i> (94)
17	18	19	20	21
				(99)
24	25	26	27	28
31				

February 2022				
	1	2	3	(104)
				4
				(109)
7	8	9	10	11
				(114)
14	15	16	17	18
<i>X/M</i>				(118)
21	22	23	24	25
28				

March 2022				
	1	2	3	(123)
				4
				(128)
7	8	9	10	11
				<i>E/C</i> (133)
14	15	16	17	18
				<i>R</i> (138)
21	22	23	24	25
28	29	30	31	

April 2022				
				(143)
				1
				<i>E</i> (148)
4	5	6	7	8
<i>X</i>	<i>X</i>	<i>X</i>	<i>X</i>	<i>X</i>
11	12	13	14	15
				(153)
18	19	20	21	22
				(158)
25	26	27	28	29

May 2022				
	2	3	4	5
				(163)
				6
				(168)
9	10	11	12	13
				(173)
16	17	18	19	20
				(178)
23	24	25	26	27
<i>X</i>				
30	31			

June 2022				
		<i>K/E</i>		<i>E/C</i> (182)
		1	2	3
<i>FC</i>	<i>P</i>	<i>P</i>	<i>P/C</i>	<i>R</i>
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

1<sup>st</sup> Grading Period – October 22 – 41 days  
 2<sup>nd</sup> Grading Period – January 13 – 49 days  
 3<sup>rd</sup> Grading Period – March 18 – 43 days  
 4<sup>th</sup> Grading Period – June 3 – 49 days

November 1 – Elem/Sec Early Dismissal & Parent Teacher Conference Day  
 November 2 – Parent Teacher Conference Day (No School for Students)  
 June 3 – Last Day for Students = 182 Days (unless makeup days are required)  
 June 9 – Last Day for Professional Staff = 195 Days (unless makeup days are required)

First Semester	
8/11-13	New Teacher Induction Days
8/16,	
19 & 20	Professional Development Days
8/17 & 23	Full Clerical Days
8/18	Professional Development/Clerical Day
8/24	First Day for Students
9/6	Labor Day
9/7 & 16	Fall Break
10/13	Elem/Sec Early Dismissal
10/22	Elem/Sec Early Dismissal & Clerical Day
11/1	Elem/Sec Early Dismissal & Parent Teacher Conference Day
11/2	Parent Teacher Conference Day
11/24	Elem/Sec Early Dismissal
11/25-29	Thanksgiving Break
12/24-31	Winter Break

Second Semester	
1/14	Full Clerical Day
1/17	Martin Luther King Jr. Day & Professional Development Day
2/21	Presidents' Day or Makeup Day
3/18	Elem/Sec Early Dismissal & Clerical Day
4/8	Elem/Sec Early Dismissal
4/11-15	Spring Break
5/30	Memorial Day
6/1	Kennywood Day (Tentative) & Early Dismissal
6/3	Last Day for Students
	Elem/Sec Early Dismissal & Clerical Day
6/5	Commencement
6/6	Full Clerical Day
6/7 & 8	Professional Development Days
6/9	Professional Development/Clerical Day

*I* New Teacher Induction Day  
*C* Clerical Day  
*FC* Full Clerical Day  
*P* Professional Development Day (No School for Students)  
*E* Elem/Sec Early Dismissal  
*X* Holiday/Break/No School  
*+* Act 80 Day  
*CONF* Parent Teacher Conference Day  
*K* Kennywood Day (Tentative)  
*R* Report Cards Available  
*M* Makeup Day (if Necessary)

April 25-May 13 shaded areas indicate PSSA testing windows. January 3-14 and May 16-27 shaded areas indicate Keystone Exams testing windows. Refer to the FCASD website ([www.fcasd.edu](http://www.fcasd.edu)) for specific grades tested in each time frame.

**Makeup days, if necessary, will be February 21, 2022, and then added on to the end of the school year, beginning June 6, 2022. Please consult building and website calendars for building-level early dismissal dates, school activities, and other special events.**

APPROVED 2/8/2021

**FOX CHAPEL AREA SCHOOL DISTRICT  
TESTING PROGRAM  
2021-2022**

Assessment Name	Grades	Scheduled Test Dates
PSSA English Language Arts	3-8	April 25-29, 2022
PSSA Mathematics PSSA Science PSSA Make-Up	3-8 4 & 8 3-8	May 2-6 2022 May 2-6, 2022 May 9-13 2022
PASA Reading, Math, and Science	3-8, 11 4, 8, & 11	March 14 – May 20, 2022
CoGATS	1	May 9-13, 2022
CoGATS	4	October 11-15, 2021
PSAT 8/9	9	October 13, 2021
PSAT 10	10, 11	October 13, 2021
SAT	-	October 2, 2021 March 12, 2022
Keystone Exams Algebra 1 Biology Literature	Winter Spring	January 3-14, 2022 May 16-27, 2022

**Please do not arrange educational trips or vacations during scheduled assessments above.**

**Compliance Statement**  
**Title IX: Section 504 and ADA**

The Fox Chapel Area School District is an equal rights and opportunity school district.

The school district does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation ancestry, national origin, or handicap/disability.

The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

Additional information pertaining to civil rights, school district policies, and grievance procedures can be obtained by contacting the compliance officers listed below between 8 a.m. and 4 p.m. Monday-Friday. This notice is available from the compliance officers in large print, on audiotape, and in Braille.

**David P. McCommons, Ed.D. (412/967-2456)**

**Timothy A. Mahoney (412/967-2435)**

**Fox Chapel Area School District**

**611 Field Club Road**

**Pittsburgh, PA 15238**

**Nondiscrimination in School and Classroom Practices**

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

**Tobacco/Nicotine – 222/323**

The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

**Hazing - 247**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

**Public Attendance at School Events – 904**

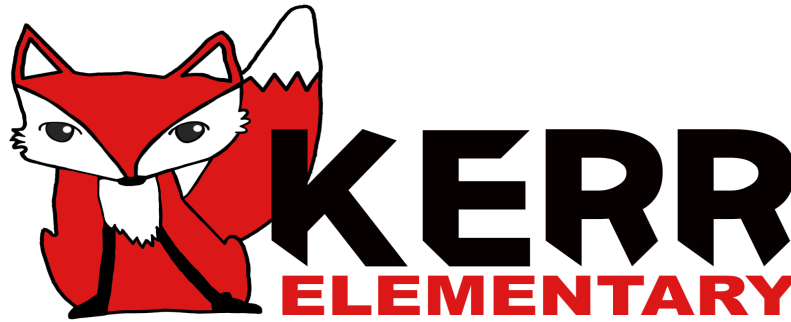
The Board welcomes the public at activities and events sponsored by the district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events (tobacco/nicotine, free admittance, service animals).

**The policies in their entirety can be viewed on the Fox Chapel Area School District Website**

## CLOSING THOUGHTS

Our elementary school program is designed to set high, yet achievable, behavioral and academic expectations for all children.

This handbook has been created so that all members of the Kerr community (parents, students, staff) are familiar with school procedures. It is critical to your child's success that **we support each other** as we work together in the best interest of your child. You are invited to visit or call the school at any time.



**The Fox Chapel Area School District does not discriminate on the basis of race, creed, color, sex, nationality, ethnic origin, age, or disability in the administration of its policies, hiring practices, employment practices, admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of its operations.**



## a Note to Kerr Elementary...

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ HomeRoom Teacher: \_\_\_\_\_

Today's Date: \_\_\_\_\_

☐ Late to school due to: \_\_\_\_\_

☐ Staying after school for: \_\_\_\_\_

☐ Will be a car rider today. \_\_\_\_\_

☐ Will be picked up early at (time): \_\_\_\_\_  
Returning to school after? Y/N  
Reason: \_\_\_\_\_  
Pick Up Person: \_\_\_\_\_

☐ Returning from being absent for \_\_\_\_\_ day(s)  
Dates of Absence: \_\_\_\_\_  
Reason for Absence: \_\_\_\_\_

Additional Info:

Parent/Guardian signature: \_\_\_\_\_

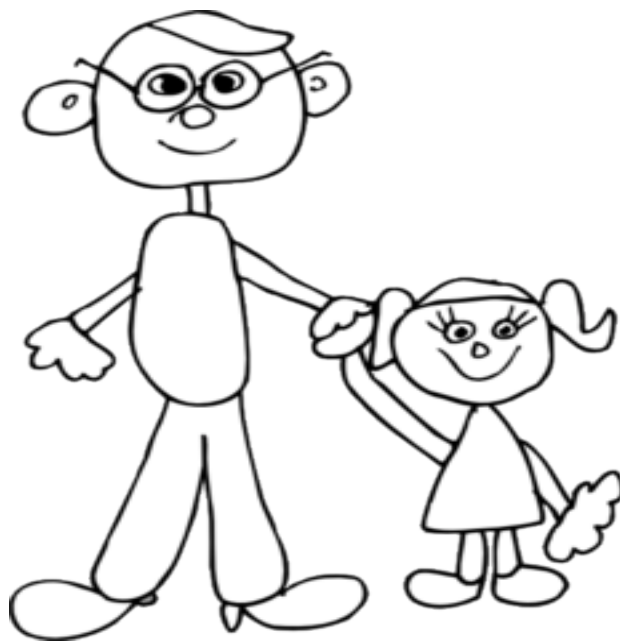
Contact Phone #: \_\_\_\_\_

**KERR OFFICE: 412.781.4105**

This super neat notepad was brought to you by the



## **Parent/Guardian-Child Review of School Discipline Procedures**



Please review the information in this handbook with your child, as age appropriate, and complete the Parent/Student Agreement Form on PowerSchool. If for some reason you cannot access PowerSchool, then please complete the agreement on page 3 of this handbook and hand it into our school office. Make sure that you review our handbook with your child so that he or she has a broad understanding of our school expectations before we address them specifically within our classrooms this school year. Help your child to better understand how his or her behavior at school affects both their own learning and the learning of others. Also, please help to inform your child that we have staff in place if he or she is having difficulties at school. Our goal at Kerr Elementary School is to provide a happy and nurturing and enriching academic and social setting for all students.

***We Thank You for Your Support!***