Elementary Department Student Handbook
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A DAY IN ELEMENTARY

PSD is proud of its 200 year old heritage. Our school colors are navy blue and gold. Our school mascot is a black panther. Throughout the year, there are various spirit days where students can show their PSD pride! Go to www.psd.org and click on CALENDAR for upcoming events.

Our Elementary Department includes students in Kindergarten through 5th grade. Individual class schedules will be shared with families directly from each student’s homeroom teacher. Our academic day begins with Morning Meeting at 8:30 am. The Elementary Department runs on a 6 day cycle, A–F days. Student special area classes vary by letter day and each student participates in Art, Physical Education, Literature, and Social Skills lab.

ELEMENTARY STUDENT DRESS CODE

All of the students in the Elementary Department are required to wear a school uniform daily.
- Students must wear appropriate shoes to participate in Physical Education class (sneakers) and for daily recreation times (sneakers/rubber soled shoes).
- Jewelry is acceptable. Hoop earrings should not be larger than 1 inch in diameter for safety purposes. Students may be asked to remove jewelry for safety purposes during recess, gym, or other times during the day. PSD is not responsible for personal lost or stolen items.
- There are several dress up days throughout the school year. You will receive information regarding these events and the optional dress code for that day.
- Students that arrive to school out of uniform will be asked to change into a school supplied uniform for the day. Before dismissal, they will be given time to change back into the clothes that they wore to school. If students repeatedly arrive out of uniform, a home contact will be made to discuss how we can offer support to your morning routines.

UNIFORM INFORMATION

- Yellow or blue (light blue or navy) collared shirt
- Navy blue or khaki pants
- Navy blue or khaki skirts/jumpers
- Navy blue, yellow or black cardigans or sweatshirts (plain)
REPORT CARDS

Report cards are issued four times a year and report on subject area grades. The student’s progress toward IEP goals is sent home three times during the school year. Data on student IEP goals is collected at the beginning, middle, and end of the school year and will be sent home. Families can access student grades online via https://psd.powerschool.com/public/.

PARENT/TEACHER CONFERENCES/VISITATIONS

In addition to the IEP meeting, phone or in–school conferences can be scheduled at report card time during the 1st, 2nd, and 3rd quarters. Individual conferences or classroom visits can also be scheduled to accommodate parents who so request.

GRADING

Grades are assigned to help students and their parents follow the student’s progress in school. For students in the Elementary grades (1st –5th), a rubric scale is used to communicate progress:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Despite repeated instruction, still unable to demonstrate skills/knowledge</td>
<td>Making attempts, but requires assistance to demonstrate emerging skills/knowledge</td>
<td>Becoming more confident in demonstrating skills/knowledge, though still somewhat dependent on adult prompting/guidance</td>
<td>Applies skill/knowledge and/or completes work with minimal assistance</td>
<td>Independently applies skill/knowledge in various situations</td>
</tr>
</tbody>
</table>

Increasing independence/competency

For some of our older students in 4th or 5th grade, a more traditional grading scale may be used if it is considered developmentally appropriate to do so. This grading scale mirrors that which is used within the Middle School program:

SCALE

<table>
<thead>
<tr>
<th>A</th>
<th>A+ 100-97</th>
<th>A 96-93</th>
<th>A- 92-90</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>B+ 89-87</td>
<td>B 86-83</td>
<td>B- 82-80</td>
</tr>
<tr>
<td>C</td>
<td>C+ 79-77</td>
<td>C 76-73</td>
<td>C- 72-70</td>
</tr>
<tr>
<td>D</td>
<td>D+ 69-67</td>
<td>D 66-63</td>
<td>D- 62-60</td>
</tr>
<tr>
<td>F</td>
<td>F 59 and Below</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HOMEWORK
Homework is a Team Effort! Below, each team member’s role is defined. Our students do best when we all collaborate. Each student is provided with a homework assignment/agenda book and a homework folder.

**Teacher Responsibilities:**
- Giving assignments during class and making sure they are explained clearly.
- Estimating the length of the assignment so that the task does not exceed the recommended time allotted for homework.
- Assigning homework on a regular basis and relating it to what is being taught in the classroom.
- Signing student agenda books at the end of each class.

**Parent Responsibilities:**
- Setting aside a regular time each school day during which the student will be involved in some kind of homework activity.
- Providing a favorable study environment free from distractions.
- Expect daily assignments and insist that the student complete them.
- Allow your child to make mistakes! Mistakes help the teachers see where students may need more practice.
- Check your child’s agenda book and blue homework folder each night.

**Student Responsibilities:**
- Recording directions for homework and asking questions for clarification.
- Complete homework assignments accurately, neatly, and on time.
- Asking the teacher about making up missed work.
- Showing your agenda book to your parents each night.
- Emptying your blue homework book each night.

For younger students (ages 7–11), for whom homework is appropriate, homework will be given up to three nights per week in at least one academic area. For older students (ages 11–21), homework will be given no fewer than four nights per week in at least two academic areas. These assignments will be in addition to on-going or long-term project assignments. Assignments will be given based in terms of the students’ age, developmental level, and educational level. Homework will be no more than 10% of a student’s grade. Teachers may require parent signatures for specific classes or individual students. Teachers may also request feedback from parents regarding homework assignments. (See attached sample.) PSD will implement the following time guidelines based on the National Education Association (NEA) recommendations of a maximum of 10 minutes per grade level per night:

<table>
<thead>
<tr>
<th>Ages</th>
<th>Maximum Amount of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5–7 years old</td>
<td>teacher discretion, if given, 15-minute maximum</td>
</tr>
<tr>
<td>7–9 years old</td>
<td>up to 30 minutes</td>
</tr>
<tr>
<td>9–11 years old</td>
<td>up to 45 minutes</td>
</tr>
<tr>
<td>11–13 years old</td>
<td>up to one hour</td>
</tr>
<tr>
<td>13–21 years old</td>
<td>up to 2 ½ hours</td>
</tr>
</tbody>
</table>
Students who do not complete homework assignments in a timely or satisfactory manner will be given the opportunity to work on homework during other designated times of the school day:
- project work time
- other pre scheduled weekly times within the team

Families and staff can use the homework feedback form (below) periodically to communicate concerns as needed. This form can be found on the PSD website at www.psd.org.

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**Homework Feedback Form**

Student’s Name: ___________________________ Date: __________________

Homework Assignment(s): _____________________________

Homework was completed.
Time needed to complete homework:

Homework was not completed.
Reason:
  My child did not have the necessary material(s): _________________________
  My child could not focus.
  My child did not understand the work.
  My child was too tired.
  Other: _____________________________

Please contact me regarding my child’s homework.
My phone number is _________________________

The best time to contact me is _____________________________

__________________________________________  _________________________
Parent/Guardian Signature  Date

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INDIVIDUAL EDUCATION PLANS

During the course of each school year, we are required to have an annual IEP Meeting for each of our students. An IEP Review can also be held at any time throughout the year. Your local school district representative and outside agency representatives may also be attending, in addition to related PSD staff. Our IEP Coordinator will be contacting each of you, along with the above-mentioned participants to schedule the meeting for your child. These meetings are quite important for all of us to attend to insure appropriate programming and progress for your child. Please give advance notice to the IEP Coordinator if you need to re-schedule, since all of the participants will need to be notified in a timely manner.

If you need more information about your Rights as a parent, the following may be helpful:

- Procedural Safeguards
  https://www.pattan.net/Forms/The-Procedural-Safeguards-Notice
- Parent Resource Library from the Office of Dispute Resolution
  https://odr-pa.org/parents/parent-resource-library/
- Educational Law Center: Right to Special Education

A student or parent/guardian may request the following services through the IEP process.

- Adapted Physical Education
- American Sign Language (ASL) Services
- Audiological Services
- Counseling Services
- Educational Assessment/Evaluation
- Occupational and Physical Therapy
- Psychological Services
- School Nurse
- Social Worker
- Speech/Language Therapy

TRANSPORTATION INFORMATION

Bus transportation is available to PSD students through their home districts. The Student Code of Conduct is in effect while on the bus or waiting for the bus. Please communicate any address changes with our transportation manager and your school district’s transportation department.

<table>
<thead>
<tr>
<th>Transportation Manager</th>
<th>Transportation Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>215-951-4759 (office)</td>
<td>215-951-4752 (office)</td>
</tr>
<tr>
<td>267-246-1348 (cell)</td>
<td>267-228-2469 (cell)</td>
</tr>
</tbody>
</table>

Kim Stephan
IEP Coordinator
215-951-4730 (voice)
267-331-4374 (vp)
215-459-3572 (text)
**Uber and Lyft Policy:** In accordance with their policies, PSD will not permit any student under the age of 18 to leave campus using Uber and/or Lyft.

<table>
<thead>
<tr>
<th><strong>Uber Minor Policy</strong></th>
<th>A rider must be at least 18 years of age to have an Uber account and request rides. Anyone under 18 must be accompanied by someone 18 years of age or older on any ride.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As a driver-partner, you should decline the ride request if you believe the person requesting the ride is under 18. When picking up riders, if you feel they are underage, you may request they provide a driver’s license or ID card for confirmation. If a rider is underage, please do not start the trip or allow them to ride.</td>
</tr>
<tr>
<td></td>
<td><a href="https://help.uber.com/partners/article/requests-from-underage-riders---?nodeId=43b84de6-758b-489e-b088-7ee69c749ccd">https://help.uber.com/partners/article/requests-from-underage-riders---?nodeId=43b84de6-758b-489e-b088-7ee69c749ccd</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Lyft Minor Policy</strong></th>
<th>Unaccompanied minors are prohibited from traveling with most carriers, including TNCs. A passenger must be 18 to sign up for a Lyft account, but if a driver believes a passenger might be underage, the driver may ask the passenger to confirm their age.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The driver may also let a passenger know that the driver will have to cancel the trip if the passenger is indeed under 18. In addition, drivers can report requests to transport unaccompanied minors by tapping ‘Contact Support’ below.</td>
</tr>
</tbody>
</table>

**Students under the age of 13 that are not participating in varsity sports are not permitted on campus without adult supervision. Permission forms will be sent home for students under the age of 13 for any after-hours school sponsored events that will provide staff supervision.**

**VISITOR POLICY**

Parents and families are encouraged to visit classes and join us for special programs when appropriate. In order to visit your child’s classroom, parents must submit a request **prior** to the day of your visit. To visit our classrooms, please complete the following steps:

1. Complete and return the authorized visitor list.
2. Contact your child's teacher to make arrangements to visit. Please note, to avoid disruption of our academic day we ask that birthdays are celebrated outside of school hours.
3. Arrive with your valid photo ID. For trips or volunteering, you will also be required to obtain clearances.
4. Sign in at the Administration Building and receive a pass. Please place the pass where it is visible to all staff and students.
5. If you are volunteering in the classroom, provide evidence of clearances.
6. While on campus, please remain with the class at all times.
FOOD SERVICES

Our cafeteria provides breakfast and lunch for all students. Students may bring their own lunch. For those students that bring their own lunch, PSD lunch will not be provided. The menu can be found on www.psd.org under SERVICES.

For students who bring their own lunch:
- Soda is not permitted.
- Send warm food in a thermos that can keep it at the correct temperature. Students are not permitted to use the microwave.
- Please do not send in any peanut products.

SNACK POLICY

Under the guidelines of the Pennsylvania Department of Education, PSD does not provide a daily snack for students. Students that participate in after school activities are provided a healthy snack after 3:30 PM. Parents are permitted to send in a healthy snack for their child.

For students who bring a snack:
- No drinks will be permitted during snack time. Students have access to water throughout the day.
- Please do not send in any peanut products.
- Snack should align with the healthy eating guidelines which can be found at https://www.cdc.gov/healthyschools/nutrition/pdf/nutrition_factsheet_parents.pdf
- Students may bring in a refillable water bottle to use throughout the day.

FOOD IN CLASSROOMS

Due to our school’s healthy eating guidelines, PSD prohibits any distribution of food or treats outside the pre approved school food program. Foods made at home will not be distributed within the school. Please do not send cupcakes, doughnuts, or sheet cakes for your child’s birthday. Cupcakes, cakes, doughnuts will be sent back home. If you would like to send in a treat for your child’s birthday, we encourage celebration with nonfood items such as pencils.
AFTER SCHOOL PROGRAM (ASP)

PSD provides after school activities for students in grades 3-12 on Tuesdays and Thursdays from 3:00-4:45pm throughout the year. There are three ASP cycles per year with various activities such as sports, crafts, and hiking. There is no cost for PSD students to join ASP but transportation must be approved by each student’s school district at their annual IEP meeting. Forms will be sent home for your child to sign up for ASP groups 3 times a year from the Athletic Director. Students can be canceled from participating in ASP activities if they violate any of the school rules while participating in activities.

LIBRARY

PSD has a student library with over 20,000 books for beginning to advanced readers. Students in grades K-12 have Literature class each cycle. During this time, they can browse and borrow books.

Taking PSD Books Home Guidelines
1. One book a week will go home with students. They may have signed out 2 or 3, or more, but they will choose one to go home. It will go home once a week.
2. Students will sign a “contract” that they will care for and respect their Library book. It will be between student’s homeroom teacher, student, and parents. The contract will be sent home each year.

FIELD TRIPS

Field trips are arranged throughout the school year to support classroom instruction and expand educational experiences for students. These events are built into the elementary curriculum to supplement classroom learning and provide hands-on, language experiences for our students. Please sign and return the general field trip permission form so your child can participate in these learning experiences. Trip specifics will be sent home by your child’s teacher before each trip. Some trips may require parental monetary contributions.

PERSONAL DEVICE POLICY

Elementary students are not permitted to bring cell phones or other personal devices to school. If a student brings a device to school, it will be stored in a locked space until the end of the school day. PSD is not responsible for lost, stolen, or damaged devices. Violation of this rule will result in loss of privilege. Students will be required to lock phones with the principal upon arrival. Repeated incidents (i.e. bullying on social media, phones out of lockers at undesignated times) will result in parent contact and/or meeting to resolve issues. In severe or repeated instances that impact student learning, student devices may be held until a parent/guardian can come to PSD to pick them up.

Personal Devices include: cell phones, game systems, tablets, laptops.
ATTENDANCE PROCEDURES

SCHOOL CLOSINGS
In the event of severely inclement weather or mechanical breakdown, school may be closed, starting times delayed, or dismissed early. These will be announced on television between 6:00 am and 8:00 am. Families will also be alerted using our Emergency Alert System via text, email, and/or phone message. Please keep your contact information up-to-date with our Student Affairs office. School closing information will also be shared on our social media sites. If no report is heard, it can be assumed that school will be held on the regular schedule. Information about school closings, delayed openings, or early dismissals due may be announced via the following news sources:

- CBS 3: https://philadelphia.cbslocal.com/school-closings-by-name/
- 6ABC: https://6abc.com/community/schoolclosings/
- NBC 10: https://www.nbcphiladelphia.com/weather/school-closings/
- Fox 29: https://www.fox29.com/closings

The State of Pennsylvania requires children between the ages of six and eighteen to attend a public, private or parochial school. We wish to promote a good school attendance. There is a close relationship between the students’ success in school and their attendance.

When it is necessary that a student be absent, the parents are required to call the school’s Attendance line or email by 9:00 a.m. each day.

215-951-4700  OPTION 3 (voice)
215-970-7340  (vp)
attendance@psd.org (email)

EXCUSED ABSENCES
A student who is absent from school must present to the Student Affairs Office a written note from their parent/guardian to cover the period of time during which the absence has taken place. The written note must be presented on the day of the student’s return to school.

An excused absence will be given only for the following reasons:
- Personal illness.
- Illness in the immediate family.
- Death in the immediate family.
- Personal reasons.
- Any absences that have been approved by an Administrator prior to the absence.

MAKE-UP WORK
The school will honor requests for assignments to be done at home for students who are absent at home sick for a period of 2 days or more. Students have one day to make up work for every day absent. In case of communicable diseases, the school nurse shall have the final say as to whether schoolbooks shall be sent home.

UNEXCUSED ABSENCES
If the absence is not listed under excused absences, then the Student Affairs Office must approve it before it can be excused.

The following are some examples of non-excused absences:
● Personal reasons at home without a phone call from parent.
● Staying home to do schoolwork.
● Remaining out of school because the student or parents feel it is all right to do so.
● Going out of town **without prior arrangements** made in the main office. (Note from parent must be approved before leaving.)
● Getting to bed late because of an extracurricular activity. Example: sports activity or school play (school attendance comes before an extracurricular activity).
● Missing the bus. Transportation is available to all students except those who chose to use the SEPTA system.
● Oversleeping.
● Working at home.

**TRUANCY**
Your child’s educational success depends on their attendance. The following procedure will be followed when your child is absent:

1. **If your child is absent 3 days in one week**, you will be contacted by the teacher.
2. **If your child is absent 3 consecutive days**, a doctor’s note is required clearing them to return to school and for absences to be excused. Any consecutive absence without a doctor’s note will be counted as unexcused.
3. **If your child is absent for 5 consecutive school days** with no contact between school or parent/guardian, PSD will conduct a home visit/wellness check with the school social worker.
4. **If your child is absent 5 days in one month**, parents/guardians will be contacted by the school social worker.
5. **If your child is absent 10 days total**, a letter will be sent to their home school district and parent/guardians. Parents will be required to participate in an attendance planning meeting with Social Worker and other school officials as needed.
6. After 10 absences, letters will be sent to LEA, parents, and placed in the student’s file in 5 day increments.
7. **If your child is absent 15 days total in one quarter** an IEP Review meeting with LEA, with Director of Academic Affairs and/or Director of Student Affairs, Principal, and Social Worker will be scheduled.
8. Please note, PSD must align with your child’s school district truancy policy. In some cases, after extensive absences, districts will alert the Department of Human Services (DHS).

**EXCUSED LATE ARRIVALS**
Late arrivals to school are excused for the following reasons:

● Late school bus arrivals
● Doctor appointments with a note from a parent or appointment card from the doctor
● Personal illness (with a note from parent)
● Other reasons as approved by the Director of Student Affairs.

A **note or phone call must be received the day of the late arrivals in order for it to be excused. Parent/Guardian must sign in/out the student in the Education Office.**

**EARLY PICK UP**
When a student has a medical or other legitimate appointment during the school day, he/she is to bring a written note signed by a parent/guardian indicating the reason for the early dismissal and dismissal time. The **parent/guardian must contact the Education Office to notify the school of your child’s need to leave school early for an appointment, or if someone other than the parent/guardian will pick him/her up or in person before a student will be released for an early dismissal.**
Anyone picking up a student MUST have a valid photo ID with a signature and be listed on the student pick up form sent home every fall prior to releasing the student to him or her.

Reason for early dismissal:

- Doctors or dentist appointment.
- Illness in the family.
- Death of a relative.
- Arrangements approved by an Administrator.

The parent/guardian and/or student must come to the Education Office to sign in your child for late arrival drop offs or to complete an Early Departure Form for early dismissal/departures. The student will remain in class until sent for by the office once the parent has arrived. Parents are not permitted to pick up students from their classrooms.

CHANGE OF ADDRESS AND CONTACT INFORMATION

If a student has recently moved or plans to move, please be sure to notify the Student Affairs Office and Transportation personnel, two or three weeks in advance of the move. Several weeks’ notice is usually required by districts to process a student’s new bus route assignment. By giving sufficient advance notice of the move, the student will not miss valuable school time while new bus service is arranged.

If a parent/guardian’s work and/or home telephone, cell phone number and/or emergency contact numbers have been changed, please notify the Student Affairs Office as soon as possible so that YOU can be reached in any case of emergency.

In the case of absences due to a lag in transportation carry over after a move, student absences will be marked as excused. Students will be required to complete any missed work. In these situations, when possible, we encourage parents to provide transportation for their child.

INFORMATION FROM THE NURSES’ OFFICE

The Nurse’s office is maintained for students who might be injured or become ill during the school day. If a student is injured or becomes ill, they should report it to their teacher and then see the nurse. The Nurse may contact the parent/guardian depending on the injury or illness.

DISPENSING OF MEDICATION TO STUDENTS

PSD will permit the distribution or dispensing of medical supplies or medication by approved PSD The School Nurse shall be responsible for the general monitoring of medication and all health related programs. The Nurse shall be the only person to give injections, supervise self–administered injections and administer any other meds as required by the PA Dept. of Health.

The following procedures shall be used in the administration of the policy:

- Prescription medication or over the counter medicine approved by the family doctor will be the only medicine dispensed to students. Students are not permitted to self dispense any medication during the school day or after school activities.
- Written orders from a physician must be issued to the school stating:
- Diagnosis
- Name of medication and dosage
- Time the medication is to be administered
- Date medication is to begin
- All adverse reactions that should be reported to the physician
- Special instructions for the administration of the drug, including storage, sterile conditions, etc.

- Written permission from the parent and/or guardian must accompany specific physician orders and medication(s). The student is to bring the medication, physician orders and parent permission slip to the Nurse's office. The School Nurse will check the authenticity of medication. If further clarification is needed, the parents will be contacted.
- Medication must be sent to school in a container appropriately labeled by a pharmacist or physician. Medication is not to be sent in tissue, plastic wrap, etc. Non-prescription medication will only be given with written parental permission and medication is in the original bottle.
- Parents will furnish all medication.
- All medication will remain in a locked cabinet either in the nurse’s office
- Records will be kept on a medication sheet, which includes:
  - Student name
  - Name of medication
  - Initials of person dispensing medication
  - Date
  - Time
- Medication taken over a prolonged period should be sent to school with more than one dose in the original bottle. The orders and parent/guardian's note should explain this. Students taking prolonged medication will have their parent/guardian notified by the school when a refill is needed.
ELEMENTARY RULES & ROUTINES

The Pennsylvania School for the Deaf strives to support our students in their development of responsibility in decision-making and for his/her behavioral choices. Within the Elementary Department, we use Responsive Classroom teaching strategies to support our students' progress within the social curriculum alongside their academic progress.

Our Team Rules

1. Respect people and yourself.
2. Demonstrate responsibility.
3. Respect property.
4. Demonstrate safety.

Example Behaviors that violate our first rule (not an exhaustive list):
- Classroom disruption
- Disrespectful language/gestures
- Unreasonable noise/activity
- Leaving the classroom without permission/pass
- Unsafe use of school property

Related Consequences

- **Warning:** The use of a signal or verbal prompt to help the student self-correct their behavior.

- **Time out:** The use of a chair/space within the classroom where a student goes to calm down and/or reflect on how they can improve their self-control.

- **Reparation:** The thought that if you break it, you fix it. This provides a means for a student to fix something that they broke, damaged, ripped, including hurt feelings. For example: If a student was upset/overwhelmed by a Math paper and ripped the paper, they could fix it by taping it back together. An **Apology of Action** is used to guide the student to repair hurt feelings or damaged materials playing a game with them, helping them carry their lunch tray, writing a letter, etc.

- **Loss of Privilege:** This is used when a student misuses/abuses a privilege. For example, the misuse of the classroom's pencil sharpener may result in not being allowed to use it independently for a designated period of time.

If a student does not accept staff signals calmly and respectfully. The next level of consequences are as follows:

- Reflection time/Chill Chair – K-5th
- Reflection Form – end of 2nd grade -5th grades
- Meeting with Behavior support aide
- Meeting with the Principal
- In some situations, students will be asked to call home with the behavior support aide.

*If behavior consistently occurs, all reflection forms will be reviewed by the team to determine interventions and strategies to decrease behavior.*
Reflection Form Use Guidelines
These guidelines are to ensure consistency in the use of the Reflection Forms across Elementary School classrooms/teams/the cluster. They also serve to address the developmental needs of our students, as they learn appropriate social skills and school behaviors.

<table>
<thead>
<tr>
<th>Reflection Forms</th>
<th># times/week</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Reflection Form</td>
<td>1st</td>
<td>Meeting with classroom staff</td>
</tr>
<tr>
<td>2nd Reflection Form</td>
<td>2nd</td>
<td>Meeting with classroom staff</td>
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<tr>
<td>3rd Reflection Form*</td>
<td>10 minutes @ Time Out Office &amp; Meeting with classroom staff</td>
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<tr>
<td>4th Reflection Form*</td>
<td>20 minutes @ Time Out Office &amp; Meeting with classroom staff</td>
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<tr>
<td>5th Reflection Form*</td>
<td>30 minutes @ Time Out Office &amp; Meeting with classroom staff</td>
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*A home contact will be made when a 3rd, 4th, 5th or 6th Reflection Form is utilized within the same week. A home contact can also occur for the 1st and 2nd times within the same week upon parent/guardian request or upon repeated behaviors in consecutive weeks.

Additional non-compliance may result in
- A request for a Student Behavioral Contract and follow-up Planning/Re-entry Meeting with a parent/guardian if needed, and/or
- A referral for a Functional Behavioral Assessment (FBA) and follow-up Re-evaluation Report and IEP meeting.

Examples of behaviors that violate our second rule in the classroom (not an exhaustive list):
- Not wearing your PSD uniform.
  - Consequence: Change your clothes.
- Incomplete homework/school work
  - Consequence: Make up the work @ designated time, all work noted as incomplete until made up and turned in.
  - Consequence: Unwillingness to make up work will have a direct impact on your grade. Incomplete scores will be changed to zeros after one unaccepted opportunity to make up class work.
- Missed class due to behavior related consequence
  - Consequence: Make-up any missed work @ designated time.

Example Behaviors that violate our third and fourth rules (not an exhaustive list):
- Out of control behaviors that are potentially harmful to self/others
- Bullying/threats to others/cyberbullying (see below for specific examples)
- Sexual harassment/inappropriate behavior
- Obscene language/gestures
- Leaving building/school grounds without permission
- Throwing harmful object at someone with intent to harm
- Damage/destruction of school property
- Physical fighting/hitting others
- Pulling fire alarms
• Stealing
• Hitting staff warrants an automatic full day/home suspension with a re-entry meeting for 4th & 5th graders

Related Consequences:

Elementary: K–2nd Grades
• 1st time/week: Time Out Office Meeting @ 10 minutes & Home Contact
• 2nd time/week: Time Out Office Meeting and reparation planning @ 20 minutes & Home Contact
• 3rd time/week: Time Out Office Meeting and reparation planning @ 30 minutes & Home Contact

Elementary: 3rd–5th Grades
• 1st time/week: Time Out Office Meeting and reparation planning @ 30 minutes & Home Contact
• 2nd time/week: Time Out Office and reparation planning @ 1 hour & Home Contact
• 3rd time/week: In School Suspension (ISS) @ 3 hours, Home Contact and Re-entry Meeting (student may return to classes but parents are required to attend meeting at their earliest convenience, can be over the phone)

Additional non-compliance may result in
• Full Day/Home Suspension & Re-entry Meeting
• A request for a Student Behavioral Contract and follow-up Planning/Re-entry Meeting with a parent/guardian if needed
• A referral for a Functional Behavioral Assessment (FBA) Referral and follow-up Re-evaluation Report and IEP meeting.

**BULLYING / CYBER BULLYING / HARASSMENT**

PSD believes that every individual deserves to come to school without fear of demeaning remarks or actions. Any bullying / cyber bullying / harassment of other students or members of the staff, or any other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive environment.

**PSD Anti-Bullying Rules**
1. We will not bully others in or outside of school.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

In an effort to curtail bullying situations school-wide and off-campus, students will be held accountable in and out of school when out of school behaviors impact the learning of any student. Immediate and appropriate consequences for any student(s) who bullies involves the following:
• 1st time- 3 hours ISS with home contacts to all students’ parents/guardians that are involved
• 2nd time- 6 hours ISS, ask parents to come to school for re-entry meeting.
• 3rd time- OSS and re-entry meeting.

Students will need to develop an action plan of how to do an apology of action in all bullying situations. Listed below are some examples of behaviors that constitute bullying / harassment.
BULLYING

A person is bullied when he or she is purposefully exposed, repeatedly and over time, to negative (mean or hurtful) words and/or actions on the part of one or more other persons, and he or she has difficulty defending him or herself. Bullying involves such actions that are pervasive, unwanted, and/or repeated such as: Hitting, kicking, pushing, shoving or influencing someone to hurt another, racial slurs, name-calling, teasing, taunting, verbal or sexual harassment, gossiping, spreading rumors, threatening, obscene gestures, isolation, exclusion, stalking, cyber bullying.

CYBERBULLYING

Cyber bullying is bullying that occurs through the use of electronic or communication devices such as email, instant messaging, text messages, blogs, chat rooms, social and gaming websites photo and video sharing through digital messages, images sent to a pager or cell phone and videophone / webcam conversations and recordings. Cyber bullying involves such actions as: Inappropriate Facebook conversations or posts, inappropriate Tweets, Text harassment, VP harassment, inappropriate texting, inappropriate VP use, rumor spreading through digital media or social networking sites, etc.

HARASSMENT

Harassment includes but not limited to: Threatening, hostile or intimidating gestures or actions or behavior against another because of gender, age, race, color, sexual orientation (known or perceived), gender identity perception (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs.

Sexual Harassment is harassment related to sexual orientation (known or perceived), physical appearance, and gender identity perception (known or perceived).

Sexual Harassment involves such actions as: The making of written, text messaging or oral innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the school. Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the school.

Sexual Assault involves unwanted physical contact of a sexual nature such as: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual actions or intercourse with a fellow student, staff member, or other person associated with the school.

INVESTIGATING BULLYING / CYBER BULLYING / HARASSMENT

A student who believes that he / she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the school should take the following steps:

- If the alleged bully / harasser is a student, the student being bullied should, as soon as possible after the incident, contact his/her Administrator.
If the alleged bully / harasser is a staff member, the affected student should, as soon as possible after the incident, contact the Head of School.

The student may submit a report in writing, by telephone or VP, or in person. The reporting student should provide the name of the person(s) whom he / she believes to be responsible for the harassment and the nature of the harassing incident(s).

No information will be released to anyone, who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of bullying / harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require the student-abuser be reported to proper authorities.

These behaviors go beyond our school rules and risk the safety of the students in our school. These are examples of behaviors that will result in immediate expulsion (not an exhaustive list):

- Drugs (possession, distribution, use)
- Weapons (possession, distribution, use)
- Serious Bodily Injury (substantial risk of death, extreme physical pain, disfigurement, loss/impairment of body part/organ or mental faculty)
- Any behavior determined by the school which causes unmanageable risk, danger, or harm to the school, its personnel, or its students and families

Consequence:

- Student will be removed from school for up to 45 days.
- A Manifestation Determination will be conducted. If this behavior is not a result of a student's disability, they may be expelled from school.

STUDENT USE OF THE PSD NETWORK, E-MAIL SYSTEM AND INTERNET: ACCEPTABLE USE POLICY

PURPOSE
To provide students with the technology resources needed to learn in a 21st century classroom. We believe that the Internet offers vast, diverse, and unique resources to students provided this policy is strictly followed. Students may use the network for educational, school-related purposes only. The purpose of this policy is to ensure that the technology on campus is used appropriately.

USER RESPONSIBILITIES
Students are accountable for responsible behavior on all technology devices at PSD. Computers, servers and network are the property of PSD. Students should have NO expectation of privacy on any form of technology at PSD. The technology provided is not a right but a privilege. It is essential for each student to recognize his or her responsibility in having access to technology at his or her fingertips.

- Students may not move, repair, reconfigure or modify PSD technology.
Students may not download or install any software or programs onto PSD technology.
Students must obey all applicable copyright laws. Materials accessed through the Internet must be properly cited when referenced.
Students should immediately report to the System Administrator all violations of this policy they witness or of which they have otherwise become aware.

A. PROHIBITED USES
Users are specifically prohibited from engaging in any of the following activities:

- placing unlawful information on a system;
- viewing, accessing, transmitting, downloading or storing text, images or materials that are abusive, inflammatory, defamatory, harassing, offensive, discriminatory or otherwise prohibited by PSD harassment and non-discrimination policies;
- viewing, accessing, transmitting, downloading or storing text, images or materials of a sexually explicit, obscene or pornographic nature;
- viewing, accessing, transmitting, downloading or storing text, images or materials that portray excessive, socially unacceptable violence;
- uploading, downloading, copying, disseminating or printing copyrighted materials (including software) in violation of applicable copyright laws;
- gambling or engaging in any other activity in violation of federal, state or local law;
- sending messages that are likely to result in the loss of recipients’ work or damage to the recipients’ systems;
- soliciting business opportunities or money for personal gain and/or conducting business for personal gain;
- intercepting or disclosing the contents of e-mail messages without permission of the sender or receiver;
- using someone else’s identity on the network;
- allowing another person to use, or failing to protect use of, one’s network account;
- making unauthorized statements about PSD or communicating, transferring, viewing, making, sending, receiving, retrieving, printing or disseminating unauthorized messages concerning PSD, its operations or its competitors;
- Facebook and other social media sites are not to be accessed
- harassing, discrimination against, insulting or attacking others;
- knowingly or recklessly posting false or defamatory information about a person or organization;
- tampering with or disabling PSD’s filtering software.
- unauthorized manipulation of PSD’s computer system, programs, or data (including tampering with or altering the district’s student records/grading program or files);
- breaching network security and/or workstation security;
- trespassing in another’s folders, work or files.
- Students shall not use the internet or any other communication device to intimidate, bully, harass, threaten, or embarrass other students or staff members. Students who engage in such activities on school grounds or who engage in such activities off campus, including one’s home and personal internet use, and create a material disruption of school operations shall be subject to discipline for threats, bullying, and/or harassment.

Violation of this policy may result in loss of computer/iPad privileges and discipline up to and including suspension or expulsion.
CONTENT FILTERING
With widespread access to computers, iPads and the Internet, comes the availability of material that may not be considered to be of educational value in a school setting or that may be contrary to the values, mores and culture of the school and community. PSD has taken available precautions, including the installation of monitoring and blocking hardware and software, to restrict access to objectionable materials on the Internet. However, on a global network it is impossible to control all materials and users may be able to discover controversial material. We firmly believe that the value of the information on the Internet far outweighs the possibility that users may obtain material that is inconsistent with the PSD educational goals and values. Users should report any such content to the System Administrator.

Custody, Court Orders and Changes of Family Status

PSD encourages parents to be actively involved in their child's care and education. In providing care for a child, continuing and meaningful contact with both parents is ideal when possible. Therefore, the school will not prohibit parents from accessing records, attending activities or participating in conferences pertaining to their child unless otherwise required by court order or law. The school denies a parent access to their child only if there is a legal document, which addresses that denial. In these circumstances, we require (1) a certified copy of the current court order which states the rights or restraints ordered, (2) a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child and (3) a photo of the non-custodial parent to help us with identification. We cannot accept information regarding the validity of orders over the phone; only written instruction will be accepted. Visitation schedules and parenting plans are agreements made between parents and are not binding to the school. The school will release a child to either parent in accordance with school policy, unless otherwise directed by a valid court order. Visitation with the non-custodial parent will not be permitted to take place at school. The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support and other related issues. Staff members must stay focused on providing children the highest level of care. To do so, they must maintain good relationships with custodial parents and should not be asked to support one parent over another. Staff will not testify or otherwise participate in a custody dispute in their capacities as school employees unless served with a subpoena. Often, child records can provide the same information as the testimony of a staff member, and parents have access to child records by law. Parents are encouraged to use records rather than staff testimony in resolving these types of disputes.

VIOLATIONS OF THE CONFIDENTIALITY POLICY: PSD takes the responsibility of maintaining the confidentiality of all persons associated with the agency very seriously. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but to all children, families and employees associated with PSD. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.
Have a fantastic year!
Please complete and return this form.

I have received and read the Elementary Handbook.

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<th>Parent/Guardian Signature</th>
<th>Date</th>
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| Parent/Guardian Signature | Date |

| Student Signature | Date |

Notes for the Principal: