

REYNOLDS ELEMENTARY SCHOOL

STUDENT HANDBOOK 2022-2023

Amy J. Leczner
Elementary Principal

1609 Brentwood Drive
Greenville, PA 16125
724-646-5600

REYNOLDS SCHOOL DISTRICT
TENTATIVE SCHOOL CALENDAR
2022-2023

August 29	First Day of School Grades 1-6
September 1	First Day of School for Kindergarten
September 5	Labor Day– NO SCHOOL
September 27	Mid-Term Progress Reports
October 7	Act 80 Day --- NO SCHOOL
October 10	Columbus Day—NO SCHOOL
November 1	End of 1st Nine Weeks
November 11	NO-SCHOOL: Parent/Teacher Conferences K-6
November 23	Early Dismissal for Thanksgiving Vacation
Nov. 24 – Nov. 28	Thanksgiving Vacation—NO SCHOOL
December 6	Mid-Term Progress Reports
December 22	Early Dismissal for Christmas Vacation
December 23-30	Winter Vacation
January 2-3	New Year’s Vacation—NO SCHOOL
January 16	Martin Luther King. – NO SCHOOL
January 18	End of 2 nd 9 weeks
February 10	NO-SCHOOL
February 13	NO-SCHOOL
February 21	Mid Term Progress Reports
March 10	NO-SCHOOL
March 28	End of 3rd Nine Weeks
April 6	Early Dismissal for Easter Vacation
April 7-11	Spring Vacation
May 1	Mid Term Progress Reports
May 29	Memorial Day Vacation—NO-SCHOOL
June 2	Last Day of School/Commencement

Dear Students and Parents,

The Reynolds Elementary School administration and staff would like to welcome you to a new school year. It is our hope that this year will be an exciting and positive year for everyone.

This handbook is provided to promote student achievement and increase parent communication with the school. It is designed to familiarize you with school rules, services, policies and procedures. If you have any questions that are not covered in this guide, please check with the school office or your child's teacher. Your comments and suggestions for improving our school are always welcome.

We encourage you to participate fully in helping to make your child's school experience rich and meaningful. We are proud of our school and of the children who attend it. Together we can continue the excellence that characterizes Reynolds Elementary School.

Best wishes for an enjoyable and productive school year!

Amy J. Leczner, Elementary Principal

SCHOOL DISTRICT DIRECTORY

The names and phone numbers of district administrators, supervisors, and staff members normally called upon to answer questions or solve problems are provided for your information and use. Generally, one would start with the district person closest to the problem or concern. If you are unsure with whom to discuss a school problem, please feel free to call the elementary office.

BOARD OF EDUCATION

Christopher G. Osborne	President	Brian Hills	Treasurer
Brian V. Paolucci	Vice President	Rose Lyons	Board Secretary
Jeffrey A. Colson		Rhonda Williams	
Jason DeJulia		Debra Wolford	
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ADMINISTRATION

Raymond Omer	Acting Superintendent of Schools
Lisa A. Brest	Supervisor of Food Service
Brian J. Buchman	Director of Systems/Education Technology
Rose Lyons	Secretary to Superintendent
Casey Taylor	Supervisor of Buildings & Grounds
Elizabeth Diefenderfer	Confidential Assistant to Business Manager
Lisa Hixenbaugh	School Psychologist
Scott McCaskey	Director of Special Education
Beverly P. Morrison	Business Manager
Amy J. Leczner	Elementary Principal
Anna Wilkinson	Supervisor Transportation & Child Accounting
Scott L. Shearer	Secondary Principal
Steve Waleff	Athletics/Activities Director/Student Athletics Trainer

SUPPORT STAFF

Suzanne Allison	Special Education Secretary	Charity Anderson	Receptionist/General Secretary
Mimi Lorent	Elementary Building Secretary	Tammy Fry-Rothschild	High School Building Secretary
Lori McEwen	Elementary Principal's Secretary	Deanna Thompson	High School Principal's Secretary
Jenny Weaver	High School Guidance Secretary		
Jody Zuschlag	Receptionist/General Secretary		

ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the Reynolds School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Special Education office at 724-646-5600 ext. 5533.

ATTENDANCE AND TARDINESS

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. If no excuse is brought within three (3) school days, it will be considered an unlawful absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician or school nurse. You may bring your child to school to have our nurse excuse him/her. Students are expected to complete assignments within one day of their return to school, unless other arrangements have been made with the teacher.

Students who accumulate more than three unlawful absences may be required to appear before the district magistrate for an attendance hearing and/or receive other appropriate disciplinary action. You will receive a letter notifying you of 3 unlawful absences. If we do not receive excuses for your child, the school district is required to start court proceedings for truancy. First you will be asked to come to school to meet with school officials to create a school attendance improvement plan.

Students will not be permitted to participate in any school activity or practice on the day of their absence from school.

According to the Board Policy #204, the following are considered excused absences for all or part of the school day:

1. Observance of religious holidays
2. Religious instruction (not to exceed 36 hours during the school year)
3. Educational travel (maximum of 5 school days per year) with pre-approval.
4. Health care (medical or dental appointments that cannot be made during non-school hours)
5. Tutorial work in an area not offered by the school
6. Illness or other urgent reason such as
 - a. quarantine
 - b. recovery from accident

- c. required court attendance
- d. death in family
- e. family educational trips with pre-approval from superintendent
- f. educational tours and trips with the school

Teachers report/depart 8:25 A.M. - 3:55 P.M.

Students report/depart 8:30 A.M. - 3:30 P.M.

Students are late at 8:45. Parents and Students will need to come to door A to be signed in after 8:45.

Students arriving after 10:30 A.M. or leaving before 2:00 P.M. will be considered absent for ½ day. **Refer to Reynolds School District Policy No. 204.**

PERFECT ATTENDANCE

In order to receive the school Perfect Attendance Award, a student must be present from 8:30 to 3:30 every day of the school year. Parent early dismissals, tardiness, and educational travel will prevent students from achieving perfect attendance.

BICYCLES/WALKERS

The Board regards walking, or the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students.

BULLYING/CYBERBULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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

1. Interfering with a student’s academic, social and/or emotional growth and development in a negative manner.
2. Creating, or causing to be created, a threatening and/or unsafe learning environment.
3. Disruption of the safe and orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct. **Reference Reynolds School District Policy No. 249—Bullying/Cyberbullying**

BUS DISCIPLINE

Riding a school bus is a privilege. Students who have discipline problems on the bus may have their riding privilege suspended by the building principal. The parents/guardians of suspended students are responsible for transporting their children to and from school safely. Bus drivers will report any discipline problems to the Transportation Office on the Bus Conduct Report Form. Copies of all reports will be sent home to the parents/guardians. The following procedures/consequences will be followed:

Driver Warnings: All driver warnings must be documented and submitted to the Transportation Office.

First Offense Notice: Special seating may be determined by the driver or principal's office. A review of the bus videotape and a call to the parent/guardian will be made by the Principal's Office. Discussion with student regarding behavior and bus safety rules along with a warning will be given by the principal's office. Major offenses (fighting, use of alcohol or tobacco products, etc.) will be handled as second or third offense notices, depending on the incident.

Second Offense Notice: A student conference will be held with a building principal or head teacher. If founded, consequences will be determined by the principal's office. (Examples: Loss of recess; after school detention; in-school suspension, etc.)

Third Offense: A student conference will be held with the building principal or head teacher. If founded, a minimum 2 day suspension of riding privileges will be invoked.

Fourth Offense: A student conference with the building principal or head teacher. If founded, a minimum 5 day suspension of riding privileges will be invoked.

Fifth Offense: A student conference will be held with the building principal, head teacher and/or transportation supervisor. If founded, a minimum 10 day suspension of riding privileges will be invoked.

Sixth Offense: An administrative hearing will be held to determine the length of suspension of riding privileges.

It should be pointed out that no student is exempt from the compulsory attendance laws during the period of time that a transportation suspension is in effect.

Should a student be absent during the suspension period, the suspension date is extended to cover days absent. **Refer to Reynolds School Board Policy No. 810.**

CANINE (K9)

In an effort to maintain a drug-free school environment and protect the health and welfare of students and others, the School Board authorizes the use of trained canine (K9) units to (1) detect the presence of illegal controlled substances in the school buildings and on school premises; and/or (2) to protect the health and welfare of students and others.

Canine (K9) units may be used without prior notification to students and/or school personnel. Canine (K9) searches may include, but are not limited to, the passive/cursory sniffing of the lockers, vehicles parked on school property, or any other areas of school property as outlined by the standard operating procedure.

Students are not permitted to touch (pet), interact, and make demands and/or inquiries of or towards the canine (K9) unless asked to do so by the handler. Feeding of the canine (K9) is strictly prohibited. A student may not attempt to or assault, harass, interfere with, kill or injure the canine (K9) in any way. "Harass" means any conduct intended to or directed at the canine (K9) that impedes and/or interferes with the animal's performance or its duties.

ALL STUDENTS ARE TO BE AWARE THAT A CANINE (K9) IS CLASSIFIED AS A POLICE OFFICER IN THE COMMONWEALTH OF PENNSYLVANIA AND SHOULD BE TREATED AS SUCH.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school district. Lost or damaged textbooks or library books must be paid for by the student. Students who write graffiti, disfigure property, purposely waste supplies, or do other damage to school property will be required to pay for the damage. If a student still owes a fine for a lost or damaged book or school property damage at the end of the school year, the student's report card will be held until the fine is paid. Show your pride in being a Reynolds Raider by treating books

with care and helping to keep our building safe, clean, and attractive. **Refer to Reynolds School District Policy No. 224.**

COMPUTER-INTERNET ACCESS AND ACCEPTABLE USE

Computer and Internet access are available to students and employees in the Reynolds School District. The Reynolds School District believes that the value of the educational information available on the worldwide network far outweighs the possibility of misuse by a minority of users. Reynolds School District Policy No. 819 regulates internet use. In order to use district computer equipment, all students and teachers must sign and return an Acceptable Internet Use Policy. **Refer to Reynolds School District Policy No. 819.**

CONDUCT AT DISTRICT ACTIVITIES AND ATHLETICS EVENTS

Students are to behave appropriately at all district activities and athletic events. All rules followed in school must be adhered to during the activities/events. Students may be suspended from all Reynolds School District events if their conduct is not acceptable. Courtesy must be shown toward all opponents and officials.

CONFIDENTIALITY POLICY

The Reynolds School District has adopted a confidentiality policy to ensure the privacy of information contained in student records. The complete policy is on file in the high school guidance office and the school psychologist's office. **Refer to School Board Policy No. 207.**

CORPORAL PUNISHMENT

According to school board policy and state law, corporal punishment is not permitted as a disciplinary measure. Should other means of improving a student's behavior prove ineffective, the student may be excluded from school and school activities/events. **Refer to Reynolds School Board Policy No. 218.**

DETENTION (After School)

After school detention may be assigned to students who fail to respond to normal methods of discipline or students that are not completing assignments. Detention will be assigned from 3:30 PM until 5:00 PM. It is the responsibility of the student to come to detention prepared with schoolwork. Not having school assignments is not an excuse.

Parents will be notified by phone and mail of the assignment. Parents are responsible for the student's transportation and may pick-up the student at 5:00 PM (Door A).

If the student cannot attend an assigned detention, the parents should notify the principal by phone. If the student fails to report for an assigned detention without the parents contacting the school, progressive discipline may be assigned. **Reference Reynolds School District Policy No. 218.**

DRESS

The responsibility for a student's appearance rests with the parent/guardian and the student. It is not the burden of the school authorities. Students may wear the attire of their parent's choice as long as the following regulations are observed:

I. The student's attire must be school-appropriate. It must not interfere with the education process, it must not cause disorder, and it must not jeopardize the health and safety of self or others.

A) For health and safety reasons shoes are required, NO shower type flip flops or

slides are permitted.

B) The wearing of outdoor coats, hats, hoods, caps, visors, bandannas and scarves indoors are not permitted during the school day or during school activities.

C) The wearing of clothing with obscene or suggestive writing/images will not be permitted.

D) Clothing that advertises alcohol and/or tobacco products or controlled substances is inappropriate for school wear and will not be permitted.

E) Ropes, belts, suspenders, overall straps, wallet chains, or chains of any kind are not permitted to be hanging from any clothing, pockets or pants.

F) Sleeveless shirts must have a finished edge or must be hemmed.

G) Tank tops, shirts with spaghetti straps, or shirts that allow a bare midriff are not permitted.

H) Low riders', baggy pants, pants dragging on the floor, pajamas, or pants which reveal underwear or the midriff are not permitted.

I) Shorts may be worn in Aug., Sept., Oct., April, May, and June of the school year.

1. Students participating in extracurricular activities are not excluded from this rule.

2. Shorts should not be any higher than the end of finger tips.

II. This list is not intended to be all-inclusive

III. Failure to comply will result in disciplinary measures which will include calling home for other clothes, and may also include turning clothes inside out, wearing a jacket, sending students home.

DROP OFFS AND/OR PICK-UPS

Students arriving between 8:30 A.M.—8:45 A.M. must be dropped off at Door J. Please keep your child in your car until a teacher comes outside. Students are not to be dropped off earlier than the school buildings open due to not having student supervision. Doors will be locked, and students will not be permitted inside the building until 8:30. Students arriving after 8:45 A.M. will be considered tardy and must enter through the front lobby, accompanied by a guardian, who must sign the student in at the office. Ten minute parking is available near this entrance.

Parents picking up students before 3:00 P.M. must enter through the front lobby. The standard dismissal time for student pick-ups is 3:20 P.M. Parents picking up students after school at their regular dismissal time must enter the building at the Door J.

All calls to the office for student pick-ups will be required to sign their child out in the front office. Due to the safety of the students, calls to the office for back lobby dismissal will not be taken after 3:00 P.M. In the event of an emergency, parents or guardians will be required to show photo identification when picking their child up.

IMPORTANT—these measures have been adopted to help ensure the safety and security of all students and staff. The intent is to narrow the access to the building to a single point of entry where visitors can be most easily monitored. Thank you for supporting our efforts to protect your children.

DRUGS AND ALCOHOL

If students sell, use, possess, or aid in the restricted procurement of intoxicating beverages, narcotics, or drugs on school grounds or at a school activity at any time, they will be suspended and subject to expulsion from school. Notice of the incident will be filed with the police.

Students found possessing drug paraphernalia or who come to school or school functions under the influence of alcohol or drugs will be suspended from school and subject to the Reynolds School District drug and alcohol policy guidelines. **Refer to Reynolds School Board Policies Nos. 210, 227, and 233.**

EARLY ARRIVAL/LATE DEPARTURE

Supervision will not be available for students who arrive at school before 8:30 A.M. or remain after 4:00 P.M. **Refer to Reynolds School Board Policy No. 804.**

Any student that is left at school after 4:00 P.M. will become part of the YMCA child care program and parents will be responsible for picking up their child at the YMCA room and paying the appropriate fee associated with the program.

If you need child care before and/or after these times, please contact the YMCA childcare program at 724 981-6950 to make arrangements for your child's care. Students will be permitted to go to classrooms at 8:30 A.M.

EDUCATIONAL TRAVEL FORMS

Any student planning to be absent from school due to travel must obtain from the office an educational travel form which is to be completed by the parents and returned to the office prior to the absence. Students may receive an excused absence for up to five days for educational travel per school year. The student is responsible for all work missed due to the absence.

ELECTRONIC DEVICES

The Board prohibits possession of radios, tape or CD players, hand-held video games, remote controls, cellular telephones and telephone paging devices by students during class time from arrival in the school building until leaving the school building for the day. Such devices must be stowed in the student's book bag or turned into the teacher for safe keeping at all times. For sound emitting devices, a headphone must be used at all times. Notwithstanding the above, students may not possess radios, tape or CD players, remote controls and hand-held video games on school sponsored trips, unless they have the express permission of the district representative in charge of that trip, and subject to usage rules announced by the district representative.

The Board prohibits the possession of laser pointers and their attachments on any school district property or buses at any time.

The Board prohibits the use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities.

The Board prohibits use of cellular telephones that have the capability to take photographs, record audio or video during the school day, or send/receive text messaging in district buildings, on district property and while students are engaged in school-sponsored activities of any kind.

In addition, the Board prohibits the possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.

The district will not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

CELL PHONES

Reynolds School District recognizes that cellular phones are a convenient means for parents to communicate with their child after the school day has ended. However, cellular phone use is prohibited during the school day 8:30 AM-3:40 PM. Cell phones must be turned off and stored in a designated area during school hours. Parents needing to contact a student during the school day must call the elementary office at 724-646-5600 ext. 5610 or 5611.

Violation of the cellular phone policy will result in the following discipline:

1st offense—Confiscation of cellular phone, written warning, student may pick up cellular phone at the end of the school day.

2nd offense— Confiscation of cellular phone, after-school detention, and the parent will be required to pick up the phone in the elementary office.

3rd offense—Confiscation of cellular phone, time-in, and the parent will be required to schedule a conference with the building administrator to pick up the phone.

Student refusal to surrender the phone to a teacher or administrator upon request will result in either an in school suspension or an out-of-school suspension. **Reference Reynolds School District Policy No. 237**

E-READERS

Kindle, Nook, iPad, Etc. are an electronic device that students are permitted to use during the school day provided students comply with the following rules:

- Students are permitted to use their electronic reader(s) (Kindle, Nook, iPad, etc.) as an instructional tool only as and when directed by the teacher.
- Students are not permitted to use any device to access the wireless, unfiltered connection to the Internet.
- The district will not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

If one of these items must be confiscated by the administration the student's parents will be required to come to school to retrieve it; otherwise, it will remain confiscated until the end of the grading period.

ETHNIC INTIMIDATION

Inappropriate comments or actions related to a person's ethnic origin will not be tolerated. Reynolds Elementary will follow the guidelines as established by the Ethnic Intimidation Act of 1982. **Refer to Reynolds School Board Policy No. 248.**

EXCLUSION OF STUDENTS FROM SCHOOL

Students who break a school rule may receive a suspension or expulsion. The principal may suspend a student for a minimum of one day to maximum of three days without a hearing. The principal will establish the facts, allow the student to respond to the situation, and notify the parents or guardians if a suspension is imposed. A suspension may be issued for up to ten days.

However, a student must have an informal hearing conducted by the principal before a suspension of more than three days in length goes into effect. Parents will be notified so that they may be present for the hearing if they wish.

Expulsion is exclusion from school by the Board of Education for a period exceeding ten school days and may be permanent. Expulsion proceedings require a formal hearing before the Reynolds

School Board. Appropriate notices and all information to which a student is entitled will be furnished.

Any student participating in an action that is against the law, such as assault, use and/or possession of a dangerous weapon, sale or use of restricted drugs, extortion, theft, etc. will be prosecuted in accordance with the law. Any student suspended out of school is not permitted on school grounds unless specifically granted permission by a principal. Suspended students may not participate in any after-school practice or activity. **Refer to Reynolds School board Policy No. 233.**

FIGHTING

If a student fights on school grounds or on the bus, or off school grounds when still under the control of school authorities, s/he may receive a suspension. If a student participates in a fight and refuses to stop when ordered to do so by an administrator, teacher, other school personnel or attempts to reinitiate a fight (verbally or physically) after it has been broken up, a student will receive a more extensive suspension and face possible expulsion and/or legal proceedings.

If a student threatens a teacher or any other school employee, s/he will receive a suspension and may face expulsion hearings. If s/he physically attacks or strikes a teacher or other employee, s/he may face expulsion hearings and criminal charges may be filed against the student. **Refer to Reynolds School Board Policy No. 218.**

FLAG SALUTE AND NATIONAL ANTHEM

Our students are asked to demonstrate proper respect for their country and the flag during opening exercises and at other school events. If a student does not wish to participate in these activities, s/he should sit or stand in respectful silence.

FORGERY

Any student using a falsely signed admit slip, excuse, report card, or any other form requiring a parent/teacher/principal signature will be given a suspension or other appropriate disciplinary action.

GRADING PROCEDURE

Report cards are generated electronically and will be distributed to students every nine weeks. Each student must take the report card home in the envelope provided to his/her parent/guardian. The parent/guardian should sign the envelope and promptly return it to the school.

Parent/teacher conferences are scheduled for grades K-6 in November to discuss student progress. However, parents may request a parent/teacher conference as needed to discuss student concerns. **Refer to Reynolds School Board Policy No. 212.**

The following grading code applies to all kindergarten and first grade students only:

- M = Mastery
- P = Practicing
- N = Needs additional support

Students in grades two through six will receive letter grades as shown below:

Grading Scale – Grades

A = 92—100

B = 84 — 91

C = 72— 83
D = 60 — 71
U = 0 — 59

Students in grades K through 6 will also be assessed using the following symbols:

O = Outstanding

S = Satisfactory

N = Needs Improvement

Principal's List Guidelines

Academic Subjects	All As
Social Skills, Study Skills	All Os
Specials and Band	All Os and Ss

Honor Roll Guidelines

Academic Subjects	All As and Bs
Social Skills, Study Skills	All Os and Ss
Specials and Band	All Os and Ss

HEALTH ROOM

Any student who needs to take medicine at school must report to the nurse, or her designee, who will then explain to the student the procedure to be followed.

1. Students are to report to the health room:
 - a. if they have a physical impairment or are under a doctor's care
 - b. if a doctor has advised him/her not to take gym or to have limited activities, a written consent from the physician should be given to the school nurse
 - c. if they receive an injury during school hours going to or from school or in athletics
 - d. if any emergency occurs
2. The school nurse is not to be used in place of the family physician. Any injury or illness occurring out of school should be taken care of at home.
3. If a student needs to take medication at school, the parent must bring the medication to the nurse's office. Students are not permitted to bring medication to school.
Refer to Reynolds School District Board Policy No. 210.
4. Enrolled students are given an eye test, weighed and measured, and advised about health and nutrition habits every year. In addition, the following physicals and examinations are required of elementary students:
 - Hearing - Grades K,1,2,3
 - Dental - Grades K,3,7
 - Physical - Grades K, 6, 11
5. These examinations may be done at school by the school dentist. If parents/guardians prefer, they may be done out of school by the family dentist or family physician. Notification of when these examinations occur and the proper forms to be submitted will be distributed annually by the school nurse.
6. Grades K-12 will have their BMI calculated and a letter will be sent home. This information is not presented to the student at school.

HOMEBOUND INSTRUCTION

Students who are confined to home due to medical reasons may receive homebound instructional support. An application must be obtained in the district or school office. The application must be completed, signed by a physician and submitted for approval. A teacher will be assigned to provide up to five hours of instructional support per week. **Refer to Reynolds School District Board Policy No. 117.**

HOMEWORK POLICY

Each teacher has his/her own set policy on homework. The amount of homework will vary with the individual class, student and/or grade level. A general rule of thumb is approximately 10 minutes per night, for each year of school. (Example: Grade 2: 20 minutes)

Each student has the responsibility to complete homework assignments and turn them in on the day designated by the teacher. Failure to complete assignments could result in lower grades and/or loss of privileges.

When returning from an absence, students must complete homework requested by the teacher. It is the student's responsibility to confer with the teacher about homework. Students who are absent but are able to do homework may have such work sent home to them with another student. This work may also be picked up in the office by parents before the end of the day. If homework is to be sent home or picked up, parent or guardians should call the school office before 12:00 noon or send a note with another student. It is extremely important that this information be given to the teacher early in the day so that s/he has time to prepare the materials to be sent home. **Refer to Reynolds School Board Policy No. 130.**

LOST AND FOUND

Any article found in or about the school which carries any type of value should be turned into the school office immediately. However, once a loss is established, a parent or student should report to the teacher immediately. Parents may also wish to come to the school to inspect articles left in the lost and found. Lost and Found clothing is located in Nurse's Office. Other lost and found items are located in Main Office. These will be held until such time the principals feel no claim will be made and then discarded appropriately. Students are responsible for caring for their property and should not bring valuable articles to school. Reynolds School District is not liable for lost or stolen student belongings.

NON DISCRIMINATION POLICY

All activities, education programs, and employment practices at the Reynolds School District are nondiscriminatory as required by Title VI, Title IX, and Section 504. If there are restrictions, they are based upon one's ability and aptitude; not upon one's sex, race, color, national origin or handicapping condition. Additionally, handicapped students and employees may qualify for special services or instruction and equipment modification. Complaints or questions concerning discriminatory treatment and racial or sexual harassment should be directed to the Title IX Coordinator. **Refer to Reynolds School Board Policy No. 103.**

PHYSICAL EDUCATION DRESS REQUIREMENTS

For the safety of all students, it is requested that all students wear gym shoes with a closed back. If possible, please try to find shoes with a non-marking rubber sole. In order for a student to participate safely, other shoes or boots are discouraged. It is also requested that students wear pants or shorts on gym day. It is difficult to participate in physical education activities in inappropriate clothing. If students do not wear an appropriate shoe, they may be excluded from participation in gym class for the day. Any student who does not participate three times in a nine week grading period will receive an "N" on his/her report card. The exception would be if the student has a note from his/her parent/guardian or a doctor.

PTO

Parent Involvement—All interested parents and community members are encouraged to become involved at Reynolds Elementary School. Please consider attending and becoming involved with our Parent Teacher Organization (PTO).

Parent Teacher Organization (PTO) offers all interested parents and community members the opportunity to participate in a variety of education activities for the students of our district. The PTO meetings are held the first Wednesday of each month. The PTO works with the Elementary Principal to plan programs to improve student achievement, encourage reading, math, and increase parental involvement in the elementary school. For more information about becoming involved with PTO, please contact the elementary school office.

RELEASE OF INFORMATION

The Reynolds School District shall obtain the written consent of the student's parent or the eligible student prior to disclosing personally identifiable information from the education records of a student, other than directory information. **Refer to Reynolds School Board Policy No. 216.**

SEARCH AND SEIZURE

The School Board of the Reynolds School District recognizes that students have the right to privacy and freedom from unreasonable searches and seizures with regard to their persons and personal belongings.

However, the Board also recognizes that it is the responsibility of all school personnel to protect and maintain the health, welfare and safety of all students. Searches must be reasonably justifiable and be no more intrusive than necessary to discover that for which the search was initiated.

Refer to Reynolds School District Policy no. 226.

SCHOOL SAFETY – PARENT RESOURCES

The Reynolds School District has a District Safety and Security Team working under the direction of the School Safety and Security Coordinator. Act 44 of 2018 (Act 44), which was signed into law on June 22, 2018, amends the Public School Code of 1949 by further providing for school safety and security measures.

The Reynolds School District has detailed emergency plans which have been developed in collaboration with the Pymatuning Township Police Department and the Mercer County Department of Public Safety, using the FEMA National Incident Management System and the FEMA Incident Command System models to respond effectively and efficiently to emergency situations. Should a critical or emergency situation arise, the appropriate response will be initiated.

DURING AN EMERGENCY: RESPONSE COMMUNICATION

The best action parents can take during an emergency is to avoid the instinct to call your child or rush to the school, but rather stay close to their phone. The district will utilize the parent phone call system (parent square) and email to provide directions to parents. Parents should also monitor other media resources for regular updates and instructions.

Other points of information to review:

- **DON'T come to your child's school during emergency situations. Access to school roads and entrances must remain clear for law enforcement and emergency responders. For you and your child's safety and security, the district will follow reunification protocols when the emergency situation has been brought under control. Please be sure to provide the school with any changes to contact information and emergency contacts.**
- **AVOID calling the school or the district offices during the emergency. Please leave our lines open for emergency calls.**

- Stay Close to the telephone listed on your child’s emergency card. When possible, we will provide information via parent square and other district media resources. Please keep in mind that our first priority is to manage the crisis and provide for the safety and welfare of our students.
- Encourage your child to follow the directions of school staff or emergency responders. Remaining in the designated evacuation area until properly discharged to an authorized adult is critical.

BEFORE AN EMERGENCY: PREVENTION AND PREPAREDNESS

- Report any safety issues, concerns or rumors to your school principal, school resource officer or through the Safe2Say Portal. Support security measures when visiting our schools by following visitor management processes when entering the buildings.
- Regularly update your student’s Emergency Card with current contact emergency information. This information will be used to alert you. In the event of an emergency, only those persons listed will be permitted to pick up students.
- Prepare your student by encouraging them to participate in school-based drills and trainings and discussing the importance of preparedness.

FINDING YOUR CHILD AFTER AN EMERGENCY

Parents will be directed to a specific location called a *Parent Reunification Center* where they will be required to show a valid photo identification. Student will only be released to authorized individuals. We ask your help so we can reunite parents and students as safely and quickly as possible.

STUDENT RELEASE PROCEDURE IF THERE IS AN EMERGENCY:

- Bring photo ID with you to the designated location
- Park only in areas designated for parents, walk to the location if possible
- Follow the directions of school personnel and cooperate fully with public safety officials
- Complete necessary documentation
- Only pick up student if authorized
- Leave location as soon as you are reunited with the student(s) released to your custody.

AFTER EMERGENCY: RECOVERY

Following a school crisis, specially trained district personnel and community-based professionals are available to provide counseling and outside referrals to students, staff members and others who may need services.

- Monitor your student’s behavior and let the school know if you think counseling or help is needed.
- The district will work as quickly as possible to restore normal operations and will inform parents of changes, if necessary.

WHAT TO DO IF THERE IS A VIOLENT INTRUDER IN THE BUILDING:

A.L.I.C.E - Alert, Lockdown, Inform, Counter, Evacuate

ALICE provides techniques for safer and more strategic evacuations. Evacuating to a safe area takes people out of harm’s way and

hopefully prevents civilians from having to come into any contact with the shooter.

- **ALERT** is when you first become aware of a threat.
- **Lockdown** may be the preferable option, if evacuation is not a safe option. Be quiet and silence your phone, block entrances and lock doors. Stay out of the intruder's view.
- **The purpose of INFORM** is to continue to communicate information in as real time as possible if it is safe to do so. Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by employees, safety officers, and other personnel to inform others.
- **Counter** is a strategy of last resort. Try to disorient or disable the intruder. Use improvised weapons (books, staplers, sharp objects).
- **Evacuating** to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

EMERGENCY RESPONSE WHITESHEET FOR PARENTS



SHELTER IN PLACE - A shelter in place is initiated when students and staff need to be inside the building for safety. During Shelter in Place, students and staff are moved (or remain) in their classrooms and normal classroom activities continue until the incident concludes. The front office is unlocked and open for anyone seeking shelter. Shelter in Place is used to provide protection against outdoor environmental issues such as weather.

LockDOWN - A lockdown is initiated when there may be an immediate threat or hazard near or on the school campus. Perimeter doors will remain locked to outsiders. The office will be closed and phones will not be answered. Students and staff are moved (or remain) in classrooms, sit away from line of sight of windows or doors. Doors and windows are locked and covered. Law enforcement will typically determine when the LockDOWN can be lifted.

EVACUATE - An evacuation is initiated when there are conditions inside the school building that could be unsafe. Students and staff evacuate the building to an outside location and assemble at predetermined locations coordinated by the district. An off-site evacuation may be necessary depending on the incident. School district officials will coordinate bussing of students if necessary. Information on student reunification will be sent out by the district automated phone contact system and other school media resources. **PLEASE KEEP EMERGENCY INFORMATION UPDATED WITH THE SCHOOL.**

REUNIFICATION - Parent-student reunification is a process where parents will be asked to pick up their

children from school or an alternate location in a formalized, controlled release. Students will be released only to parents or other adults who are listed as emergency contacts and who present a picture ID such as a driver's license, military ID or passport. **PLEASE KEEP EMERGENCY INFORMATION UPDATED WITH THE SCHOOL.** We appreciate your patience and understanding as we work to ensure that your child remains safe during this process.

SECURITY DRILLS

The Reynolds Junior/Senior High School and Elementary School will conduct security drills throughout the school year. These drills will include fire, emergency weather, shelter in place, and/or lockdowns.

The purpose of these drills are to prepare the students and staff if a real situation develops.

The primary mission of the school is to protect the safety of your child and practicing these drills and scenarios will better prepare them for what to do in the event of an emergency.

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT

This is a team-based process including a broad range of systemic & individualized strategies for achieving important social & learning outcomes. Reynolds SWPBS is a proactive approach to teach, monitor, and support appropriate school behavior for ALL students.

The focus is on preventing problem behavior of all students at the school-wide, classroom, non-classroom & individual levels. It has an emphasis on a positive school climate in the elementary, reduces the discipline referrals, and promotes a safe, productive school environment.

The elementary has adopted 3 key concepts with the positive behavior support. These are Being Ready, Being Respectful, and Being Responsible. Students have the opportunity to be recognized for following the 3 concepts daily.

Students that are recognized will:

1. Be called down at the end of the day and recognized with a small token, a blue ticket, and their name added to our Raiders Royalty bingo board. Examples of small token can be: pencil, bracelet, school supplies, small toys, etc.
2. When a row on the board is full, those 10 students get their photo taken and of those 10, one name gets pulled – name pulled gets a larger token. Examples of a larger token can be: T-shirt, game, book bag, or medium toy.
3. At the end of the school year, all the bingo winners will be put together and one grand prize winner will be announced. The grand prize winner will get a bigger prize such as a bike, Amazon gift card, etc.

I. STUDENT RESPONSIBILITIES

Students are responsible for following our positive behavior support guidelines along with the following that may not be addressed above:

- A) No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- B) Students should express their ideas and opinions in a respectful manner.

Overview of School wide Positive Behavior and student responsibilities:

	Arrival	Dismissal	Hallway	Classroom	Restroom	Recess	Bus	Cafeteria	Special Activities
Be Ready	Have appropriate clothes for weather Bring book bag with books and homework Be on time	Pack all necessary homework and materials Listen for your bus to be called	Face forward Hands at side No talking unless responding to an adult	Bring your materials to class everyday Be organized Do all assignments on time	Wait your turn quietly outside the restroom or the stall	Have appropriate clothes for weather Line up when called Appropriately hold and carry out recess equipment	Keep your backpack zipped with all belongings inside Wait your turn to get on the bus	Use the restroom before coming to cafeteria Walk at all times Remember all necessary items	Sit appropriately Wait quietly for program to start
Be Respectful	Walk Keep yourself to yourself Hats and hoods off in the building Greet others appropriately Follow adult directions	Walk Keep yourself to yourself Hats and hoods off in the building Greet others appropriately Follow adult directions	Keep yourself to yourself Stay to the right of the hallway Listen to adults	Be a whole body listener Keep yourself to yourself Follow directions Raise your hand and wait to be called upon to speak	Respect privacy Knock before entering	Walk until you are outside in appropriate area Follow adult directions Use appropriate language Keep hands and feet to yourself Play fairly	Keep yourself to yourself Listen to the driver and follow all directions Respect the property and space of others Talk only to seat mates	Follow adult directions Respect personal space Raise your hand if you need adult assistance Talk quietly to friends next to you Follow dismissal procedure	Keep yourself to yourself Pay attention to the speaker Keep hands down while someone is talking Follow all adult instructions Clap appropriately
Be Responsible	Go directly to breakfast or homeroom Carry personal items appropriately	Go directly to your destination Carry personal items appropriately	Walk Go straight to your destination	Turn in assignments on time Stay seated Wait your turn	Flush toilet Wash hands Leave no trace behind Report issues to adult Leave immediately	Walk on the correct side of the hall	Keep track of all personal items Stay seated Face forward	Stay at your seat Touch only your food Clean your area – table, seat, floor – leave no trace behind	Sit appropriately and quietly throughout program Only talk when prompted to talk Be an active listener

- C) Students should volunteer information in matters relating to the health, safety and welfare of the school community and protection of school property.
- D) Students should understand that they are under the supervision of any district employee.

II. ADMINISTRATIVE DISCIPLINE OPTIONS

Options may include but are not limited to the following:

Conference with student and/or parent, support of teacher consequences, removal from activity, afterschool detention, bus suspension, assigned to time-in, out of school suspension, restitution, referral to local magistrate or appropriate law-enforcement agency, or assignment to an alternate education program. **Refer to Reynolds School Board Policy No. 218 School Board Policy No. 218.1.**

SCHOOL CLOSING/DELAYED OPENINGS

In the event it becomes necessary to close the district school buildings due to inclement weather or some other unforeseen emergency, the parent/guardian will be notified by Parent Square. Please make sure your phone numbers and email addresses are up to date. Such information will be also be broadcast over local radio stations (WGRP—107.1 FM; WPIC—790-AM; WYFM—103 FM;

WWIZ—103.9 FM; WKBN—570-AM; K-105; WLLF—96.7 FM) and local TV stations (WKBN—27, WFMJ—21; WYTV—33; KDKA—2). Parents are requested NOT to call the school or radio stations for closing information. Parents are advised to plan ahead to determine child care options in the event of an emergency school closing/delayed opening.

TELEPHONE

Students may use the telephone in their home rooms for emergencies ONLY. Students should obtain their teacher's permission before using the telephone. Parent calls to teachers during instructional sessions will be forwarded to the teachers' voicemail. Return calls will be made as soon as possible. **Refer to Reynolds School Board Policy No. 237.**

TOBACCO POLICY

Elementary students must adhere to the District Tobacco Policy No. 222 which states that possession or the use of tobacco or other tobacco substances are prohibited on school grounds. Violation of this policy will result in a suspension and referral to the District Magistrate. **Refer to Reynolds School Board Policy No. 222.**

TRANSPORTATION

For the school year, students, in most cases, will ride the same bus and have the same driver in the morning and the afternoon. Parents should make every effort to know the driver's name and, if possible, become acquainted with the driver. Bus change requests should be minimal and infrequent. Bus change requests should be submitted in writing using the district approved form. This should help avoid a number of problems that might occur.

TRANSPORTATION - VIDEO/AUDIO RECORDING

The Board authorizes the use of video and audio recording on school buses and school vehicles. The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles. **Reference Reynolds School District Policy No. 810.3**

The Board shall permit walking and the use of bicycles by students in accordance with district rules, provided that students have been granted permission by the building principal. Students who walk or ride their bikes must complete the Alternative Transportation/Walking Permission Form. (Students who fail to obey rules will be denied this privilege.) **Refer to Reynolds School District Policy No. 223.**

Students in grades 5 and 6 are permitted to ride bicycles to school. All bicycles should be parked properly in the bicycle racks that have been provided at the school. Students who ride bikes to school must be careful to obey all traffic rules for their own safety and for the safety of others. Students 12 and under are required by law to wear a safety helmet while riding. Students who ride their bikes must complete the Alternative Transportation/Walking Permission Form. (Students who fail to obey rules will be denied this privilege.) **Refer to Reynolds School District Policy No. 223**

VANDALISM

Vandalism is a serious offense. If students vandalize school property, they will be suspended and face possible expulsion from school. Parents/guardians are responsible for restitution for damages incurred by their child. **Refer to Reynolds School Board Policy No. 224.**

VISITORS AND PARENTAL APPOINTMENTS

All visitors must enter the building through the front lobby. Short-term parking (10 minutes or

less) is provided near this entrance. Longer term parking is located in the large parking lot off Brentwood Drive.

All visitors to the school, including parents, are required to report directly to the school office to sign in and receive a visitor's pass. It is necessary to sign out also.

Permission must be obtained from a principal in order to visit a teacher or a classroom. At no time should any person be in the building who has not first obtained a visitor's pass from the elementary office. Parents are encouraged to make appointments if they wish to have a parent/teacher conference.

Students from other schools are not permitted to visit classes in the Reynolds School District. Persons failing to comply with this request will be referred to the local police. **Refer to Reynolds School Board Policy No. 907.**

WEAPONS

Students and Parents shall not knowingly possess, handle or transport any object that can reasonably be considered a weapon, including replicas of knives and/or firearms, in a school building, on school property, in any school vehicle, or at any school activity, event or function, or while on the way to or from school or school event. Students and Parents violating this policy will be referred to the civil authorities for charges under the Pennsylvania Criminal Code. Appropriate disciplinary action will be taken by school authorities; a parental conference is mandatory. **Refer to Reynolds School Board Policy No. 218.1.**

STUDENT'S NAME _____ GRADE _____

TEACHER'S NAME _____

As parent/guardian of the above named student I have read and reviewed this handbook with my child.

Parent Signature _____ Date _____