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**2008-2009**

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**ROCHESTER AREA  
ELEMENTARY SCHOOL**

**PARENT-STUDENT  
HANDBOOK**

Dear Parents and Students:

Welcome to the 2008-2009 school year!

It is my pleasure to continue to work with you and your children. This is my twelfth year at Rochester Elementary School and I pledge to continue to work for the academic and social success of each and every child.

The elementary years are the building blocks for student success. We encourage all students to work with our outstanding staff to develop good study habits, reach individual goals, and grow emotionally and educationally.

Parent support is a must. Please help us continue the fine efforts of your family to provide a worthwhile and meaningful education. Daily homework completions, attendance at parent conferences and on-going communication with our staff are some of the ways to ensure you receive the best education possible.

Rochester is a proud community. We believe all our children can learn. We believe our professional staff is superior. Lastly, we believe we can accomplish our mission with the support of our parents.

Let's welcome the new year with vigor. Let's have the best school year ever.

Sincerely,

Carolyn A. Wilkovich  
Elementary Principal

wilkovich@rasd.net

**ROCHESTER AREA SCHOOL DISTRICT**

540 Reno Street  
Rochester, PA 15074

**TO: Parents/Guardians**  
**FROM: Elementary School Principal**  
**DATE: August 26, 2008**

Yearly, our Parent/Student Handbook is reviewed and revised over the summer months through the administrative offices and a committee representing the faculty. The handbook was then approved through School Board action and distributed to each student.

We are asking your cooperation by first reviewing this material with your child/children, and then returning the signed statement to the respective administrative office. A checklist will be maintained in each office and we do appreciate your time and cooperation.

If you have any questions, comments or suggestions, please feel free to contact the elementary school office at 724-775-7500, Ext. 1302.



PLEASE DETACH AND RETURN TO THE OFFICE

I/We have received the 2008-2009 Rochester Area School District Parent/Student Handbook and have read and reviewed this material with our child/children:

Child's/Children's Names	_____	Grade	_____
	_____		_____
	_____		_____
	_____		_____



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

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**TITLE VI, TITLE IX & SECTION 504 COMPLIANCE**

The Rochester Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For more information regarding civil rights or grievance procedures, contact your building principal at 540 Reno Street, Rochester, PA - 724-775-7500, Ext. 1301.

This handbook was prepared by the Elementary School Principal and a Faculty Committee of the Rochester Area Education Association

## ADMINISTRATION

TBA	Superintendent
Mrs. Carolyn Wilkovich	Elementary School Principal
Mr. Walter Gaida	Junior/Senior High School Principal
Renee Sulia	Director of Special Education

## GRADE & TEACHER AREA ASSIGNMENTS 2008-2009 SCHOOL YEAR

### KINDERGARTEN

Mrs. Anthony	1102
Ms. Chewning	1103
Mrs. Siok	1104

### GRADE 1

Mrs. Oxley	1202
Ms. Wright	1203
Mrs. Hansen	1204

### GRADE 2

Mrs. Eisenbrown	1208
Mrs. Jordan	1209
Mrs. Poindexter	1210

### GRADE 3

Mrs. Nichols	1205
Mrs. McCandless	1206
Mrs. Miller	1207

### GRADE 4

Mr. Woods	1405
Mrs. Choma	1406
Mrs. Keith	1407

### GRADE 5

Mrs. Huchko	1408
Mr. Brian Verrico	1409
Mrs. Catanzarite	1410

### GRADE 6

Mr. Ziegler	1402
Mrs. White	1404
Mrs. McGuire	1411

### TITLE I

Mrs. Cody	1711
Mrs. Gill	1711
Mrs. Goulait	1711
Mrs. Nerone	1711

## SPECIAL EDUCATION

Ms. Mastalski	1212
TBA	1403
Mrs. Tomasko	1412
Mr. Brad Verrico	Pod 2 Hut
Mrs. Beltz	1941 - Speech
Head Start	1211
Psychologist/Guidance - Ms. Edwards	Pod 2 Hut - Grade 3 side

## SPECIALS

Mr. Basile - Read 180	1401
Ms. Deal - Art	1200
Mr. Reynolds - Computer	1413
Mrs. West - Music	1311
Mr. Pasquale - Physical Education	1519
Mrs. McCoy - Nurse	1943
Mrs. Barsic - Nurse	1942

**ELEMENTARY AIDES**

Mrs. Bittner  
TBA

**NURSE’S AIDE**

Mrs. McCoy

**OFFICE STAFF**

Ms. Kimberly Pratte, Secretary

**BOARD OF EDUCATION**

Mrs. Evelyn Reda . . . . . President

Mrs. Carol Yakish . . . . . Vice President

Mr. George Bauer

Mr. Jeff Gray

Mr. Peter Mike

Mr. Mark Murtha

Mr. James Orsag

Mr. Nick Zarnich

Mr. Alfred L. Steff, Solicitor

Mrs. Carol Gross, Secretary

**LUNCH & RECESS SCHEDULE**

KINDERGARTEN LUNCH . . . . . 11:00 - 11:30

KINDERGARTEN RECESS . . . . . 10:30 - 11:00

GRADE 1 LUNCH . . . . . 11:30 - 12:00

GRADE 1 RECESS . . . . . 11:00 - 11:30

GRADES 2 & 3 LUNCH . . . . . 12:00 - 12:30

GRADES 2 & 3 RECESS . . . . . 1:00 - 1:30

GRADES 4 & 5 LUNCH . . . . . 12:30 - 1:00

GRADE 4 RECESS . . . . . 12:00 - 12:30

GRADE 5 RECESS . . . . . 100 - 1:30

GRADE 6 LUNCH . . . . . 1:00 - 1:30

GRADE 6 RECESS . . . . . 12:30 - 1:00

## **MISSION STATEMENT**

The mission of the Rochester Area School District is to utilize a unique K-12 educational complex by providing all students the opportunity to realize their maximum academic potential in a rapidly changing world.

## **MISSION STATEMENT OF APPROPRIATE CONDUCT**

The Rochester Area School District exists for the education of its citizens. District officials will not tolerate the actions of any individual, regardless of creed, national origin, race, religion, or sex, who in any way will interrupt the educational program and jeopardize the health, safety, and well-being of those who attend this school. Every member of the Rochester Area School District will be responsible for building a safe, disciplined environment. Self-discipline, accountability, and mutual respect will be the cornerstones for a safe school. This is the responsibility of parents, students, staff, administrators, and the school board working together, mutually supportive and of common purpose. Those who dare to jeopardize the rights and safety of others will be dealt with in a consistent, timely manner.

# ROCHESTER AREA SCHOOL DISTRICT 2008-2009 SCHOOL CALENDAR

## AUGUST (0+4=4)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Aug. 21 - Kindergarten Orientation

\*Aug. 22 - Clerical Day

\*Aug 25 - Teacher In-Service

Aug. 26 - 1st Day for Students

## SEPTEMBER (4+21=25)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

\*Sept. 1 - Labor Day

Sept. 26 - Progress Reports Sent Home

## OCTOBER (25+23=48)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Oct. 1 - Jr./Sr. High Open House

Oct. 28 - End of Grading Period

## NOVEMBER (48+16=64)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Nov. 4 - Report Cards Sent Home

\*Nov. 10 - Teacher In-Service

\*Nov. 11 - Veterans' Day

\*Nov. 27-28 - Thanksgiving Vacation

## DECEMBER (64+16=80)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

\*Dec. 1 - Thanksgiving Vacation

Dec. 5 - Progress Reports Sent Home

\*Dec. 23 - Early Dismissal (1/2 Day)

\*Dec. 24-31 - Christmas Vacation

## JANUARY (80+19=99)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

\*Jan. 1-2 - New Year's Day

Jan. 16 - End of Grading Period

\*Jan. 19 - Martin L. King Day

\*Jan. 19 - Clerical Day

\*Jan 21-22 - 1/2 Day Elemen. & Jr. High

Jan. 23 - Report Cards Sent Home

## FEBRUARY (99+19=118)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Feb. 9-20 - 5th Grade PSSA Testing Window (Writing)

Feb. 20 - Progress Reports Sent Home

\*Feb. 23 - 1st Snow Make-Up Day

Feb. 26-28 - School Play

## MARCH (118+21=139)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

\*Mar. 13 - Teacher In-Service

Mar. 16-27 - 3rd, 4th, 5th & 6th Grades PSSA Testing Window (Math and Reading)

Mar. 25 - End of Grading Period

## APRIL (139+18=157)

M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Apr. 3 - Report Cards Sent Home

\*Apr. 8 - 2nd Snow Make-Up Day

\*Apr. 9 - 3rd Snow Make-Up Day

\*Apr. 10-13 - Easter Break

Apr. 27-30 - 4th, 8th & 11th

Grades PSSA Testing Window (Science, *Tentative*)

## MAY (157+19=176)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 1-8 - 4th, 8th & 11th Grades PSSA Testing Window (Science - *Tentative*)

\*May 15 - Prom & 4th Snow Make-Up Day

\*May 25 - Memorial Day

## JUNE (176+4=180)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

\*June 2 - School Picnic, Kennywood  
June 5 - Last Day of School - Graduation

June 5 - Report Cards Sent Home

\* - No School For Students  
( ) - End of Grading Period

△ Progress Reports Sent Home

◡ Report Cards Sent Home

6/9/08 - Approved by the Board of Education  
EOE

## KEY

### 2008-2009

Aug. 21	Kindergarten Orientation
Aug. 22	Teacher In-Service
Aug. 22	Clerical Day
Aug. 26	First Day for Students
Sept. 1	Labor Day
Sept. 26	Progress Reports Sent Home
Oct. 1	Jr./Sr. High Open House
Oct. 28	End of Grading Period
Nov. 4	Report Cards Sent Home
Nov. 10	Teacher In-Service
Nov. 11	Veterans' Day
Nov. 27-Dec. 1	Thanksgiving Vacation
Dec. 5	Progress Reports Sent Home
Dec. 23	Early Dismissal (1/2 Day)
Dec. 24-31	Christmas Vacation
Jan. 1-2	New Year's Day
Jan. 16	End of Grading Period
Jan. 19	Martin Luther King Day
Jan. 19	Clerical Day
Jan. 21-22	Early Dismissal Elementary and Junior High
Jan. 23	Report Cards Sent Home
Feb. 9-20	5th Grade PSSA Testing Window (Writing)
Feb. 20	Progress Reports Sent Home
Feb. 23	First Snow Make-Up Day
Feb. 26-28	School Play
Mar. 13	Teacher In-Service
Mar. 16-27	3rd, 4th, 5th & 6th Grades PSSA Testing Window (Math & Reading)
Mar. 25	End of Grading Period
Apr. 3	Report Cards Sent Home
Apr. 8	Second Snow Make-Up Day
Apr. 9	Third Snow Make-Up Day
Apr. 10-13	Easter Break
Apr. 27-May 8	4th, 8th & 11th Grades PSSA Testing Window (Science, <i>Tentative</i> )
May 15	Prom & Fourth Snow Make-Up Day
May 25	Memorial Day
June 2	School Picnic at Kennywood
June 5	Last Day of School/Graduation
June 5	Report Cards Sent Home

## ABSENCE FROM SCHOOL

The school laws of Pennsylvania classify all absences as unexcused except those for the following reasons: student illness, death in the immediate family, religious holidays, and “exceptionally urgent reasons”. When a child is absent, parents/guardians are required to submit an excuse to the office/homeroom stating the reason for the child’s absence. If an excuse is not received by the second day of the student’s return to school, the absence will be deemed “unexcused”.

“Unexcused absence” is unlawful absence for all pupils under seventeen years of age. **State law requires that legal action be taken after three (3) days of unlawful absence.** After the third day of unlawful absence, parents will be notified that on the fourth and subsequent unlawful absence of the student, charges will be filed with the local magistrate. Such charges may ultimately result in fines being issued. All excuses written on a doctor’s letterhead will not be considered for a magistrate’s review.

Parents are requested to call the school upon a student’s illness.

**Parents will receive written notification of attendance concerns after ten (10) days of absence.** The letter will state that upon the fifteenth (15th) day of absence, all subsequent absences must be documented with an excuse from a physician. Any absence above fifteen (15), not accompanied by a doctor’s excuse, will be considered “unexcused”.

If a student misses five (5) consecutive days, he/she is required to return with an excuse from a physician. If the student fails to bring this excuse on the second day after returning to school, the absence will be charged unexcused/unlawful.

The forgery of any notes related to attendance matters is a suspendable offense.

An Absences and Tardies letter will be sent monthly from the Attendance Office.

**Homework policy due to illness:** All make-up work should be completed within a five day period. Teachers may allow for more time due to extenuating circumstances. It is the responsibility of the student, on the day he/she returns to school, to make arrangements with his/her teachers to secure assignments and make up tests.

**Homework policy due to suspension:** Homework is expected to be completed upon the day of the return from a suspension.

A student is expected to complete any assignments missed during the absence. If the absence lasts for several days, **please telephone the elementary office by 9:00 a.m. to make arrangements for securing these assignments.**

Perfect Attendance awards are based on **no absences or tardies.**

**CHILD CHECK** - For the child’s safety, phone calls will be made to the home to verify absence.

Students may not attend or participate in extra curricular activities if absent from school after 10:30 a.m.

Any student who leaves school before 9:45 a.m. and does not return will be considered absent. A student who reports to school after 11:30 a.m. will be considered absent for 1/2 day. Reporting after 12:45 p.m. will be considered a full day absence.

### **ADMISSIONS**

New kindergarten students must be five (5) years old on or before September 1 of the school year in which they are enrolling. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and immunization records must be complete. Parents should contact the Rochester Psychological Services Office for additional information.

Any child entering Kindergarten must be completely immunized. This includes:

- 4 DPT's, the 4th given after the child's 4th birthday
- 3 oral polios
- 2 MMR's
- 3 Hepatitis B vaccinations

If there are any questions, please call Rochester Area School District Nurse, Chris Barsic, at 724-775-7500, extension 1942.

### **EARLY DISMISSAL**

All early dismissal requests by the parent must be made by a written statement describing the reason for the request and the time and date requested. The parent or guardian must then come to school to pick up their child; otherwise students will not be dismissed.

### **SCHOOL DELAYS/CANCELLATIONS**

Radio station WBVP, Beaver Falls and KDKA, Pittsburgh will broadcast news of cancellations or delays if they occur. The decision to make changes in the schedule will be made as early as possible.

### **TARDIES**

Students are considered tardy after 8:45 a.m. Tardy students must report directly to the office.

**The first (1) through the third (3) tardy** will result in a verbal warning being issued to the student.

**Four tardies** - A letter will be sent to the student's home.

**Five tardies** - The student will be charged with **one-day** illegal absence. A notice by registered mail will be sent home each time a student accumulates five tardies.

Once four illegal absences have accumulated, the case will be referred to the magistrate's office (20 tardies). Continued tardiness to school will lead to and eventually result in out-of-school suspension.

An Absences and Tardies letter will be sent monthly from the Attendance Office.

## **LEAVING THE SCHOOL GROUNDS**

Students are not allowed to leave the school grounds during school hours without the knowledge and consent of their teacher and the office. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian and only after the student has been signed out at the office.

## **BIRTHDAY PARTIES/TREATS**

Students may distribute a small treat (cupcakes, cookies, etc.) but not a meal item that would conflict with lunch. No formal birthday parties are to be held at school during instructional time or any other time during school hours. All party announcements/invitations must be sent through the mail.

## **CHANGE OF ADDRESS OR TELEPHONE**

If you move within the district during the school year or change telephone numbers, please report this information to the school immediately. This is extremely important in case of emergency.

It is important to know if you have an unlisted telephone number.

## **CAFETERIA PRICES**

The price for a "Class A" lunch for students in grades K-6 is \$1.75. Students may choose a salad, bag or hot lunch daily. It is recommended that students purchase weekly as a matter of convenience. All lunches must be purchased before the school day begins. Breakfast is served daily from 8:00 - 8:30 a.m. for \$1.00. Milk may be purchased for \$.50.

## **FREE AND REDUCED PRICE LUNCH**

All parents/guardians who wish to receive free or reduced price lunches for their children must complete an application and submit the proper verification as requested. (Please refer to online application letter on Page 43.)

Students who were eligible at the close of last school year will again be eligible only at the **beginning** of this school year. Further information will be sent home with every student.

## **LUNCHROOM PROCEDURES**

Teachers escort their students to the cafeteria. **Each class will be assigned a table or tables at which the children will eat every day.**

Students buying lunch should be in one line and purchase lunch before sitting down. Children who have packed their lunch should purchase milk, if necessary, and be seated at the assigned table.

Teachers are responsible for lunchroom supervision.

Students will be expected to:

- Remain seated unless given permission to leave.
- Respect the signal for silence (raised hand).
- Keep his/her hands, feet, and objects to himself/herself.
- Speak in a normal (indoor) tone of voice to others at the same table.
- Walk (not run) in the cafeteria.
- Use proper table manners.
- Place trash in the appropriate containers.

## **DISCIPLINARY ACTION PLAN FOR CAFETERIA**

1st - Verbal warning.

2nd - Assigned seat will be given for remainder of lunch period.

3rd - Report to classroom teacher and assigned seat for designated lunch period(s). The teacher should contact parents and students receive a check in behavior book.

4th - Conference with principal.

5th - Alternative lunch plan/discipline.

## **COMPUTERS**

### **Acceptable Use Policy and Procedures for Network/Internet and Computer Technology**

1. All use of the Internet and computer technology must be in support of educational purposes.

2. The Internet will be used to support the district's curriculum, the educational community, projects between schools, communication and research for district students, teachers, administrators and residents.

3. The Internet and computer technology will not be used for illegal activity, for profit purposes, lobbying, advertising, transmitting offensive materials, hate mail, discriminating remarks or obtaining obscene or pornographic material.

4. Users shall not intentionally seek information, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users in the network.

5. Use of school technology or Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities.

6. Uploading or use of unauthorized games, programs, files or other electronic media is prohibited.

7. The illegal use of copyrighted software is prohibited.

8. The network shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.

9. The user shall be responsible for damages to the provider's equipment, systems and software resulting from deliberate or willful acts.

10. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

11. All communication and information accessible via the network should be assumed to be private property of the user and school district and not to be disclosed unless in violation of the outlined procedures.

12. Diligent effort must be made to delete mail daily from the personal mail directory to avoid use of filesaver hard disk space.

13. The Rochester Area School District may terminate the availability of Internet accessibility at its sole discretion.

14. From time to time, the Rochester Area School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

15. The Rochester Area School District reserves the right to log Internet use and to monitor filesaver space utilization by users while respecting the privacy of user accounts.

16. The Rochester Area School District reserves the right to remove a user account on the network to prevent further unauthorized activity as specified in this document.

17. **Limitation of Liability:** In no event shall the Rochester Area School District be liable for any damages, whether direct, indirect, special or consequential, arising out of the use of Internet, accuracy or correctness of databases or information contained therein or related, directly or indirectly, to any failure or delay of access to the Internet.

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

19. Parents and guardians, of users under the age of 18, have the right to revoke their student's user account.

20. Mobile computers may be checked out by students during regular school hours - 7:35 a.m. to 4:00 p.m.

21. Mobile computers are not to be removed from the K-12 educational complex.

22. Students must pay a \$20.00 security deposit in order to sign out a mobile computer.

23. Failure to follow the Rochester Area School District's Procedures for Network/Internet and Computer Technology will result in the forfeiture of student's security deposit and disciplinary action will follow.

24. Security deposit will be refunded upon return of mobile computer in same condition as received.

## **DISCIPLINE RULES AND PROCEDURES**

The faculty and staff at Rochester Elementary believe that fair and consistent rules and procedures help to maintain an effective learning environment.

Safety and personnel consideration are the foundation of the rules and procedures at Rochester with self-responsible behavior being the goal for each child.

The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas which require the application of very specific rules. The following types of conduct are never permissible:

1. Physically fighting.
2. Defiance of school staff.
3. The use of profanity.
4. Refusal to prepare assignments or to participate in class.
5. Possession of weapons or other dangerous objects.
6. Possession or use of tobacco.
7. Possession or use of any controlled substance.

8. Vandalism.

9. Stealing.

10. Threatening behavior which may lead to an exchange of money, favors or material goods.

11. Threats of bodily harm/injury. Types of threat can include the following: **Direct** (identifies a specific act against a specific target and is delivered in a straight forward, clear and explicit manner); **Indirect** (can be vague, unclear, and ambiguous, the plan, the intended victim, the motivation and other aspects of the threat are masked or equivocal); **Veiled** (strongly implies but does not explicitly threatens violence); **Conditional** (seen in cases of extortion) and any other situation deemed as such by the administrator.

Only elementary students may attend elementary events unless otherwise designated by the Building Principal. Any student breaching security at any event or during school hours by allowing other students in and out of the building may receive **disciplinary action** up to or including expulsion.

### **THREATS TO SCHOOL OR SCHOOL EMPLOYEES**

When a student harasses or threatens physical harm or property damage to the school or any school employee, such student will be assigned out-of-school suspension for a period not to exceed 10 days and will be re-admitted only after a Parent Conference and written certification by parents that such behavior will not occur again.

In the event that the student is found responsible for the harassment, threat, or property damage to the school or school employee, the student will be responsible to pay retribution of all costs incurred by such an act.

A second offense will result in recommendation for expulsion from school.

### **ADMINISTRATIVE APPROPRIATE CONDUCT PLAN**

Teachers will maintain a behavior journal and issue check marks for failure to obey classroom conduct plan. A total of three checks in one day will result in a morning detention for grades 1 and 2. A total of three checks in the AM or three in the PM will result in a morning detention for grades 3-6.

Detention is in AM only **not** after school. **Children** will bring detention notices home to the parents. The office and teacher will not contact parents. If the child does not attend detention, a reminder will be sent home. If he/she still does not attend, the principal will send a letter every nine weeks. Missed detentions could result in suspension and/or suspension from field trips, parties, etc.

When a student is sent to the office for disciplinary action, the following will occur:

**First Visit** - Documentation, warning and discussion, and teacher calls parent.

**Second Visit** - Documentation, discussion and Principal calls parent, assigned disciplinary action.

**Third Visit** - Documentation, discussion and Principal calls parent, may be assigned OSS, possible referral to IST, conference with teachers and School Guidance, School Psychologist, etc.



**Severe Cause** - Documentation, parent call and/or conference, possible OSS. Depending upon age and offense, further disciplinary action will be taken.

Students suspended for fighting may be charged through the Rochester Township Police Department with "Disorderly Conduct".

### **TOYS AND ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedures. Such items are toy guns, walkie-talkies, water pistols, sling-shots, knives, skateboards, audio devices, headsets, walkmans, boom boxes, trading cards, cellular phones, beepers, pagers, laser pointers, ipods, palm pilots, etc. Students using a cell phone (turned on) in school, ipod, palm pilot and/or headset: - first offense - cell phone sent to the office and given back after school; second offense - parent must come in and pick up the cell phone; third offense - Out of School Suspension (one day). Infractions with picture phones will have a three day Suspension.

### **DETENTION AND SPECIAL INSTRUCTION**

The teacher will notify parents when students are to report to morning detention. This will be by a "SPECIAL INSTRUCTION NOTICE" or a "DETENTION NOTICE" brought home by the student at least one day ahead of time. It is the student's responsibility to see that the parent receives this notice, signs it, and returns it to the school the next morning. Continued missed detentions will result in suspension. Parents must accompany the child to school when he/she is to return from suspension.

### **DUE PROCESS**

If disciplinary action is pending, a student has a right to know what the accusation is, who made the accusation, and what punishment is being proposed. He/she may refute the charge. If it is a violation of rules which may involve an exclusion for more than three (3) days, or a possible expulsion, a student is entitled to a hearing as explained in the "Guidelines for Student's Rights and Responsibilities". A student should always ask the administrators to discuss his/her rights whenever any questions arise. A student is always entitled to due process. Due process means knowing the accusation and being able to refute it before disciplinary action is taken.

### **DRUG AND ALCOHOL STATEMENT**

This policy, including the rules, regulations, and guidelines is a concerted effort by the Rochester Area School District to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our entire student population.

Through the use of an up-to-date curriculum, classroom activities, com-

munity support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Rochester Area School will work to educate, prevent, and intervene in the use and abuse of drugs, alcohol, and mood-altering substances by the entire student population.

A detailed and precise explanation of terminology, rules and regulations, school guidelines, and situational categories are recorded in the middle school and high school Parent/Student Handbook.

## **SMOKING**

Rochester Elementary School is a smoke-free environment. Smoking is forbidden at school.

## **FIELD TRIPS**

Field trips are part of the curriculum and students are expected to attend as any scheduled school day. All students are expected to have a written permission slip prior to going on any field trip. If a student is absent, only written excuses conforming with school law will be considered legal. Teachers must have an emergency card for each student on the bus. If a child is suspended from school, they are not allowed to attend a field trip and/or special function. Medicine cannot be brought on field trips by students. Prior to departure, please label the medication with the child's name and dosage, and parent should hand deliver it to the medical room. Students on field trips must receive medication from parents or nurse only.

## **STANDARDIZED & ABILITY TESTS**

Standardized and ability tests are administered throughout the school year. The Pennsylvania Assessment Tests will be conducted during the time period when the state recommends the assessments be given. Grades 3, 4, 5 and 6 will be assessed in reading and math. Also, the OLSAT will be given to Grade 3 students with parent permission. Grade 5 will also be assessed in writing and Grade 4 in science.

During the week that the state assessments are issued, all second grade students will take the Stanford 9 achievement and performance assessment test. If questions arise, please contact the principal.

## **ESL PROGRAM**

The Rochester Area School District has developed a program for instructing English Language Learners (ESL) through additions to its Policy Manual and Budget Allocations to provide further instructional support should any ESL students enroll in the District. ESL students will have access to all extracurricular activities and all curricular programs and the right to an interpreter or translator if needed. For explanation of the services provided by the District or questions regarding the program, contact the Superintendent's Office at 724-775-7500 ext. 1810.

## **HOMEWORK**

Homework is assigned to extend practice time and application of skills and concepts presented in class. Students are responsible for writing down their assignments, taking instructional resources home that are needed to complete the assignment, and returning the completed assignment to class.

Parents are encouraged to schedule a time for homework, provide a quiet area for study, assist in completing the work if the child is unable to proceed without guidance, and review the homework for accuracy and completeness. Parents can expect that homework will require an average of 15 minutes per night at the first grade level and an additional 10 minutes for each succeeding grade. This is additional to the Reading Log.

Grade One - 15 minutes

Grade Four - 45 minutes

Grade Two - 25 minutes

Grade Five - 55 minutes

Grade Three - 35 minutes

Grade Six - 55 minutes

## **OFFICIAL POLICIES**

### **ROCHESTER AREA SCHOOL DISTRICT REVISED SEXUAL HARASSMENT POLICY FOR STUDENTS AND STAFF**

#### **STATEMENT OF POLICY**

The Rochester Area School District believes that all employees and students should enjoy a working and learning environment free from all forms of discrimination including sexual harassment. Therefore, the Rochester Area School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment of any student or employee by another student or employee is sexual discrimination. All persons are to be treated with respect and dignity. It shall be a violation of this policy for any employee or student of the Rochester Area School District to make sexual advances or other forms of personal harassment toward another person, male or female, which creates an intimidating, hostile or offensive learning or work environment. The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and discipline any employee or student who sexually harasses a student or another employee.

#### **DEFINITION AND AUTHORITY**

Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et. seq.

##### **FOR EMPLOYEES:**

“Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Reference: 29 C.F.R. Sec. 1604.11 (a) (1987) Examples of sexual harassment include, but are not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Demanding sexual favors accompanied by implied or overt threats or promises concerning an employee's professional status
5. Any unwelcomed sexually motivated touching
6. Comments regarding physical or personality characteristics of a sexual nature
7. Sexually oriented "kidding," "teasing," double entendres, and jokes

**FOR STUDENTS:**

Unwelcomed sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitutes sexual harassment when:

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

Examples of sexual harassment include, but are not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Intentional brushing against a student
5. Demanding sexual favors accompanied by implied or overt threats or promises concerning a student's educational status
6. Any unwelcomed sexually motivated touching
7. Comments regarding physical or personality characteristics of a sexual nature
8. Sexually oriented "kidding," "teasing," double entendres, and jokes.

**PROCEDURES**

The Rochester Area School District has developed the following system to address, investigate and resolve complaints involving sexual harassment of students and employees:

## **STEP 1 - - STUDENT HARASSMENT**

A. Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct verbally, or in writing, to a guidance counselor or principal. In making a complaint, the complaining party has the right to request that his/her name not be revealed. In addition, the student may request that another adult be present while the report is being filed.

B. The school principal will investigate the complaint. The investigation may include an interview with both parties to provide complainant and accused with the opportunity to discuss the charges made. The principal will attempt to remedy the situation by reaching mutual agreement at a conciliation meeting. The principal shall make a written record of the conciliation meeting, the subject of the meeting and who is present. Parents will be notified immediately and asked if they would like to be the third party's advocate.

C. Whether present or not, the parent will be sent a copy of the complete sexual harassment policy.

## **STEP 1 - - EMPLOYEE HARASSMENT**

A. Any employee who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct verbally, or in writing, to the appropriate administrator (or to the Superintendent if the appropriate administrator is involved in some way in the harassment). In making a complaint, the complaining party has the right to request that his/her name not be revealed.

B. The appropriate administrator will investigate the complaint and will be herein known as, the investigator. The investigation may include an interview with both parties to provide complainant and accused with the opportunity to discuss the charges made. The investigator will attempt to remedy the situation by reaching mutual agreement at a conciliation meeting. It is the responsibility of the investigator to provide oral remedies to both parties, if possible. The investigator shall make a written record of the conciliation meeting and who was present.

## **STEP 2 - - STUDENT COMPLAINTS AND EMPLOYEE COMPLAINTS**

A. If the complaint is not resolved to the satisfaction of both parties at Step 1, the complainant and the accused will submit a detailed written statement of account to the appropriate administrator who will inform both parties of the date of an administrative conference. The notice will be given to both parties at least three working days before the date of the conference. The notice shall include place and time of the conference and the subject of the conference.

B. Should the appropriate administrator be the complainant or the accused, the Superintendent shall conduct the conference.

C. 1. Should the administrative conference be resolved in the favor of the

accused, no further action will be necessary except that the charges and resolution may be placed in the accused personnel file, if the accused so requests. Otherwise, the charges and the transcript will be sealed and impounded.

2. If the conference is resolved against the accused employee, appropriate disciplinary action will follow ranging from a formal letter or warning to be placed in the accused personnel file to discharge. Student infractions may result in detention, Isolated Classroom Environment, out-of-school suspension, or expulsion. Any disciplinary action taken will be appropriate to the infraction involved and will include the right of the employee or student to reply, in writing, to any charges or discipline taken against him/her and to include such reply in his/her personnel or cumulative file.

D. 1. Both parties shall receive written notice of the decision rendered within ten working days of the administrative conference.

2. If the accused employee so requests, or if the appropriate administrator determines that an employee should be recommended for demotion or dismissal, or that the employee should be suspended without pay, then a hearing shall be scheduled before a neutral arbitrator no later than the next regularly scheduled meeting of the Board of Directors, provided that the scheduling protects the employee's right to notification.

3. Any recommendation for demotion or dismissal of the accused, together with a detailed statement of charges on which the proposed demotion or dismissal is based, shall be given to the employee and shall be presented to the Board in writing.

### **STEP 3**

A. Any employee hearing before the Board of Directors regarding demotion, dismissal or suspension without pay or student hearing is a new hearing and all parties should be informed of this fact.

B. Board hearings for employees will be conducted in public session, unless the employee requests a private hearing. Due process hearings will be scheduled for hearing that involve students. The employees and students will have the same rights as for administrative conference including the right to a notification period of ten working days.

C. Any disciplinary action taken will be appropriate to the infraction involved and will include the right of the employee or student to reply, in writing, to any charges or discipline taken against him/her and to include such reply in his/her personnel or cumulative file.

D. If an employee chooses to resign as a result of charges made against him/her at any stage in the above procedures, the written documentation of charges made against the employee will be sealed and impounded, and acceptance of the resignation will be recommended to the Board of School Directors without prejudice. Such resignation must be submitted prior to a final decision by the Board of School Directors. It must also state that the resignation is voluntary, constitutes a waiver and release of all claims and is submitted in a form acceptable to the district.

E. If there is a subsequent request for references or recommendations for prospective employers after an employee resigns as a result of the charges or after a suspension, demotion, or dismissal, the reference will be limited to a statement that the person was employed by the district, the duration of employment, a description of the assigned duties and a statement that the person resigned voluntarily.

F. If the resigned employee files a claim for unemployment compensation benefits, the sealed charges will be opened to allow the district to contest the unemployment claim.

G. If at any time an employee files a claim with any governmental agency regarding an incident which occurred and was investigated under this policy, she/he then waives whatever rights she/he has under this policy.

H. The procedures contained in this policy are not intended to supersede or circumvent any procedures outlined in the School Code for the determination of competence or any procedures for redress of grievances outlined in collective bargaining agreements made with the Board of Directors and the Rochester Area Education Association.

I. These provisions shall not be construed to supersede any section(s) of the School Code of Pennsylvania or any State or Federal laws regarding discipline or separation of employees; nor shall these guidelines in any way be construed so as to limit the intent of other Board approved policies.

J. A person hired to fill a position created as a result of staff discipline procedures will be considered a substitute employee until such time as the disciplinary procedures are completely resolved.

(Board approved 4-25-94)

## **WEAPON POLICY**

Any student found in possession of or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for ten day (10) out-of-school suspension, and presented to the School Board for a formal expulsion hearing proceedings in accordance with Pennsylvania School Code. The United States Congress passed a new law entitled the "Gun-Free Schools Act of 1994". This law requires every state to have in effect by October 20, 1995, a state law requiring local educational agencies to expel from school for a period of not less than one calendar year any student who is determined to have brought a weapon to school. The state laws may also permit the local district's School Board to modify the expulsion requirement on a case-by-case basis. The term weapon refers to any loaded or unloaded firearm (including pellet guns, B.B. guns, and look-alike firearms); any explosive device of any kind, any Bowie knife, Dirk knife, lock-blade knife, hunting knife, pen knife or any other tool or instrument that is not reasonably related to education such as chains, brass knuckles, night-sticks, ax handles, etc. A student is in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person

of the student, or under his/her control, on property being used by the school or at any school function or activity, or any school event held away from the school, or while the student is on his/her way to or from school.

**NOTIFICATION PROCEDURES**

Any professional staff member or school employee shall immediately inform the principal who will conduct the complete investigation. Upon confiscation, the principal must immediately notify and/or summon:

1. The local police.
2. The superintendent.
3. The parents of any and all students involved in the incident.

Upon just cause for suspicion of possession of a weapon, the principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the principal will immediately summon the police and request assistance in this matter from the local police.

**INVESTIGATION RESPONSIBILITIES**

The principal will coordinate the informal hearing procedure, e.g., investigation, securing written statements, witness statements and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon, the informative and notification requirements for a formal hearing for expulsion proceedings in accordance with Pennsylvania School Code.

**PTA OFFICERS**

President . . . . .	Rhonda West
Vice President . . . . .	Donna Keith
Secretary . . . . .	Paula Steele
Treasurer . . . . .	Sharon Kilmer

**PTA MEETINGS**

Meetings are usually held every other month in the Elementary Commons, unless otherwise notified. The PTA will send you reminders monthly for scheduled meeting dates.

**RETENTION**

Retention is based on the developmental profile of a student’s growth throughout the year. Basic skills must be mastered for future academic growth. The child must proceed through IST process, the teacher must complete a retention scale, and a warning letter/verbal communication in February/March presented by teacher/principal. Final decision about retention rests with the principal.

## **SCHOOL HOURS FOR STUDENTS**

### **Kindergarten - Sixth Grade**

8:00 - 8:30 a.m. - Breakfast

8:30 a.m. - Doors open to the Elementary Classrooms Bell

8:45 a.m. - Tardy Bell

### **Weather Delays**

10:30 a.m. - 3:05 p.m.

### **Half-Day Schedule for Special Events**

8:30 a.m. - 10:30 a.m.

### **Dismissal**

3:05 p.m. - Children who walk home/picked up by car Bell

3:15 p.m. - Bus Students Bell

## **TRANSPORTATION**

### **BUSES**

All students are assigned to buses and bus stops through prior registration. **ONLY** registered students are permitted to ride buses.

Each student is expected to be responsible for his/her conduct on the bus.

Bus riding privileges may be suspended for misconduct.

Some reasons for suspension:

Fighting, distracting the driver, pushing, standing, throwing objects, discourtesy to others, smoking, swearing.

### **BUS PRIVILEGE PASS**

A bus pass must be presented to the office, signed by the building principal and given to the bus driver in order to ride a different bus, to receive permission to ride if you are normally a walker, or other special circumstances. Passes will be approved according to space available.

### **WALKING STUDENTS**

Walkers are not to arrive until 8:30 a.m. unless they are going to breakfast. The doors of the elementary school **DO NOT** open for walking students to enter until 8:30 a.m. There will be **NO** exceptions to this policy unless notified by the building principal. Please make sure that your child leaves home at an appropriate time to be punctual but not too early. Inclement weather and overcrowding at the entrances may lead to uncomfortable or dangerous situations.

At dismissal, students are expected to walk directly home or to a pre-determined destination. Roughhousing or fighting on the way to or from school must be discouraged and hopefully all area residents will become involved in its prevention. We, at school, will continue to promote student cooperation and good citizenship.

## **DESIGNATED ENTRANCES AND EXITS FOR STUDENTS**

All elementary students who walk must enter at the Virginia Avenue double Middle School doors. All bus students must enter by the tennis courts. Parents who drop off or pick up students must do so in the old bus circle, the Virginia Avenue circle.

Please use caution when picking up or dropping off your child. At dismissal this becomes a very busy area and we all need to practice extra care.

## **SCHOOLWIDE RULES**

The upkeep and care of the building as well as student safety are the focus of schoolwide rules.

1. Walk at **all** times.
2. Hands must be kept off all walls.
3. Speak in low voice tones.
4. No pushing or shoving.
5. Keep all areas clean.
6. **NO GUM CHEWING.**

Parents will be contacted if their child does not follow the rules.

## **SOLICITATION**

Students are not to be soliciting for money unless a project has been approved by the principal. No sale of items is to be conducted at the school by students.

## **PETS**

No pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. Transportation of pets to and from school is to be provided by the parent/guardian. No live animals are permitted to be transported by the Rochester buses or vans. No animals (dogs, cats, etc.) are permitted on school property.

## **STUDENT DRESS GUIDELINES**

The Rochester Area Administration reserves the right to question any mode of dress/jewelry/hair styles that is beyond current community/school accepted standards or in any manner jeopardizes the health, welfare or safety of the student or other students.

Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Certain types of clothing and hairstyles may be required for physical education classes or for the extracurricular activities such as band, football, etc.

No face/hair painting allowed during school hours.

The following are specifics to the Dress Code for the Rochester Area School District.

## **SECTION I. GENERAL**

1. Torn or ripped clothing is not permitted.
2. Spandex or skin-tight outfits of any type or material are not permitted.
3. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.
4. Undergarments should not be exposed in any way.
5. Pants may not have one leg rolled up or uneven with the other.
6. No beach flip-flops/slippers shall be worn at school or during school activities.

## **SECTION II. TOPS**

1. Tops may not be “low cut” or exposing. Bare midriffs and bare backs are not permitted.
2. The following are unacceptable school attire:
  - a. Tank Tops/Muscle Shirts
  - b. Spaghetti Strap/Halter/Mesh Tops
  - c. See-through blouses or shirts.
  - d. Tube Tops/Crop Tops
3. Any top that is skin-tight or allows the midriff, cleavage or undergarments to be exposed is not permitted.
4. Coats, jackets or garments designed for protection from the outside weather are not be worn in school.

## **SECTION III. PANTS/SHORTS/SKIRTS/SKORTS**

1. Pants, shorts, and skorts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
3. Tear-away pants (snap pants) and boxer shorts worn as outerwear are not permitted.
4. All shorts, skirts, skorts and slits in skirts may not be more than four inches above the mid-point of the knee.
5. Cut-offs of any type are not permitted.
6. If a student wears inappropriate clothing and he/she does not fall within the established guidelines, he/she will need to **call** home for a change of clothes. **Repeated offenses will result in disciplinary action.**

## **SECTION IV. OFFENSIVE DRESS**

1. Clothing, patches, buttons, pins, jewelry, back packs are not permitted if they:
  - a. Have sexually suggestive writing/pictures
  - b. Advocate violence
  - c. Advertise or promote the use of tobacco, alcohol or drugs
  - d. Have double meaning wording or obscene language
  - e. Are disrespectful

2. A tattoo must be covered if it:
  - a. Has sexually suggestive writing/pictures
  - b. Advocates violence
  - c. Advertises or promotes the use of tobacco, alcohol or drugs
  - d. Has double meaning wording or obscene language
  - e. Is disrespectful

#### **SECTION V. FOOTWEAR**

1. Some sort of shoe must be worn at all times.
2. Any shoe that poses a safety hazard is not permitted.
3. Shoes with laces must be tied.

#### **SECTION VI. JEWELRY**

1. Spiked jewelry, chains, or any jewelry that could cause injury or constitute a hazard are not permitted.

#### **SECTION VII. HEAD WEAR**

1. Hats, caps, bandanas, sunglasses, visors, and sweatbands are not permitted.

#### **SECTION VIII. HEALTH AND HYGIENE**

1. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.

2. Each student is expected to maintain good personal hygiene.

These rules and procedures have been developed according to the Board Policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school.

If a student wears inappropriate clothing and he/she does not fall within the established guidelines, he/she will need to **call** home for a change of clothes and assigned detention time equal to the class time missed. **Repeated offenses will result in disciplinary action.**

### **BOOKBAGS, COATS, PERSONAL BELONGINGS**

Students may carry bookbags to school and deposit them at the appropriate assigned hook outside the classrooms. They are not to be carried throughout the building during classes or to gym class. Coats are to be placed on the individual hooks. Personal belongings (purse, pencil case, etc.) may be carried to classes.

### **FUND RAISING**

Fund raising at Rochester Elementary School involves PTA, classroom and special fund raising projects. Fund raising will be voluntary with no minimum amounts being assigned to each students. **All fund raising projects must be approved by the principal.**

## **SUPPORT SERVICES**

The district has a federally funded Title I program in reading and math. Eligibility is based on standardized test scores or other acceptable data. The goal of this program is to support students in basic skills growth for long-term gain.

Students having academic, social, or behavioral problems may be referred to the Instructional Support Team (IST). The parent, teacher, and team members will then meet to implement appropriate interventions.

Students with speech/language deficiencies will be referred to the speech/language teacher for screening. The parent, teacher, and specialist will then meet to discuss appropriate interventions.

Students designated as gifted by an individual intelligence test given by the school psychologist and reviewed by a multidisciplinary team may opt to participate in the district GATE program.

A K-6 guidance counselor is also available to meet student needs.

Please feel free to access any of the above support services. We **DO NOT** want to overlook the needs of any child.

## **DAYCARE OPTIONS**

The YMCA provides Daycare before and after school. Please call them for times and price at 724-846-1530.

## **HEALTH INFORMATION**

If any student has developed an illness or impairment which the school personnel should be made aware, or if the student's health record needs updated, the parent should contact the school nurse and report the information as soon as possible.

Teachers are not permitted to dispense medicine of any kind to their students. If your child requires medication during the school day, the appropriate forms for both prescription and non-prescription medication must be completed and returned to the school nurse.

The Division of School Health of the Pennsylvania Department of Health administers the state School Health Program on the basis of the Public School Code of 1949. The Code requires health services to be provided to school age children attending public, non-public, or special education schools in Pennsylvania.

School districts employ physicians, dentists, certified school nurses, and nurse aides to provide the required health services. Some school districts may choose to provide dental hygiene or modified medical, dental, and nursing services.

School health services are as follows:

1. School nurse services.
2. Physical exam in grades K - 6 - 11.
3. Vision screening annually.
4. Hearing screening in grades K - 1 - 2 - 3 - 7 - 11.

5. Scoliosis screening in grades 6 - 7.

6. Dental exam in grades K - 1 - 3 - 7.

Assessment of required immunizations: 4 DPT's (diphtheria, pertussus, and tetanus) - the 4th one must be after the 4th birthday; 2 MMR's (measles, mumps, rubella); 3 oral polio's; and 3 hepatitis shots. The 4th DPT and hepatitis series is a requirement for Grades K - 1 - 2 - 3.

Please be attentive to the service needed for your child's grade level. If the particular service is a physical or dental exam, the school physician and dentist will provide a free screening. If you would rather have your own private physician or dentist examine your child, feel free to ask for a private physical or dental report form. Please return this form to the nurse's office as soon as possible before our school screening date. Otherwise, your child will receive a screening exam.

Please know that we are here for the health and well being of your child! If we can be of any assistance, feel free to visit the nurse's office or call at 724-775-7500 Ext. 1302 (elementary school).

### **NEED TO KNOW HEALTH-RELATED INFORMATION**

Certain school employees (coaches, sponsors, etc.) may have a need to know health-related information about your child while he/she is participating in their activity. If your child has any health problems that you feel his/her coach/sponsor should be aware of during this activity, you need to inform them as soon as possible. *This information can only be released to the coach/sponsor by a parent/guardian.* Please refer to the Need to Know form at the end of this booklet that must be filled out by the parent/guardian and returned to the School Nurse's Office.

Thank you for your help in keeping your child safe while they participate in Rochester's extracurricular activities.

### **INTEGRATED PEST MANAGEMENT**

The Rochester Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office staff, teaching staff and includes Terminix Corporation. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be

routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas seventy-two (72) hours prior to application and for forty-eight (48) hours following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry.

**If you would like to be placed on this registry, please fill out the notification form located at the end of this booklet.**

If a chemical application must be made to control an emergency pest problem, the area will not be accessible to students for at least eight (8) hours or longer. Notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

## **RINGWORM**

Ringworm is an infection that can be caused by several different types of fungus - not worms! The "worm" part of its name comes from the wavy, ring-shaped blemishes that it causes on a person's skin. Ringworm can affect skin and nails anywhere on the body, even on the scalp.

Ringworm is a contagious infection. It can pass from person to person on contaminated hats and combs, and even on surfaces of countertops and seats. A child can also catch ringworm by playing with a cat or dog that has mange.

**What To Look For:** On a child's skin, look for dry, red, scaly patches that are usually round and have raised, wavy edges. Each patch can spread to a diameter of one inch or more, and the patch's center portion may clear as it spreads. Ringworm on the scalp causes either bald patches or patches of short, broken hairs, with red scaly skin underneath. The clinical manifestation will vary with the infecting organism.

**What To Do:** If your child has a small area of ringworm on their skin, your doctor can prescribe an antifungal ointment that is usually applied twice a day for two to four weeks. If your child has a ringworm infection in his/her scalp, or in a large area of skin, your doctor may prescribe an antifungal medicine to be taken by mouth. Treatment may take several weeks. If your child is being treated for ringworm of the scalp, throw away any hats, combs and hairbrushes. This will stop ringworm fungus from re-infecting your child once treatment ends.

**Call Your Doctor If Your Child Has Any Signs of Ringworm, Including:**

- Round, red, scaly patches of skin anywhere on the body.
- Bald patches of red, scaly skin on the scalp.
- Round area of red skin with short, broken hairs on the scalp.

## **STUDENT GUIDELINES FOR THE NURSE'S OFFICE**

1. The student must have a **Medical Permit** to obtain treatment in the Nurse's Office. Only in cases of a Medical Emergency will the student be seen without a pass!

2. Illness: The student will be allowed a 20 minute rest, and be reassessed by the nurse to either return to class or be sent home. To be sent home:

- a. Fever of 100.0 F or higher
- b. Vomiting - either observed or obvious
- c. Sore Throat accompanied by fever
- d. Parental Discretion (Grades K-6)
- e. Nurse's Discretion

3. Medications: Over-the-counter medications such as Tylenol, Advil, Aspirin, etc. will only be given to those students who have a:

a. A signed Medication Policy Form from a parent or guardian. The student **MUST** provide the "over-the-counter" medication in the original container.

b. Prescription medications must be in the original container with a Medication Policy signed by the physician and parent/guardian.

4. Physicals - Dentals - Hearing - TB Tests - Blood Lipid Test: As per grade level, the student will receive forms appropriate to the test to be done. These forms are to be filled out properly and returned to the nurse. Failure to do so will result in an exam by the school physician or dentist or missed services. If the student chooses to obtain a school exam, the student **MUST** report to the Nurse's Office for that exam at the scheduled time. Physical, dental, and hearing exams are mandatory by Pennsylvania (PA) State Law.

5. Height - Weight - Vision: This is also a PA State Law that is done every year on every student in the school system. The student **MUST** report to the Nurse's Office as scheduled to have this screening done.

6. Confidentiality is top priority in the Nurse's Office! Unless a student verbalizes or demonstrates self harm or harm to others, confidentiality will be maintained at all times. Mrs. Barsic is a member of the RAP Team. Please feel free to come and talk with her about any questions and/or concerns.

7. Cough Drops and Throat Lozenges: These are available in the nurse's office only as a temporary measure of new onset illness. Supplies are very limited. Therefore, the student should provide their own cough drops, accompanied by a note from the parent/guardian.

8. Contact Lenses: Saline solution is available in the office. However, contact lens cases are not. Please be sure to bring your case with you in case of discomfort.

## **PARENT CONFERENCES**

Parents and children are encouraged to take an active interest in their child's education. We encourage you to meet with your child's teacher on

an individual basis. Please telephone the elementary school office to arrange a conference time. This is especially important if there are indications of a problem.

### **PARENT VOLUNTEERS**

Rochester Elementary School considers its parent volunteers to be a very special resource. Parents are encouraged to volunteer in the library, classroom, PTA activities and other activities. Please contact the Principal and an orientation will be scheduled before volunteering.

Upon entering the building, all volunteers must sign in at the door and obtain a visitor's identification badge during the time spent in the building. Upon leaving, return the visitor's identification badge to the guard and sign out. All volunteers must have Act 34 clearances and finger printing. This includes volunteers for field trips, etc., when supervision of children is warranted. A new policy from the BOE will be added that corresponds to PA Code.

### **STUDENT RECORDS**

The Rochester Area School District has adopted a procedure for protecting the confidentiality of your child's records. Parents may have access to all records, including recent standardized test scores upon request. Call the elementary school office to schedule an appointment.

### **INQUIRIES TO TEACHERS**

If you would like to speak with a teacher or to schedule a conference, please either send a note to the teacher, contact the teacher via voice mail or phone the office so that he/she may contact you during a non-instructional time. The teacher will respond to your request in a punctual manner.

Instructional time will not be interrupted to respond to parental inquiries, unless it is an emergency pertaining to a student in the class.

### **PROCEDURE FOR VIDEO INCLUSION, POSTING OF STUDENT ACHIEVEMENTS AND USE OF CHILDREN'S NAMES FOR COMMUNICATION**

The Elementary School recognizes student achievements, sends home lists of student names and displays videos of students engaged in school-related activities. Student names and lists of names may be used in these videos, sent home for school parties and displayed on bulletin boards and in the PTA newsletter and yearbook. Please use the appropriate form in the back of this handbook to indicate, with your signature, what degree of participation you are permitting for your child.

### **MAKE-UP WORK**

When a student is absent for two or more days, teachers will provide make-up work upon request from the student's parents. Requests for work should be made in the morning through a phone call to the office, a note to the student's teacher(s) or through the teacher's voice mail number. Arrangements for pick up for the assigned work should be made for the afternoon of that day, providing ample time for the teacher(s) to organize and

prepare the materials. The assignments will be sent to the office by the teacher and the parent will pick them up there or parents may arrange to have assignments sent home with a brother, sister or neighbor.

### **TELEPHONE MESSAGES**

If it is necessary to get information to your child during the school day, please telephone the elementary school office before 2:00 p.m. **Students will not be called to the telephone for any reason.** We are limiting the number of phone calls to home by students. Please remind students to bring all the necessary items to school. Forgotten homework, instruments, and gym clothes are not emergencies. Please help us train the students to be more responsible for their belongings.

### **TEXTBOOKS/WORKBOOKS**

All students are expected to take proper care of school materials. Please cover all books by the second week of school. Loss, negligence or abuse of such materials will result in monetary charges. All damaged materials remain the property of the Rochester Area School District. Report cards will not be held. Parents are encouraged to settle accounts.

### **VISITORS TO THE SCHOOL**

Visitors are always welcome at Rochester Elementary School. The only daytime entrance to school will be through the main entrance located in front of the Middle School Commons. All other doors are locked during the school day. Visitors **must** stop in the assigned area, sign the Visitor's Registration Book and receive a "Visitor's Pass". Visitors should also sign out in the assigned area when they leave the building.

To insure the safety of the children, visitors will not be permitted to wander through the building. Messages for students or teachers may be given to the secretary in the office so that classroom instruction is not interrupted. No one will be permitted to go to a classroom unless prior arrangements have been made with the classroom teacher/principal.

### **PLAYGROUND USE**

No parents, siblings, visitors, etc. are allowed on the playground during school hours.

### **LOST AND FOUND**

All lost and found items are stored for one month then discarded. June 30 is the final day to claim lost articles.

## **ROCHESTER AREA SCHOOL DISTRICT POLICIES**

### **POLICY: SECTION 504 OF THE REHABILITATION ACT OF 1973**

It is the policy of the Rochester Area School District not to discriminate against any person on the basis of handicap in its educational programs, activities, or employment policies as required by the Rehabilitation Act of 1973, Section 504.

The Building Principal is designated as the school's Section 504 Compli-

ance Officer. This Compliance Officer and any other Compliance Officer that may be appointed or their successors shall have the responsibility of coordinating the Rochester Area School District's compliance with and carrying out of its responsibilities as set forth in Section 504 and the Section 504 Regulations. This responsibility shall include the investigation of any complaints received alleging non-compliance or action prohibited by Section 504 and Section 504 Regulations. Students, employees, applicants for admission, and applicants for employment who have complaints or parents who have inquiries about Section 504 should address them to: Elementary Building Principal, Rochester Area School District, 540 Reno Street, Rochester, PA 15074, telephone (724) 775-7500.

The Rochester Area School District hereby agrees that it will:

1. Comply, to the extent applicable, with the Rehabilitation Act of 1973, Section 504, and all applicable requirements imposed by or pursuant to the Department's regulation issued pursuant to the Rehabilitation Act of 1973, Section 504, to the end that, in accordance with Section 504, no person in the United States shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the applicant receives or benefits from Federal financial assistance from the department.

2. Require any person, organization, group or other entity to which it contracts, subcontracts or otherwise arranges to provide services or benefits or to assist it in the conduct of any program covered by this assurance, or with which it contracts or otherwise arranges for the use of any facility covered by this assurance, to comply fully with Section 504 and to submit to the Department an assurance satisfactory to the Director, Office for Civil Rights (hereafter, the "Director") to that effect.

3. Make no transfer or other conveyance of title to any real or personal property which was purchased or improved with the aid of Federal financial assistance covered by the assurance, and which is to be used for an education program or activity and where the Federal share of the fair market value of such property has not been refunded or otherwise properly accounted for to the Federal Government, without securing from the transferee and assurance of compliance with Section 504, Rehabilitation Act of 1973 satisfactory to the Director and submitting such assurance to the Department.

4. Submit a revised assurance within thirty (30) days after any information contained in this assurance becomes inaccurate.

5. If the applicant is a state education agency, submit reports in a manner prescribed by the Director as to the compliance with Section 504, Rehabilitation Act of 1973 or local education agencies or other education programs or activities within its jurisdiction.

This information is being distributed with the expressed purpose of informing all school personnel and students of the Rochester Area School District's adopted Section 504 policy and furthermore to inform all person-

nel and students that there is a procedure to follow if they feel the Rochester Area School District is not in compliance.

Recommended Grievance Procedures to be followed by person(s) filing a grievance under Section 504 policies.

**STEP NUMBER 1.**

Any person who feels the Rochester Area School District is not in compliance with the Rehabilitation Act of 1973, Terms and Conditions under Section 504, should submit their grievance in writing on the attached form to The Building Principal, Section 504 - Compliance Officer.

**STEP NUMBER II.**

The Compliance Officer will review the grievance as filed and will reply to the grievant within the period of two weeks, as to his/her interpretation of the Rochester Area School District's position on the filed grievance.

**STEP NUMBER III.**

Should the aggrieved party and/or parties continue to feel that the resolution as proposed in the previous step is unacceptable, then they will be invited to a meeting with the Superintendent of the Rochester Area School District to further attempt to resolve the problem. This meeting will be called within a period of one month from the date of receipt from the grievant that the resolution in Step II was unacceptable.

**STEP NUMBER IV.**

If the action in Step III fails to resolve the grievance to the satisfaction of the affected parties, the grievance will be referred to the Rochester Area School District Board of School Directors for a hearing. The date is to be mutually agreed upon by the grievant and the Board.

**STEP NUMBER V.**

If the action taken in Step IV fails to resolve the grievance to the satisfaction of the affected parties, the grievance will be referred to the Director of the Office for Civil Rights for an opinion.

The following forms have been designed to comply with any Section 504 grievance procedure that may occur:

- Section 504 Grievance Form
- Section 504 Grievance Reply Form

## SECTION 504 GRIEVANCE FORM

Today's Date \_\_\_\_\_ Grievance Number \_\_\_\_\_

Complainant Name(s) \_\_\_\_\_  
Last Name First Name Initial

Address \_\_\_\_\_

Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Circle One: Student Employee Parent/Guardian Other in behalf of  
in behalf of student student/employee

Specifics of Complaint (describe below, including any dates of alleged discrimination). Attach an extra page if necessary.

If you wish, please describe any corrective action you would like to see taken with regard to the possible civil rights violation. Attach an extra page if necessary.

Would you like a pre-grievance contact with an identified respondent before a decision of a hearing officer is made? Circle one: Yes or No

---

Signature of Complainant

**SECTION 504 GRIEVANCE FORM**

Name of Grievant \_\_\_\_\_

Name of Section 504 Coordinator \_\_\_\_\_

-----  
This section is for use by the Section 504 Coordinator. Check below the course of action to be taken prior to submitting a copy of the grievance form and a copy of this form to the identified respondent or to the respective hearing officer.  
-----

( ) Pregrievance Contact:      Date Submitted \_\_\_\_\_

Name of Identified Respondent \_\_\_\_\_

Due Date for response from person named above \_\_\_\_\_

This section is for use by the identified respondent or hearing officer(s). Prior to returning this form to the Section 504 Coordinator, circle your decision regarding the grievance:    denied    or    granted

If grievance has been granted, explain on another paper and/or circle your decision regarding the corrective action requested by the grievant:  
          agree    or    disagree

\_\_\_\_\_  
Signature of Identified Respondent/Hearing Officer(s)      Date

( ) Level I:      Date Submitted \_\_\_\_\_

Name of Hearing Officer \_\_\_\_\_ Job Title \_\_\_\_\_

Due Date for response from person named above \_\_\_\_\_

This section is for use by the identified respondent or hearing officer(s). Prior to returning this form to the Section 504 Coordinator, circle your decision regarding the grievance:    denied    or    granted

If grievance has been granted, explain on another paper and/or circle your decision regarding the corrective action requested by the grievant:  
          agree    or    disagree

\_\_\_\_\_  
Signature of Identified Respondent/Hearing Officer(s)      Date

**SECTION 504 GRIEVANCE FORM**

( ) Level II: Date Submitted \_\_\_\_\_ Due Date for Hearing \_\_\_\_\_

Name of Hearing Officer \_\_\_\_\_ Job Title \_\_\_\_\_

Date of Hearing and Due Date for response  
from person(s) named above \_\_\_\_\_

This section is for use by the identified respondent or hearing officer(s).  
Prior to returning this form to the Section 504 Coordinator, circle your decision regarding the grievance: denied or granted

If grievance has been granted, explain on another paper and/or circle your decision regarding the corrective action requested by the grievant:  
agree or disagree

\_\_\_\_\_  
Signature of Identified Respondent/Hearing Officer(s) Date

( ) Level III: Date Submitted \_\_\_\_\_ Due Date for Hearing \_\_\_\_\_

Name of Hearing Officer(s) \_\_\_\_\_ Position Title \_\_\_\_\_

Date of Hearing and Due Date for response  
from person(s) named above \_\_\_\_\_

This section is for use by the identified respondent or hearing officer(s).  
Prior to returning this form to the Section 504 Coordinator, circle your decision regarding the grievance: denied or granted

If grievance has been granted, explain on another paper and/or circle your decision regarding the corrective action requested by the grievant:  
agree or disagree

\_\_\_\_\_  
Signature of Identified Respondent/Hearing Officer(s) Date

## SECTION 504 GRIEVANCE REPLY FORM

Grievance Number \_\_\_\_\_

Date \_\_\_\_\_

Name of aggrieved party \_\_\_\_\_

Date of receipt of reply to grievance as filed: \_\_\_\_\_

Please check:

\_\_\_\_\_ I (We) accept the explanation of the Compliance Officer and feel the Rochester Area School District is in compliance with Section 504 or will be within a short period of time and do not wish any further action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I (We) do not accept the explanation of the Compliance Officer and feel the Rochester Area School District is failing to comply with Section 504 and wish to proceed to Step \_\_\_\_\_ of the grievance procedure.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I (We) do not accept the resolution as presented under Step \_\_\_\_\_ of the grievance procedure and wish to proceed to Step \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I (We) request that this grievance proceed to the Director of the Office for Civil Rights for an opinion.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **POLICY: TITLE IX - STUDENTS**

It is the policy of the Rochester Area School District not to discriminate against any person on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the Educational Amendments of 1972 as amended and the Title IX regulations of the Department of Health, Education, and Welfare.

The Principal is designated as the School's initial Title IX Compliance Officer. This Compliance Officer and any other Compliance Officer that may be appointed or their successors shall have the responsibility of coordinating the District's compliance with and carrying out its responsibilities as set forth in Title IX and the investigation of any complaints received alleging non-compliance or action prohibited by Title IX and the Title IX Regulations. Students who have complaints or inquiries about Title IX should address them to: Rochester Area School District, 540 Reno Street, Rochester, PA 15074, telephone (724) 775-7500.

## **POLICY: TITLE IX REGULATIONS AND PROCEDURES IN COMPLIANCE WITH FEDERAL GUIDELINES**

The Rochester Area School District hereby agrees that it will:

1. Comply, to the extent applicable to it, with Title IX of the Education Amendments of 1972 (P.L. 92-318), as amended, 20 U.S.C. #1681, 16882, 1683, and 1685 (hereinafter, "Title IX"), and all applicable requirements imposed by or pursuant to the Department's regulation issued pursuant to Title IX, 45 C.F.F., Part 86 (hereinafter, "Part 86"), to the end that, in accordance with Title IX and Part 86, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives or benefits from Federal financial assistance from the Department. (This assurance does not apply to Section 904 (proscribing denial of admission to course of study on the basis of blindness) and 906 (amending other laws) of Title IX, 20 U.S.C. 1684 and 1686).

2. Require any person, organization, group, or other entity to which it subgrants or with which it contracts, subcontracts, or otherwise arranges to provide services or benefits or to assist it in the conduct of any program covered by this assurance, or with which it contracts or otherwise arranges for the use of any facility covered by this assurance to comply fully with Title IX and Part 86 and to submit to the Department an assurance satisfactory to the Director, Office for Civil Rights (hereinafter, the "Director"), to that effect.

3. Make no transfer or other conveyance of title to any real or personal property which was purchased or improved with the aid of Federal financial assistance covered by this assurance, and which is to continue to be used for an education program or activity and where the Federal share of the fair market value of such property has not been refunded or otherwise properly accounted for to the Federal government, without securing from the transferee an assurance of compliance with Title IX and Part 86 satisfactory to the Director and submitting such assurance to the Department.

4. Submit a revised assurance within 30 days after any information contained in this assurance becomes inaccurate.

5. If the Applicant is a state education agency, submit reports in a manner prescribed by the Director under 45 C.F.R. #80.6(b) as to the compliance with Title IX and Part 86 of local education agencies or other education programs or activities within its jurisdiction.

The Rochester Area School District, by official action at their March 27, 2000, meeting designated the Principal as the school's Title IX Compliance Officer.

This is being distributed with the expressed purpose of informing all school personnel of the school's adopted Title IX policy and furthermore to inform all personnel that there is a procedure to follow if they feel the district is not in compliance.

Recommended grievance procedures to be followed by person(s) filing a grievance under Title IX policies.

**STEP NUMBER I.**

Any persons who feel the Rochester Area School District is not in compliance with Article III, Terms and Conditions under Title IX, should submit their grievance in writing on the attached form, in writing, to the Compliance Officer.

**STEP NUMBER II.**

The Compliance Officer will review the grievance as filed and will reply to the grievant within the period of two weeks, in writing, as to his/her interpretation of the school's position of the filed grievance.

**STEP NUMBER III.**

Should the aggrieved party and/or parties continue to feel that the resolution as proposed in the previous step is unacceptable, then they will be invited to a meeting with the School Superintendent to further attempt to resolve the problem. This meeting will be called within a period of one month from the date of receipt from the grievant, in writing, that the resolution as proposed in Step II was unacceptable.

**STEP NUMBER IV.**

If the action in Step III fails to resolve the grievance to the satisfaction of the affected parties, the grievance will be referred, in writing, to the Rochester Area School District Board of Directors for a hearing. The date is to be mutually agreed upon by the grievant and the Board.

**STEP NUMBER V.**

If the Action in Step IV above fails to resolve the grievance to the satisfaction of the affected parties, the grievance will be referred, in writing, to the Director of the Office for Civil Rights for an opinion.

The following forms have been designed to comply with any Title IX grievance procedure that may occur:

- Title IX Grievance Form
- Title IX Grievance Reply Form

## TITLE IX GRIEVANCE FORM

Today's Date \_\_\_\_\_ Grievance Number \_\_\_\_\_

Complainant Name(s) \_\_\_\_\_  
Last Name First Name Initial

Address \_\_\_\_\_

Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Circle One: Student Employee Parent/Guardian Other in behalf of  
in behalf of student student/employee

Specifics of Complaint (describe below, including any dates of alleged discrimination). Attach an extra page if necessary.

If you wish, please describe any corrective action you would like to see taken with regard to the possible civil rights violation. Attach an extra page if necessary.

Would you like a pre-grievance contact with an identified respondent before a decision of a hearing officer is made? Circle one: Yes or No

---

Signature of Complainant



**TITLE IX GRIEVANCE FORM**

( ) Level II: Date Submitted \_\_\_\_\_ Due Date for Hearing \_\_\_\_\_

Name of Hearing Office \_\_\_\_\_ Job Title \_\_\_\_\_

Date of Hearing and Due Date for response  
from person(s) named above \_\_\_\_\_

This section is for use by the identified respondent or hearing officer(s).  
Prior to returning this form to the Title IX Coordinator, circle your decision  
regarding the grievance: denied or granted

If grievance has been granted, explain on another paper and/or circle your  
decision regarding the corrective action requested by the grievant:  
agree or disagree

\_\_\_\_\_  
Signature of Identified Respondent/Hearing Officer(s) Date

( ) Level III: Date Submitted \_\_\_\_\_ Due Date for Hearing \_\_\_\_\_

Name of Hearing Officer(s) \_\_\_\_\_ Position Title \_\_\_\_\_

Date of Hearing and Due Date for response  
from person(s) named above \_\_\_\_\_

This section is for use by the identified respondent or hearing officer(s).  
Prior to returning this form to the Title IX Coordinator, circle your decision  
regarding the grievance: denied or granted

If grievance has been granted, explain on another paper and/or circle your  
decision regarding the corrective action requested by the grievant:  
agree or disagree

\_\_\_\_\_  
Signature of Identified Respondent/Hearing Officer(s) Date

**TITLE IX GRIEVANCE REPLY FORM  
AS RECEIVED FROM THE AGGRIEVED PARTY**

Grievance Number \_\_\_\_\_

Date \_\_\_\_\_

Name of aggrieved party \_\_\_\_\_

Date of receipt of reply to grievance as filed: \_\_\_\_\_

Please check:

\_\_\_\_\_ I (We) accept the explanation of the Compliance Officer and feel the Rochester Area School District is in compliance with Title IX or will be within a short period of time and do not wish any further action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I (We) do not accept the explanation of the Compliance Officer and feel the Rochester Area School District is failing to comply with Title IX and wish to proceed to Step \_\_\_\_ of the grievance procedure.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I (We) do not accept the resolution as presented under Step \_\_\_\_ of the grievance procedure and wish to proceed to Step \_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I (We) request that this grievance proceed to the Director of the Office for Civil Rights for an opinion.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ROCHESTER AREA SCHOOL DISTRICT  
OFFICE OF THE DIRECTOR OF NUTRITION SERVICES**

Parents/Guardians:

For the first time, families that have children attending a public school district can apply for free or reduced price school meals through the National School Lunch Program online using the Internet! This can be done using COMPASS. COMPASS allows Pennsylvanian's to apply for social service programs, such as Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, Children's Health Insurance Program (CHIP), etc., online. Families can use COMPASS to apply for free or reduced price school meals only, or they can apply for other services at the same time (FS, TANF, etc.).

Since your child attends Rochester Area School District, which is a public school district, you can apply for free or reduced price school meals online by going to the COMPASS website at [www.compass.state.pa.us](http://www.compass.state.pa.us) or you can continue to use the paper "Household Meal Benefit Application" if you prefer. If you apply for free or reduced price school means through COMPASS, you **do not** need to submit a paper application.

Any questions, please call me at 724-775-7500 ext. 1630.

Sincerely,

Toni Iannini  
Rochester Nutrition Services



**ROCHESTER ELEMENTARY SCHOOL  
PROGRESS REPORT**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

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

	<i>Comments</i>
Subject Areas in Need of Improvement:	<input type="checkbox"/> 1. Pleasure to have in class
	<input type="checkbox"/> 2. Well-prepared
	<input type="checkbox"/> 3. Enthusiastic
	<input type="checkbox"/> 4. Leadership ability
Proposed Plan of Action:	<input type="checkbox"/> 5. Cooperative
	<input type="checkbox"/> 6. Shows initiative
	<input type="checkbox"/> 7. Follows classroom/school rules
	<input type="checkbox"/> 8. Participates in class
	<input type="checkbox"/> 9. Remains on task
Parental Concerns:	<input type="checkbox"/> 10. Cooperative attitude
	<input type="checkbox"/> 11. Talks when called upon
	<input type="checkbox"/> 12. Inadequate test scores
	<input type="checkbox"/> 13. Word-study skills deficient
	<input type="checkbox"/> 14. Irresponsible behavior
Final Comments:	<input type="checkbox"/> 15. Lack of motivation
	<input type="checkbox"/> 16. Performance materials not learned
	<input type="checkbox"/> 17. Incomplete homework assignments
	<input type="checkbox"/> 18. Needs to improve in following rules
	<input type="checkbox"/> 19. Is not working up to potential
	<input type="checkbox"/> 20. Needs to remain on task
	<input type="checkbox"/> 21. Uncooperative attitude
	<input type="checkbox"/> 22. Talks out in class

Teacher Signature \_\_\_\_\_

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




# PHOTO INCLUSION PERMISSION FORM


The Elementary School website recognizes student achievements and displays candid photos of students engaged in activities. As posted, these web pages are viewable by anyone using the Internet. Please indicate with your *signature* below, what degree of participation you are permitting your child.

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ My child's photograph may be used on the website, labeled with his/her first and last name.

\_\_\_\_\_ My child's photograph may be used on the website, but labeled **ONLY** with his/her **FIRST NAME**.



\_\_\_\_\_ My child's likeness may appear in candid photographs with **NO NAMES** used as labels.

\_\_\_\_\_ My child's photograph may **NOT** be used on the website.






**VIDEO INCLUSION,  
POSTING OF STUDENT ACHIEVEMENTS AND  
USE OF CHILDREN'S NAMES FOR COMMUNICATION**

The Elementary School recognizes student achievements, sends home lists of student names and displays videos of students engaged in school-related activities. Student names and lists of names may be used in these videos, sent home for school parties and displayed on bulletin boards and in the PTA newsletter and yearbook. Please indicate below, with your signature, what degree of participation you are permitting for your child.

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature      My child's name and likeness may be used for displays and communication.



\_\_\_\_\_  
Parent/Guardian Signature      My child's name and likeness may be used for displays and communication labeled with **first name only**.

\_\_\_\_\_  
Parent/Guardian Signature      My child's name and likeness **MAY NOT** be used in videos, student achievement displays and lists sent home by the school staff.

**\*Please Note: failure to return this form to the school office will result in the use of your child's name and likeness for all communication.**



**NURSE'S OFFICE**  
**Christine Barsic, RN, BSN**  
**School Nurse**  
**724-775-7500, ext. 1942**

March 17, 2005

Dear Parent/Guardian of \_\_\_\_\_ :  
Certain school employees (coaches, sponsors, etc.) may have a need to know health-related information about your child while he/she is participating in their activity.

If your child has any health problems that you feel his/her coach/sponsor should be aware of during this activity, you need to inform them as soon as possible. This information can only be released to the coach/sponsor by a parent/guardian.

Thank you for your help in keeping your child safe while they participate in Rochester's extracurricular activities.

Sincerely yours,

Mrs. Chris Barsic  
School Nurse

CB/krl

Approved by the Superintendent of Schools

\_\_\_\_\_ I will give my child's health-related information to the Coach, Sponsor, Teacher, etc.

\_\_\_\_\_ I refuse to release this information to anyone.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian of Student: \_\_\_\_\_

\_\_\_\_\_

For the student's record, please return this letter to the School Nurse's Office.



**NURSE'S OFFICE**  
**Christine Barsic, RN, BSN**  
**School Nurse**  
**724-775-7500, ext. 1942**

March 17, 2005

Dear Parent/Guardian of \_\_\_\_\_ :

Certain school employees (coaches, sponsors, etc.) may have a need to know health-related information about your child while he/she is participating in their activity.

If your child has any health problems that you feel his/her coach/sponsor should be aware of during this activity, you need to inform them as soon as possible. This information can only be released to the coach/sponsor by a parent/guardian.

Thank you for your help in keeping your child safe while they participate in Rochester's extracurricular activities.

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian of Student: \_\_\_\_\_

\_\_\_\_\_

For the student's record, please return this letter to the School Nurse's Office.





# PESTICIDE REGISTRY NOTIFICATION FORM

(All information will be kept confidential)

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

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Is the student hypersensitive? Yes No

Is the student under doctor care for hypersensitivity? Yes No

If so, specify doctor name, address and phone number:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Are there any allergies that the school district needs to be aware of? If yes, please list. Yes No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your child registered with the school nurse? Yes No

How can the school district contact you in case of an emergency?

\_\_\_\_\_

**Please return form to: Rochester Area School District  
Attention: Joe Glenn  
540 Reno Street  
Rochester, PA 15074**

You will receive verification that your information has been received within one week of receipt of this form. If you do not receive verification, please contact Joe Glenn, Director of Physical Plant at 724-775-7500, Ext. 1637.







**ROCHESTER AREA SCHOOL DISTRICT  
PERMIT TO RIDE BUS**

Name \_\_\_\_\_

Bus Route No. \_\_\_\_\_ Stop \_\_\_\_\_

Date \_\_\_\_\_ A.M.  
P.M.

Signature \_\_\_\_\_



**ROCHESTER AREA SCHOOL DISTRICT  
PERMIT TO RIDE BUS**

Name \_\_\_\_\_

Bus Route No. \_\_\_\_\_ Stop \_\_\_\_\_

Date \_\_\_\_\_ A.M.  
P.M.

Signature \_\_\_\_\_



**ROCHESTER AREA SCHOOL DISTRICT  
PERMIT TO RIDE BUS**

Name \_\_\_\_\_

Bus Route No. \_\_\_\_\_ Stop \_\_\_\_\_

Date \_\_\_\_\_ A.M.  
P.M.

Signature \_\_\_\_\_







**ROCHESTER AREA SCHOOL DISTRICT  
PERMIT TO RIDE BUS**

Name \_\_\_\_\_

Bus Route No. \_\_\_\_\_ Stop \_\_\_\_\_

Date \_\_\_\_\_ A.M.  
P.M.

Signature \_\_\_\_\_



**ROCHESTER AREA SCHOOL DISTRICT  
PERMIT TO RIDE BUS**

Name \_\_\_\_\_

Bus Route No. \_\_\_\_\_ Stop \_\_\_\_\_

Date \_\_\_\_\_ A.M.  
P.M.

Signature \_\_\_\_\_



**ROCHESTER AREA SCHOOL DISTRICT  
PERMIT TO RIDE BUS**

Name \_\_\_\_\_

Bus Route No. \_\_\_\_\_ Stop \_\_\_\_\_

Date \_\_\_\_\_ A.M.  
P.M.

Signature \_\_\_\_\_





**ROCHESTER AREA SCHOOL DISTRICT  
EARLY DISMISSAL REQUEST**

\_\_\_\_\_, a student in the  
\_\_ elementary \_\_ middle school \_\_ high school (check one) Grade \_\_\_\_  
has an early dismissal request scheduled for \_\_\_\_\_ date  
at \_\_\_\_\_ .  
time

The early dismissal is for \_\_\_\_\_  
reason

Please list the physician's name and telephone number for verification:

Doctor's name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**ROCHESTER AREA SCHOOL DISTRICT  
EARLY DISMISSAL REQUEST**

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Signature of Parent/Guardian



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Signature of Parent/Guardian



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EARLY DISMISSAL REQUEST**



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Doctor's name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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





**ROCHESTER AREA SCHOOL DISTRICT  
EXCUSE FOR ABSENCE**



\_\_\_\_\_, a student in the

\_\_\_ elementary \_\_\_ middle school \_\_\_ high school (check one) Grade \_\_\_\_\_

was absent on the following dates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



**ROCHESTER AREA SCHOOL DISTRICT  
EXCUSE FOR ABSENCE**



\_\_\_\_\_, a student in the

\_\_\_ elementary \_\_\_ middle school \_\_\_ high school (check one) Grade \_\_\_\_\_

was absent on the following dates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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





**ROCHESTER AREA SCHOOL DISTRICT  
EXCUSE FOR ABSENCE**



\_\_\_\_\_, a student in the  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



**ROCHESTER AREA SCHOOL DISTRICT  
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\_\_\_\_\_  
\_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

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





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Reason for absence: \_\_\_\_\_  
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Signature of Parent/Guardian



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Signature of Parent/Guardian





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\_\_\_\_\_

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Signature of Parent/Guardian



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\_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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





- NOTES -

## **ALMA MATER**

Where the hills of Pennsylvania  
Stand like sentinels round  
Nestling fondly in the valley  
Lies our high school town.

High School days will soon be over  
Far from thee we'll roam  
But we'll think of thee dear Rochy,  
Ever as our home.

### **CHORUS**

Rochy High, our Alma Mater  
Thee we'll always praise  
Sons and daughters ever loyal  
Songs to thee we'll raise.