



Dutch Ridge Elementary Student Handbook 2025-2026

Contacts

Mailing Address

2220 Dutch Ridge Rd.
Beaver, PA 15001

Phone

724 -774-0250 Option 4 for office
Option 1 to dial extension

District Website

www.basd.k12.pa.us

Dutch Ridge Webpage

https://www.basd.k12.pa.us/dutchridgeelementaryschool_home.aspx

In addition to these commonly used extensions, every teacher also has an extension with voicemail on our system. Dial **(724) 774-0250**, Select Option 1 and enter the extension.

Mr. John Capehart, Principal - ext. 3800

Mrs. Michelle Murphy - ext. 3806

Mrs. Tracy Kruisselbrink, Administrative Assistant. - ext. 3801

Mrs. Pella Maris, Attendance Administrator - ext. 3802

Mrs. Allison Palombo, RN, CSN, Nurse - ext.3804

Mrs. Kristen Snyder, RN, Nurse - ext. 3804

Ms. Janet DiTullio, School Counselor- Gr. 4 & 6 - ext. 3700

Mr. Jeremy Selepec, School Counselor- Gr. 3 & 5 - ext. 3722

Ms. Lindsay Huff, Food Service Director - ext. 5301

Important Dates

August 14: 3 Orient/Curriculum Night 6-7:30 pm

August 20: Day Zero

August 26: 5 Curric Night 6-7:30 pm

August 28: 4 & 6 Curric Night 6-7:30 pm

November 25: Fall Fest & 5th/6th Showcase 6-7:30 pm

December 16: 5th/6th Band/Orch/Chorus 7-8:30 pm @ HS

December 17: 4th Band/Orch 4-4:30 pm

December 19: Bobcat Games

April 14: 4, 5, 6th Band/Orch Concert 7-8:30 pm @ HS

May 19: 5-12 Chorus Concert 7-8:30 pm @ HS

May 21: 3 & 4 Showcase 6-7:30 pm

June 1: Field Day (6/2 rain makeup)

Mission & Vision

The Beaver Area School District is a dynamic learning community that is dedicated to the development of the whole child to achieve personal success by fostering enduring relationships, academic excellence, and innovative learning experiences while instilling a sense of local and global responsibility in a complex world.

The Beaver Area School District engages all students in an exemplary and comprehensive educational program that enables all students to achieve individual success through personalized learning opportunities, rigorous and relevant academics, future-driven practices, and career exploration.

Welcome

Welcome to Dutch Ridge Elementary School, one of two elementary schools in the Beaver Area School District. Nestled in the beautiful rolling hills of Brighton Township between Heritage Valley Beaver and Brady's Run Park, we are a learning community that proudly serves students in grades 3-6 from four municipalities: Beaver, Vanport, Bridgewater, and Brighton Township.

The Beaver Area School District holds firmly to the principle that education involves the development of the whole person and that children are individual learners who can achieve their greatest potential in a positive, supportive learning environment. In holding ourselves to a high academic standard, we understand the importance of a well-developed, standards aligned curriculum that is both challenging yet appropriate to the needs of our students and also exposes them to learning opportunities through multiple modes of instruction. Moreover, in understanding that every child is unique, we strive to help them develop academically, behaviorally, socially, and emotionally through a number of different experiences. Coinciding with our historically outstanding academic dedication and achievement, a great number of our students participate in the band, chorus, orchestra, enrichment programs, tutoring services, and many additional community and school-based athletics and activities programs.

At Dutch Ridge Elementary School, we have a modern learning facility. Built in 2004, the building has the capacity to serve over 700 students. In addition to our current 24 homeroom classes, we have a plethora of other areas throughout the building where both large and small group instruction can take place. Being a school that has embraced the digital age, we firmly believe in the integration of technology across the curriculum to enhance the learning experience afforded to our students. Therefore, along with our two computer labs, all of our learners also have one-to-one iPad access. Among our learning tools, several years ago we began utilizing Schoology, an online learning platform through which teachers can post to a homework calendar, upload materials, such as assignments, quizzes/tests, and instructional videos, and engage in discussion boards with students, depending on their level of readiness.

As is the case throughout the Beaver Area School District, we at Dutch Ridge Elementary School believe that constant collaboration amongst and between our students, faculty, families, and community strengthens the academic experience for all. The support that we receive from these various parties enables us to support our young learners as we help them progress and grow through the elementary grades so that they are prepared for the secondary campus and life in the greater community.

We welcome you to our community of learners!

Schedules

School Hours

8:30 am - 3:05 pm

Schedule	Arrival & Drop Off	Late Bell	Class Starts	Dismissal
Regular Day	Begins at 8:15 am	8:30 am	8:35 am	3:05 pm
2-Hour Delay	Begins at 10:15 am No breakfast served	10:30 am	10:35 am	3:05 pm
½ Day	Begins at 8:15 am	8:30 am	8:35 am	11:50 am No lunch served

Bus stop times will be delayed by 2 hours in the event of a 2-hour delay and will run 3 hours earlier for dismissal on scheduled half-days.

Please do not bring students before 8:15 a.m. unless approved in advance and arrangements are made for them to take part in the school's tutoring program.

ACADEMICS

Academic & Behavioral Eligibility

To be eligible for after school activities, students must be passing all of their core content area courses (i.e. English Language Arts (ELA), Mathematics, Science, and/or Social Studies) for the grading period. Academic eligibility will be determined from week to week, and students will become ineligible until they are passing all core content area courses.

Participation in after school activities is a privilege and is extended to students who are in good behavioral standing and attend school regularly. Students who have committed multiple disciplinary infractions or a single, more serious offense may be ineligible to participate in such activities.

Academic Progress

The academic progress of students should be continuously monitored through the BASD's information management system, PowerSchool (<https://basd.powerschool.com>).

Parents/guardians and students are encouraged to actively monitor grades and attendance as both of these areas are updated regularly. Usernames and passwords for students will remain the same. For students entering grade three (3) and new students, their usernames and passwords will be issued via a mass mailing prior to the first day of school. If you are experiencing trouble accessing PowerSchool, you can contact Dale Farland, the District PowerSchool administrator, at (724) 774-0250 x1700.

Flexible Instruction Days

At times throughout the school year, it is possible that the Beaver Area School District may need to designate a Flexible Instructional Day (FID) for one or more schools. The cause of a FID could be weather-related or due to another concern that would prevent us from having students and staff in the building.

A FID could be announced in advance, or it could be a day-of decision. Communication will be sent via the mass notification system, website, social media, and local media outlets. While there are snow make-up days built into our District Calendar, a FID day will be given consideration first. It is possible we would cancel school, due to the specific circumstances.

During a FID for Dutch Ridge Elementary, students are expected to virtually join each of their classes following our regular school schedule. Due to the flexibility required for such a day, learners may engage in both asynchronous learning activities, as well as synchronous, live instruction throughout their day. All synchronous, live instruction will take place via Google Meets during the same time as their typically scheduled class periods. Additional information and assignments will be available on individual teachers' Schoology pages.

[DR FID Webpage](#)

Grading Scale

A+	=	100% - 97%	4.00
A	=	96% - 93%	4.00
A-	=	92% - 90%	3.70
B+	=	89% - 87%	3.30
B	=	86% - 83%	3.00
B-	=	82% - 80%	2.70
C+	=	79% - 77%	2.30
C	=	76% - 73%	2.00
C-	=	72% - 70%	1.70
D+	=	69% - 67%	1.30
D	=	66% - 65%	1.00
F	=	64% and below	0.00

During each grading period, teachers should assign learners no lower than a 50% (F) as this “grade floor” is designed to allow a student to remain in a mathematically viable position to pass a class for the school year. Grades may be based upon a number of factors, including but not limited to homework, tests and quizzes, projects, labs, research papers, presentations, and in-class performance. Teachers have the ultimate discretion regarding grading decisions.

Homebound Instruction

Homebound instruction shall be made available to any student with a health impairment, either physical or mental, which will cause the student to be absent from school for more than 2 consecutive weeks. If it is a physical impairment, the written opinion of a physician must document the application. If it is an emotional or mental impairment, a licensed psychiatrist or psychologist must document the application.

Homebound instruction may begin as soon as the appropriate approvals have been obtained. Homebound instruction may begin the first day of absence when the statement from the physician indicates that the period of illness shall exceed 2 weeks. Should homebound instruction exceed 40 school days, the appropriate administrators will review each case and may request a written opinion from the student's physician, psychiatrist, or psychologist for continuation of homebound instruction.

The program of individual instruction for each student shall normally not exceed 5 hours per week. Additional hours may be granted upon written approval from the Pennsylvania Department of Education.

Homework

Students are expected to complete homework assignments on time and to the best of their ability, utilizing the Schoology learning platform.

Honor Roll

Honor roll is determined each quarter and printed on the report card. A Grade Point Average (GPA) of 3.75 or higher indicates that a student has attained high honors. A GPA between 3.74 and 3.25 indicates that a student has attained honors.

Instructional Support (Multi-Tiered Systems of Support - MTSS)

For students who qualify for instructional support and/or access to additional developmental resources, Dutch Ridge Elementary School offers a number of supports including, but not limited to, Title I Reading through Multi-Tiered System of Supports (MTSS) groups as well as speech and language, English as a Second Language (ESL), special education, and gifted/enrichment education services. Dutch Ridge Elementary School also offers support programs before and after school.

English Language Arts (ELA) Tutoring

Dutch Ridge Elementary School provides additional ELA support through free tutoring; three options are available. Students can attend ELA tutoring on Monday or Wednesday afternoons from 3:05 p.m. - 3:50 p.m., or they can attend on Monday and Wednesday mornings from 7:55 a.m. - 8:20 a.m. Parents/guardians need to provide transportation. If you have any questions, please contact Mrs. Larson at larsonj@basd.k12.pa.us Permission forms are necessary before beginning the program.

Math Tutoring

Dutch Ridge Elementary School provides additional math support through free tutoring; three options are available. Students can attend Math tutoring on Tuesday or Thursday afternoons from 3:05 p.m. - 3:50 p.m. or Tuesday and Thursday mornings from 7:55 a.m. - 8:20 a.m. Parents need to provide transportation. If you have any questions, please contact Mrs. Larson at larsonj@basd.k12.pa.us Permission forms are necessary before beginning the program

Learning Experience

At Dutch Ridge Elementary School, students are exposed to learning experiences in the areas of English Language Arts (ELA), Mathematics, Science, and Social Studies as a part of their core content area courses. Furthermore, as a part of their Specials rotation, learners will take part in Art, Music, Library (Grades 3/4), Physical Education, Technology Education, and Principles of STEAM, and Media (Grades 5/6).

Report Cards

Throughout the school year, students and their parents/guardians should access grades and monitor academic performance through PowerSchool. When grades for a term are finalized, a mass message will be sent out to families to alert them that final grades are available for view through PowerSchool.

Incomplete Grades

At the conclusion of a grading period and/or school year, students who do not complete the required assignments and/or assessments for a course may be assigned an “I”, indicating “Incomplete”, on their report cards. These required assignments and/or assessments may include tests and quizzes, projects, labs, research papers, presentations, or other work deemed to be crucial for accountability in a given course.

Failure / Retention

For students who fail one or more core content area courses, such as English Language Arts (ELA), Mathematics, Science, and/or Social Studies, working alongside their parents/guardians, a determination on whether or not he/she will be promoted to the next grade level will be made. A student's attendance, achievement, and social/emotional maturity will all be factors considered in this dialogue and determination.

Right-to-Know Letter

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1 1 1 2(e)(1)(A)] and the Every Student Succeeds Act [Section 1 1 1 2(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends Dutch Ridge Elementary, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Dutch Ridge Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA.

These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from paraprofessionals. If your child does receive this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time parents and family members can request:

- Information on policies regarding student participation in assessment and procedures or opting out, and
- Information on required assessments that include:
 - Subject matter tested,
 - Purpose of the test,
 - Source of the requirement (if applicable),
 - Amount of time it takes students to complete the test, and
 - Time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact our principal.

[Title I Website](#)

Standardized Testing

While at Dutch Ridge Elementary School, standardized assessments may be administered to students. These assessments are administered to continually monitor the academic progress of each learner and provide individual and systemic data that can be used to better drive curricular decisions and differentiate instruction to meet the needs of individual learners. These assessments may include:

- Pennsylvania System of School Assessment (PSSA)
 - English Language Arts (ELA) in Grades 3-6

- Mathematics in Grades 3-6
- Science in Grade 5
- Fluency diagnostics- grades 3 and 4
- IXL diagnostic in Grade 6
- Other assessments, such as grade level benchmarks, as necessary

Summer School

At Dutch Ridge Elementary School, students in grade 6 who fail English Language Arts (ELA) and/or Mathematics will be asked to attend summer school. In the event that a student does fail one of these courses, at the conclusion of the school year and once final grades are calculated, the BASD will assign an instructor and communicate the dates and times of instruction for summer school sessions to the student and his/her parents/guardians. *Transportation for summer school will not be provided by the BASD. It is the responsibility of parents/guardians and students to secure transportation to and from summer school on the scheduled days and at the appropriate times.*

ATTENDANCE

Attendance Expectations

With the best interest of the student in mind, it is imperative that students attend school regularly in order to benefit from a formal education.

[Policy 204 - Attendance](#)

[DR Attendance Website](#)

Times for a Normal Day

- Students who arrive after 8:30 am and before 10:00 am will be marked tardy.
- Students who arrive after 10:00 am & before 1:30 pm will be marked absent for the morning.
- Students who leave before 1:30 pm will be marked absent for the afternoon.
- Students who leave after 1:30 pm & before 3:05 pm will be marked as an early release.
- Students who arrive after 1:30 pm will be marked absent for the whole day.

Times for an Early Dismissal Day

- Students who arrive after 8:30 am and before 10:00 am will be marked tardy.
- Students who arrive after 10:00 am & before 11:30 am will be marked absent for the morning.
- Students who leave before 11:30 am will be marked absent for the afternoon.

- Students who leave after 11:30 am & before 1:05 pm will be marked as an early release.
- Students who arrive after 11:30 a.m. will be marked absent for the whole day.

Times for a 2-Hour Delay Day

- Students who arrive after 10:30 am and before 12:00 pm will be marked tardy.
- Students who arrive after 12:00 pm & before 1:30 pm will be marked absent for the morning.
- Students who leave before 1:30 pm will be marked absent for the afternoon.
- Students who leave after 1:30 pm & before 3:05 pm will be marked as an early release.
- Students who arrive after 1:30 pm will be marked absent for the whole day.

The rules and regulations governing attendance are as follows:

- 1) Upon obtaining 3 unexcused absences, within 10 school days of the third unexcused absence, the school will notify the parent/guardian that the child has been truant. The school may include, with this notice, an invitation for the parent/guardian to participate in a student attendance improvement conference.
- 2) Upon obtaining 6 unexcused absences, within 10 school days of the sixth unexcused absence, the school will offer the student and parent/guardian a student attendance improvement conference and make a referral to Beaver County Truancy Intervention Program. The school will hold a student attendance improvement conference, if one has not already been held. Once this conference has been held and a student attendance improvement plan has been created, the school may file a citation against the parent or student in the office or the appropriate judge if the student continues to be truant.
- 3) Upon 10 days of excused absence from school, a letter will be sent to the parents/guardians of a student. This letter is to inform the parent/guardian of the BASD attendance policy.
- 4) Upon 20 days of excused absence from school, a second letter will be sent to the parents/guardians of a student. This letter will inform the parent that any absence after 20 days must be accompanied by a doctor's statement, or it will be identified as unexcused.
- 5) An excuse must be turned in using the Beaver Elementary Schools Absence Excuse Form for all absences, even if you have notified the child's teacher and/or the secretaries in the school's main office. Any excuse not received within 3 days of the absence will be recorded as an unexcused absence.
- 6) Excessive absences or tardies will result in a Truancy Intervention Program (TIP) meeting with school staff and Beaver County Truancy Intervention Program staff.

This policy is designed to improve overall attendance so that children receive the best education possible. Under state law, it is the legal responsibility of the parent/guardian to see that a child's attendance at school is assured.

An unexcused absence is the absence of a pupil for one of the following reasons:

- Absence through parent neglect
- Truancy

Absence from School

When your child will be absent, please **email** their homeroom teacher and the attendance secretary by 8:15 am. Written excuses are required upon a student's return to school. The student should present the Beaver Elementary Schools Absence Excuse Form the first day they return to school to the school's main office. Copies of this form can be found at the end of this handbook and on the Dutch Ridge Elementary School website.

Homework Procedures for Absent Students

If a student is absent for several days, every effort should be made to secure the homework for the period of his/her absence. Assignments will be updated on Schoology to view what work students need to complete. Should there be physical work/materials needed, please make arrangements with another student to bring schoolwork to the absent child, or you may pick up the work at the school. Please notify the school of these arrangements via email by 10:00 a.m. advising who will pick up the work in the main office at 3:30 p.m.

The child, unless serious illness or disability prohibits, should make a concerted effort to complete the homework so that it may be turned in upon arrival back at school. This will allow the teacher to clarify any misunderstandings or provide reinforcement in the appropriate areas.

Compulsory Attendance

Students who are in school have shown greater growth and higher achievement than their counterparts who are absent. School attendance is mandated by the state to ensure that each child is afforded the opportunity to learn in a school setting.

Pennsylvania State Code requires that schools remove students from the enrollment rosters after 10 consecutive days of absence without a verifiable excuse. The school will notify parents/guardians of absences through daily attendance calls. However, it is the responsibility of the parent/guardian and/or student to provide information about the absence to the school.

Additionally, students between the ages of 6 and 18 are required to be in attendance at school according to PA state code. Therefore, a student who is removed from the rolls who is between the ages of 8 and 17 must be re-enrolled in the Beaver Area School District or another school district as soon as possible. Please notify the Dutch Ridge office when enrolling in another program so that records can be transferred in a timely manner. Supporting PA State Code includes:

§ 11.13. *Compulsory school age.* Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 6 years), until the age of 18 or graduation from a high school, whichever occurs first.

§ 11.24. *Unaccounted absences.* Students whose names are on the active membership roll, who are at anytime in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs:

1. The district has been provided with evidence that absence may be legally excused.
2. Compulsory attendance prosecution has been or is being pursued.

Early/Unusual Dismissals

If a parent/guardian wishes to have a child dismissed at a time other than the end of the normal school day, a written request is to be presented to the main office and the parent/guardian must meet the child in the school office at the requested release time.

Every effort shall be made by the school district to notify parents/guardians of any change in the school calendar or the normal time schedule due to emergency or unplanned activities. Parents/guardians are responsible for making arrangements for their children in the event unusual circumstances require a delay or an early dismissal.

Excused Absences

When students return to school from an absence, they must present a written excuse from their parent/guardian. This written excuse is to be submitted to the middle school office within 3 days following a student's absence. This excuse must state the reason and date(s) of the absence and include a telephone number where a parent/guardian may be contacted during regular school hours. Students who fail to present a written excuse for a legal absence will have the absence recorded as unverified, unexcused/unlawful, and appropriate disciplinary actions will be initiated.

Copies of Dutch Ridge's Absence Excuse Form can be found at the end of this handbook and on the Dutch Ridge website.

It is the responsibility of the student to arrange to make up work missed during absences. Students should check online resources, such as Schoology, and check-in with teachers on the day they return to school following an absence. The student may receive a zero (0) for any assignment(s) not completed in a reasonable amount of time.

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.

3. Quarantine.
4. Family emergency.
5. Recovery from an accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

** Please keep in mind that written documentation for excused absences is required and must always be submitted within 3 days of a student's return to school*

** The District may limit the number and duration of nonschool-sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the school year.*

Extended Absences - Medical

When possible, advance notice regarding extended medical absences should be given to the middle school office and health office. The student and parent/guardian will be required to complete the extended absence form. If advance notice is not possible, parents/guardians should inform the middle school office on the first day of missed classes.

Upon return, the student shall provide a doctor's excuse for the days missed. This excuse should include information regarding limitations in and/or release from participation in classwork, physical education class, and athletic events.

Extended Absences - Family/Educational Trip

As per PA Board of Education regulations Chapter XI Section 11.26, parents/guardians may request a school attendance excuse for their child to participate in an educational trip during the school year at the expense of the parents/guardians.

In their evaluation of the request, BASD will consider:

- Written request by parent/guardian no less than 5 days in advance
- Period of absence not to exceed 10 days
- Request includes a statement of the trip, name of adult accompanying the student and the learning
- Student (or parent/guardian) must request interim assignments from his/her teachers
- No requests will be approved during state standardized testing days
- No requests will be approved for students with 6 or more unexcused absences (prior to the trip)
- Trips that are not approved by the administration will be considered illegal absences

The following procedures shall be followed in requesting approval for an educational trip:

1. Parents shall submit a written request and complete required forms no less than 5 school days in advance of the proposed trip.
2. The cumulative number of days for educational trips shall not exceed 10 per child per year.
3. The principal must specifically approve requests during the final 10 days of the school term.
4. Students must contact all of his/her teachers prior to a family educational trip and arrange for completion of all assignments, tests, and other classroom work.

Trips will not be approved if any of the following is a condition:

- The form was not submitted 5 days in advance
- The student has received a 10-day letter
- The student has 6 or more unexcused absences
- The student has no more excused absences to use
- The absence falls during state testing days

Should the family disregard a principal's decision not to approve a student's absence for a trip request, or fail to follow the above guidelines, the absence(s) will be marked unexcused and be subject to established guidelines for unexcused absences.

Unexcused / Unlawful Absences

Any student absence is considered unverified and unexcused (unlawful) until written documentation is provided to the school attendance office. Written documentation must be provided within 3 days of a student's return to school from an absence. Keep in mind that a parent note can only be used to excuse up to 10 student absences per year. After the tenth such day, further absences will be considered unlawful, unless covered by other written documentation as described in the "excused absences" section above. The following process will be used for unexcused, unlawful absences. This summarized our Truancy Elimination Plan:

- Upon obtaining 3 unexcused absences, within 10 school days of the third unexcused absence, the school will notify the parent/guardian that the child has been truant. The school may include, with this notice, an invitation for the parent/guardian to participate in a student attendance improvement conference.
- Upon obtaining 6 unexcused absences, within 10 school days of the sixth unexcused absence, the school will offer the student and parent/ guardian a student attendance improvement conference and make a referral to Beaver County Truancy Intervention Program. The school will hold a student attendance improvement conference, if one has not already been held. Once this conference has been held and a student attendance improvement plan has been created, the school may file a citation against the parent or student in the office of the appropriate judge if the student continues to be truant.
- The student may face school restrictions including social probation.
- Students who continue to accumulate illegal/unexcused absences, after referral/interventions, will be referred to the local district magistrate for full prosecution under the PA truancy laws.

While we discourage parents/guardians from sending sick children to school, this policy is designed to encourage better overall attendance in order that our learners receive the best education possible. If the school feels that a parent/guardian has been negligent in following the attendance policy, the office will enforce the above procedure. It is important that every student attends school on a regular basis and arrives at school at the appropriate time. Under State law, it is the legal responsibility of the parent/guardian to see that a child's attendance at school is assured.

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations

and Board policy.

ACTIVITIES

Grades 4, 5, and 6: Band and/or Orchestra

Grades 5 and 6: Chorus, ESports, Garden Club

Grade 6: Student Council, Yearbook Club, Social Studies Club.

Academic Games

The Beaver County Academic Games League is a nonprofit organization which facilitates academic games competitions for participating member schools in Beaver County. The Beaver Area School District is one of the participating members in these competitions.

The League's purposes are to:

- Utilize higher level thinking skills in gaming situations
- Provide opportunities for interaction among the students, allowing them to share what they learn in an enjoyable atmosphere
- Encourage pride in academic achievement

To determine participation in Academic Games, a rubric will be used that takes into account the percentile rankings of students on their English Language Arts (ELA) and Mathematics PSSAs as well as their ELA and Mathematics STAR performance in grades four (4), five (5), and six (6). In addition to needing to score in the top percentiles on these measures, students must also achieve end of year grades of an "A" in their ELA and Mathematics courses. Grade four (4) is non-competitive and does not advance to nationals.

If at some point the consortium decides to limit the number of students that go to competition, a decision will have to be made regarding school-based competitions since only the top scorers will be able to attend.

CODE OF CONDUCT & DISCIPLINE

Student Responsibility & Guidelines

The BASD Responsibility Code (Board Policy 218) shall apply to any student attending school, on school property, while riding school buses, or while attending any school-related function. Where appropriate, the building principal or principal designee shall have the final say in all disciplinary matters. However, these matters may be brought to the attention of the Superintendent or Board of Directors by means of a petition for redress consistent with Board Policies.

In accordance with Board Policy, Student Responsibility Code, parents/guardians should impress upon their children the importance of an education, encourage their children to respect the rights and property of others, and encourage their children to be regular and prompt in their school attendance and to complete their homework assignments and tests in a timely fashion.

Parents/guardians should teach their children that appropriate and respectful behavior is necessary at home, at school, and in the community.

The professional staff will work with parents/guardians to encourage maximum student achievement. They shall serve as a positive example for their students at all times while working to promote a climate of mutual respect between staff and students. The school administration will participate in developing a sound and helpful atmosphere of mutual respect among parents/guardians, teachers, and administrators wherein all stakeholders work closely with each other in establishing a solid relationship between home and school. The Disciplinary Code will be enforced so as to achieve an atmosphere that is most conducive to learning.

In order to operate an orderly educational system with a minimum of disruption, the administration and teachers, where appropriate, are authorized to use the following disciplinary measures:

- Student, parent/guardian, and staff conference
- Time out placement
- Detention
- Loss of bus privileges
- In-school suspension
- Out-of-school suspension
- Expulsion for those students who are guilty of a single serious offense

Policy 218 - Student Discipline

Bus / Van Regulations

- Remain seated while the school bus is moving
- Keep aisles clear of feet, bodies, and belongings.
- Keep hands and objects to oneself at all times.
- Speak with a soft voice and use kind words; do not yell or use negative language.
- Listen to the school bus driver's directions the first time they are given.
- Show self-control. Do not act in a way that is a distraction to the school bus driver.
- While you are waiting for the school bus, please stand away from the road at a safe distance.
- Always cross the road in front of the school bus and look both ways to make sure there are no moving cars

Campus / Playground Regulations

- Supervision is not provided before or after the school day.
- The playground is designed for students between the ages of 5-12. Older students are not permitted to be on the playground equipment.
- Food and drink are to be kept outside the playground area.

- No glass containers are to be brought onto the school campus.
- Do not stand on the vertical posts or any of the tube structures.
- Do not throw objects inside the playground area.
- Do not climb up slides or on the outside of enclosed slides.
- No pushing or shoving; be respectful of all students who are in the area.
- Please place all litter in the provided containers.
- Inappropriate language, abuse of equipment/campus, or failure to comply with the playground regulations may result in the loss of the privilege to utilize school facilities.
- The Beaver Area School District has been declared a smoke-free environment; please honor this.
- Rollerblades, skateboards, and bicycles are not permitted on the playground equipment or playground area. Moreover, rollerblades and skateboards as well as all off-road vehicles, including, but not limited to, dirt bikes, quads and mini-bikes are not permitted in the area immediately surrounding the school building.
- Unauthorized animals (i.e. ones that do not have the approval of administration first) are prohibited on school grounds.

Dress Code / Appropriate Attire

BASD is responsible for ensuring that student attire does not interfere with the health or safety of any student and that one's attire does not contribute to a hostile or intimidating atmosphere for any student or staff. We understand that the primary responsibility for a student's attire resides with the student and parents/guardians. The dress code requirements below shall be implemented by staff based on the following:

- Clothing with obscene or suggestive language or pictures is not permitted.
- Clothing that advertises drugs, alcohol, or a satanic suggestion is not permitted.
- Clothing that demonstrates or promotes violent acts or fighting is not permitted.
- Skirts and shorts of appropriate length should be worn.
- Shirts need to rest below the waistline so the midsection is not exposed.
- Flip-flops are not encouraged since open-toed shoes risk injury.
- Heelies are prohibited, due to risk of injury.
- Undergarments should not be visible.
- Clothes that are excessively ripped, dirty, or have an odor should not be worn to school.
- Hats, hoods, bandanas, sunglasses or other headgear that obstructs the view of one's face are not permitted.

Non-Discrimination Statement

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry

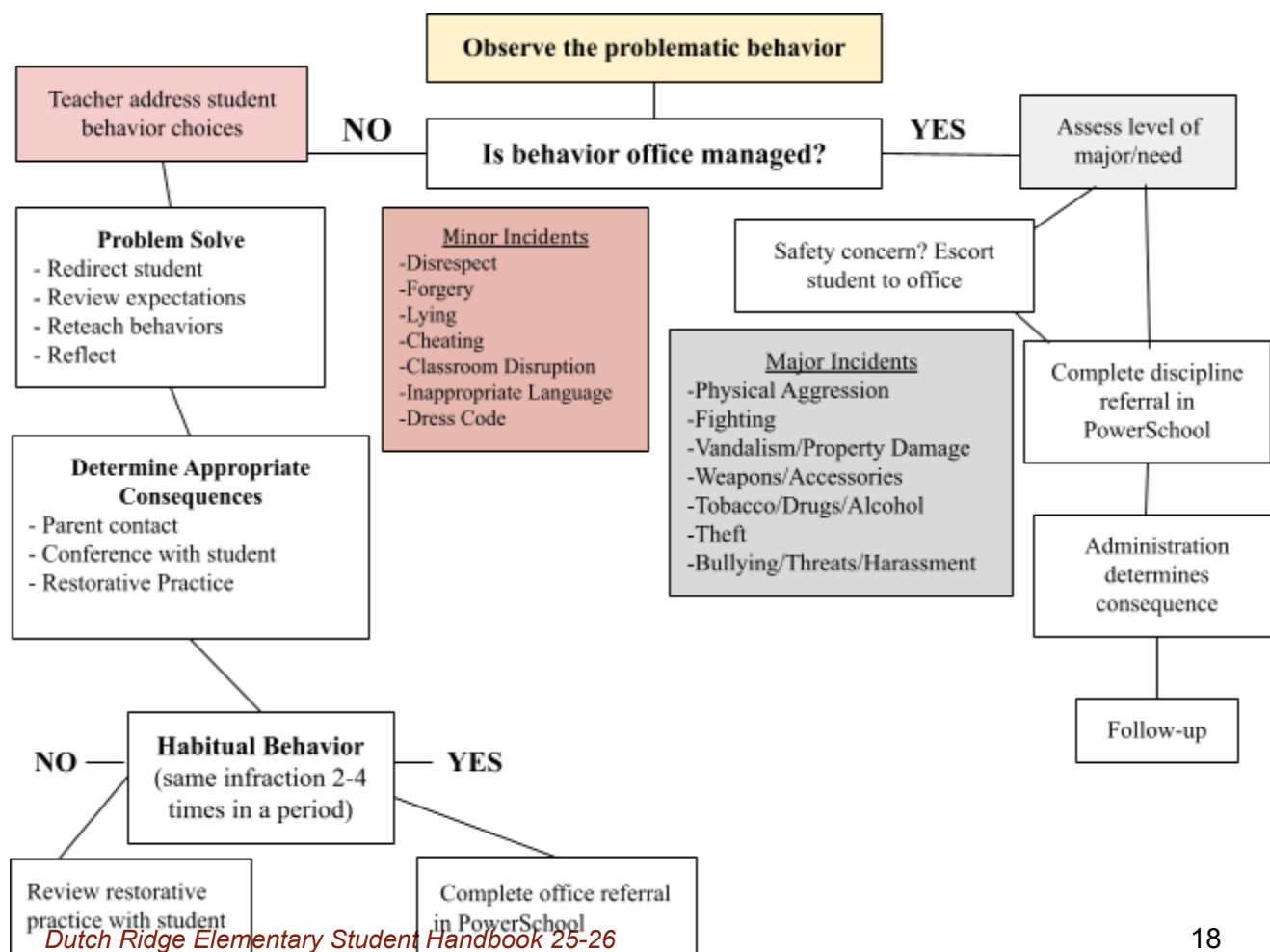
or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

Positive Behavior Interventions & Supports (PBIS)

PAWS is Dutch Ridge Elementary School's School-Wide Positive Behavioral Interventions and Supports (PBIS) program, and it is a continuation of and addition to the positive behavior plan that students are familiar with from their time at College Square Elementary School of the Beaver Area School District. The message of PAWS is designed to foster an atmosphere of respect and dignity among students, faculty/staff, and our community and to continue to build a positive school culture. The plan was constructed with input from faculty/staff, administration, and students. Faculty/staff new to Dutch Ridge Elementary School will engage in a PAWS crash course led by a member of the PBIS Team.

Practice Respect – Act Responsibly – Work Together – Strive for Greatness

To acknowledge our learners and show our support for their development with these criteria, when faculty/staff observe them demonstrating these traits, students may be awarded with Bobcat Tickets; these “tickets” are redeemable at the Bobcat Den or in the cafeteria.



[Policy 218 - Student Discipline](#)

[Policy 218.1 - Weapons](#)

[Policy 222 - Tobacco/Nicotine](#)

[Policy 249 - Bullying/Cyberbullying](#)

[Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students](#)

[Title IX Website](#)

Student Searches

When there is reasonable suspicion of a violation of school rules or laws, or in the case of an emergency, the administration reserves the right to search a student and his/her belongings. The scope of the search may include, but is not limited to, outer garments, backpacks, purses, and any other personal belongings. As a reminder, lockers are school property and are also subject to search. Non-compliance with a reasonable request to search may result in suspension or referral to the Board of Education for expulsion depending on the scope of the investigation. Any time that a student search is conducted, an administrator will attempt to contact a parent/guardian of the student who was searched in order to disclose the reason for and findings of the search.

Tobacco, Drugs, Vape Pens & Alcohol

The use of alcohol and other drugs or mood altering substances while attending school, on school grounds, while riding on school buses, and/or at any school supervised or school related function is covered under this policy.

For the purpose of this, the use of any alcohol and other drug or mood altering substances shall include the possession, use, or evidence of having used or consumed such alcohol, drugs, and/or mood altering substances, and/or substance use, transfer or distribution, which is not controlled by Pennsylvania law. This disciplinary policy is not intended to apply to the use of tobacco products, which is addressed in [BASD Policy #222](#).

Students charged with any such violation shall be subject to the following disciplinary actions:

- The administration will immediately report the incident to the proper public law enforcement authorities where there appears to be a violation of the law.
- The principal or person in charge of the school where the offense has occurred shall provide the student with an informal hearing as required by Pennsylvania law and, if appropriate, shall suspend the student for ten (10) school days.
- The parents/guardians and the Superintendent of the district shall be immediately notified in writing of the suspension.

- The student shall be immediately referred to the Student Assistance Program.
- A hearing before the Board of Directors of the school system, a committee thereof, or an examiner as selected by the Board shall be conducted as required by law.
- First-time offenders found guilty shall be excluded from school and extracurricular activities for a period of ninety-one (91) school days. A student may be allowed back into school and extracurricular activities prior to the end of ninety-one (91) school days under the terms of a Probationary Agreement.
- Second-time offenders found guilty shall be excluded from school and extracurricular activities for one hundred eighty-one (181) school days. A student may be allowed back into school and the extracurricular activities prior to the end of ninety-one (91) school days under the terms of a Probationary Agreement.
- Third-time (or additional) offenders shall be excluded from school and from extracurricular activities for one hundred eighty-one (181) school days. A student may be allowed back into school and extracurricular activities after ninety-one (91) school days but prior to the end of one hundred eighty-one (181) school days under the terms of a Probationary Agreement.
- Selling, attempting to sell, transferring, distributing or attempting to distribute alcohol or other drugs, as well as any mood altering substance, regardless of whether the substance sold, distributed, transferred or attempted to be sold, distributed or transferred is actually the substance represented, shall result in disciplinary actions:
 - All steps described in Paragraph (A) 1, 2, 3 and 4 shall be followed.
 - First-time offenders found guilty shall be expelled for a minimum of one hundred and eighty-one (181) school days, and shall be barred from participating in extracurricular activities for the same period of time. A student may be allowed back into school after (91) school days and prior to the (181) school days under the terms of a probationary agreement.
 - Second-time offenders found guilty shall be permanently expelled, and shall be permanently barred from participating in extracurricular activities.
 - Any student who comes forward and reports to a teacher or a member of the administration, his/her alcohol/drug violation, shall not be subject to punishment unless said student subsequently and separately violates the terms.

COMMUNICATIONS

Contact Information Changes

Parents/guardians are responsible for making sure that the faculty and administration at Dutch Ridge Elementary School have up-to-date contact, address, custody, and medical information for every child. Please provide any updates or changes to the school office.

Delays & Cancellations

If there are delays or cancellations they will be announced via the following media:

- **Mass Notification System**
- BASD website (www.basd.k12.pa.us)
- WBVP (AM 1230)
- 3WS (AM 970 or FM 94.5)
- WMBA (AM 1460)
- KDKA (TV Channel 2), WTAE (TV Channel 4), and WPXI (TV Channel 11)

District Communications

Mass Notification

The BASD utilizes a mass notification system to communicate information with families. (This includes reminders, announcements, school delays/cancellations, emergency information and other school or district communications). Most of the time, we will send an email and a text message. For emergency or time-sensitive communications, we will send an email, text and phone voice message.

The email will come from the following address:

From: **Notification from Beaver Area School District**

<Notification@target1002.brightarrow.com>

Date: [date & time]

Subject: Notification from BASD

The text message will come from a multi-digit number, identifying the message for BASD Families. The phone call will come from: 724-774-0250

The Mass Notification System uses contact information from our Student Information System (which includes the phone numbers and email addresses you provided during the registration process). If your contact information changes, at any time, please contact the school office, so we can make the change in our system.

E-Communications

The BASD website generates weekly emails that contain school & district announcements and upcoming dates. Families need to create an account for this communication, and can select which communications they want to receive (College Square, Dutch Ridge, Middle School, High School, District News, Community Bulletin Board, etc). Individual users are responsible for managing their account settings (ie. when their child moves to a different school within the district). The email communication is sent on Sunday mornings and contains the information on each website, at the time of the email.

District Website: www.basd.k12.pa.us

Social Media

Facebook:

@BeaverAreaSD <https://www.facebook.com/BASDOfficialFB/>

X/Twitter:

@BasdSocialMedia <https://twitter.com/BeaverAreaSD>

Permission to Publish

Through various forms of media, and/or displays including photographs and/or video footage, our students, photographs, videos, and names may be published in conjunction with participation in school activities and school sponsored functions. It is important that parents/guardians understand that this occurs. Through our website, pictures, videos, and work may be displayed and shared electronically via the internet. If parents/guardians do not consent to pictures, videos, or work that include their child being published, they must notify the principal in writing. Otherwise, consent to publish is assumed by completing the online digital signature form.

PROCEDURAL

Breakfast & Lunch Programs

Dutch Ridge Elementary School operates on a closed day and all students eat in the school cafeteria. Aramark is the Beaver Area School District's food service provider. SchoolCafé has replaced MySchoolAccount as the Point of Sale system (POS) effective for the 2025-2026 school year.

Cafeteria

2025-2026 Cafeteria Meal Prices:

- Breakfast: FREE! - Breakfast is free for all students for the 2025-2026 school year.
- Paid Lunch: \$2.90
- A La Carte Items: Prices vary by item

Menus and A La Carte Pricing are available at BASD Food Services Page. When students make a purchase from the cafeteria, the charges will be applied to your student's SchoolCafé account using their Student ID number. Student ID numbers are provided at the beginning of the year. The cafeteria is not able to give change (cash/money) to students who pay using cash. Any cash/money given to the cafeteria staff will be applied to that student's SchoolCafé Account.

Contact

To manage your child's SchoolCafé account, visit the [BASD Food Services Page](#).

- For questions regarding BASD food services, contact Lindsay Huff, Food Services Director at (724) 774-0250 x5301.
- For questions regarding your SchoolCafé account, contact SchoolCafé Support at (855) 729-2328.

Students with a negative cafeteria accounts over \$50 may be restricted from participating in certain school activities until their accounts are settled. Parents and guardians are encouraged to monitor and manage their children's cafeteria accounts regularly to avoid any disruptions to their participation in school activities. For assistance with meal accounts or to discuss payment options, please contact Lindsay Huff, Food Services Director at (724) 774-0250 x5301.

Classroom Celebrations

During building-wide celebrations, edible treats will be coordinated through and directed by the administrative team. Outside food should not be sent in; non-edible items are encouraged.

Field Trip Permission

In order to attend field trips, students must submit a copy of the BASD Parent/Guardian Permission Form detailing the specific trip signed by a parent/guardian. BASD does not accept emails, handwritten notes, and/or verbal confirmation of permission.

[Policy 121 - Field Trips](#)

Flag Salute / Pledge of Allegiance

Students do not have to recite the pledge on the basis of personal and/or religious beliefs. Students who choose not to recite the pledge must remain silent until their classmates have completed the pledge.

Lockers / Cubbies

Lockers are school property. School employees have the right to search lockers or to open them at any time. Students cannot expect privacy regarding items placed in school lockers or brought onto school property. Any student entering a locker, other than his/her own, destroying locker contents, and/or stealing locker contents will face school discipline for vandalism or theft. The Beaver Area School District cannot/will not be responsible for any stolen, missing, or damaged personal property. Gym clothes and food items should not be stored in lockers. Locks may not be placed on lockers.

Lost / Missing Items

Students are strongly discouraged from having valuable possessions at school. Expensive jewelry, personal digital devices, large amounts of money, etc. should not be taken to school or to school events.

The school cannot be responsible for any lost, missing, or stolen personal valuables. Teachers and/or administrators cannot use an extensive amount of time to investigate the

possible theft of items that should not even be in school. All books, resources and personal items should always be stored in a locker, secured with a dependable lock. Valuables can/should be checked-in with a teacher, coach, or sponsor if a locker is unavailable.

Parent Conferences / Teacher Contact

Parents can leave school voicemail messages or use school email. If you have an important, time sensitive message, it is recommended you speak with the school secretary in order to be certain the intended teacher receives the message. Teachers and administrators should not be contacted at their personal numbers regarding school matters, unless invited to do so.

Visitors will NOT be permitted to meet with a teacher during his/her instructional time. If a meeting is desired, arrangements must be made in advance, so a teacher is not interrupted during instruction or supervision of students before or after school.

*All meetings with building staff must be scheduled in advance. This can include, but is not limited to, virtual meetings or teleconferences.

Some of our teachers use communication apps to manage parent communication. Please be understanding of teachers' time during the school day - they are not always able to respond to messages right away during school hours. Please also respect our teachers' time at home with their families outside of school hours. Responses to messages may come the next day. Teachers may also set limits on communication outside of the school day.

Parent Organizations (PTO, PTA, Parent Advisory Council, Boosters)

Our PTA invites all of our parents and guardians to join and get involved in the Parent Teacher Association. We have an active organization which enhances our children's school experiences with student programming, technology and instructional materials, family programming and service. The PTA holds general membership meetings throughout the year. You may visit the school webpage or call the school office to find out more about how to join and who to contact. Membership in the PTA is a prerequisite for participation in classroom parties, and other PTA sponsored activities.

Residency

The Board reserves the right to verify the residency of any student and to require a sworn statement of residential support for the student who resides with a person other than his/her parent or legal guardian. The Board reserves the right to remove from school attendance a non-resident student whose claim is shown to be invalid. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement in accordance with guidelines issued by the Department of Education. The Board empowers building-level administration to enforce this state requirement. Additional information may include proof of registration to vote in the district, payment of the wage and per capita tax, and a local mailing address.

Where necessary, verification may also occur through home visits. If information contained in the sworn statement is found to be false, the student shall be removed from school after notice

is given of an opportunity to appeal and the corresponding hearing is conducted. A person who knowingly provides false information in a sworn statement for the purpose of enrolling a pupil in a district for which he/she is not eligible commits a summary offense. The district has the right to collect tuition (including back-tuition) for non-resident school attenders.

Teacher Contact / Parent Conferences

Parents/guardians can leave voicemails or send emails to contact teachers. If you have a time-sensitive message, it is recommended that you speak with the school secretaries in the main office to be certain the intended teacher receives your message. Teachers and administrators should not be contacted on their personal numbers.

Visitors will not be permitted to meet with a teacher during his/her instructional time. If a meeting is desired, arrangements must be made in advance. All meetings with building staff must be scheduled in advance. This can include, but is not be limited to, virtual meetings or teleconferences.

Although it is possible to send messages through Schoology, teachers will not be checking for messages from parents/guardians or students in Schoology. Teacher contact information can be found on the school website.

Transportation

Arrangements for Arrival & Dismissal

Adult crossing guards are provided for the safety of our students. Walking students are expected to obey all crossing guards. If a student is reported as not following guidelines, the principal will speak with them.

Students may ride their bicycles to school. Bicycles may not be brought into the school building, and the school does not assume responsibility for the bicycles.

After school, students are to go directly home. Students should not loiter about the school grounds (i.e. the playground).

Due to the passenger numbers calculated for safety on school buses and vans, students should always ride their assigned bus or van both to and from school. Students wishing to go home from school with a friend for playdates should make arrangements prior to school and use private transportation as bus passes are not available due to safety concerns and overcrowding.

If the transportation schedule of a child varies (due to a family member's schedule or depending on who is picking a child up), please be sure to clearly communicate the arrangements to one of the secretaries in the main office and the teacher of the child. It is helpful if a calendar or list of dates where transportation will vary is provided in advance. Transportation schedules will be limited to two addresses and must follow a consistent pattern. Unfortunately, we are unable to manage personalized schedules that change for individual students.

[Transportation Website](#)

Transportation Safety

In order to make morning arrival and afternoon dismissal at Dutch Ridge Elementary School safe, the following procedures are in place:

Personal Transportation

- Automobiles are not permitted in the “BUS ONLY” area in front of the school building during arrival or dismissal. This area is only accessible to automobile traffic before 8:15 a.m. and after 3:50 p.m.
- Anyone dropping off/picking up students to or from school must use the designated “Parent Drop Off & Pick Up” area. Arrival is from 8:15 a.m. - 8:30 a.m. and pick up is from 3:05 p.m. - 3:20 p.m. Students should exit the vehicle on the passenger side.
- Parents/guardians not using “Parent Drop Off & Pick Up” must park their car in a designated parking space and walk the student(s) across the bus lane in front of the school and meet their child on the school building side of the bus lane after school. Cars are not permitted to pull up to the crosswalk and have student(s) exit or enter. Students are not permitted to walk across the bus lane unaccompanied by an adult.
- Dutch Ridge Elementary School staff will be monitoring this and reminding parents of the proper procedures.

School Provided Transportation (School Buses and/or Vans)

- The Code of Conduct for the school building setting is in effect for behavior on the school bus and at bus stops. Violations will have the same consequences that are outlined in the Code of Conduct.
- If a student disregards bus rules or refuses to obey the bus driver, this is sufficient reason for the student to be denied transportation in accordance with regulations of the local school district.
- Students must ride their assigned school bus and use the assigned bus stops.

Visitors

School district policy requires all visitors to sign in at the school’s main office as they enter the building. BASD utilizes the Raptor system and driver’s licenses are required for entry. Guests will be issued a visitor’s pass that must be worn in a visible location for the duration of their time in the school building.

Parents/guardians are expected to part company with their children at the school entrance during arrival.

Parents/guardians are not permitted to visit with their own children during lunch and recess, and are not invited to observe their children’s classes during instructional periods. When volunteering, parents/guardians should keep in mind that they are not here to visit or eat with their children or a small group of children. Volunteers are required to supervise all students. These policies assist in ensuring the general safety of the students, as well as helping with the overall efficiency of building operations. Special visitations need to be approved by the principal in advance.

Volunteers

We encourage parent/guardian and community participation in and partnership with our schools. Our primary responsibility as a school district is to ensure the safety of our students. In order to protect our students, all volunteers must provide security clearances.

In accordance with amendments to the State Child Protective Services Law (CPSL), amending School Code requirements, the BASD has adopted changes to the Volunteer Clearance Policy. All school volunteers must now have clearances on file with the district and are required to update their clearances every 60 months. Required clearances can be found on the district website.

These clearances are required to serve as a **volunteer** for all school activities and events, including:

- All in-school events.classroom helpers
- PTA holiday parties/events/tickets sales
- All trips

Parents/guardians may participate in the following activities as a **visitor**. This does not require the submission of your clearances, but does limit your interaction with our students.

- Family visits (i.e. to do an activity, read a book, bring a pet, be a guest speaker)
- Being a spectator at the Fun Run, Author's Day, Brain Quest, and similar events
- Other school visit opportunities

Please plan ahead as it will take some time for your clearances to be processed. The BASD must have your clearances on file **before** you can sign up to volunteer at events.

For more information, including the required forms, please visit the BASD website or contact the BASD Administrative Office at (724) 774-4021. The cost to produce these clearances shall be the responsibility of the volunteer candidate. While this may create a minor inconvenience for volunteers, your help in ensuring the safety of our students is appreciated.

[Volunteer Website](#)

Volunteer Etiquette

All volunteers are required to dress responsibly and to serve as appropriate role models for our students.

For the protection of our students, volunteers are asked to refrain from taking pictures of students during school events and sharing these photographs via social media (i.e. Facebook, Twitter, Instagram, etc.). Your attention to our collective responsibility to protect our students is appreciated.

**In the event of a health and safety issue, in an effort to support the health and safety of students and staff, non-essential individuals will not be permitted into the building.*

SAFETY

Emergency Situations

During any fire drill, evacuation drill, weather drill, lock-down, etc. students and parents are expected to cooperate with school employees. Students are to follow the procedures as directed by their teachers and principals. Deviating from these directives and/or procedures will be considered insubordination. Procedures are in place for the health, safety, and welfare of all of our students.

Parents are also strenuously discouraged from driving to the school to pick up their child whenever they hear of a situation. Our staff is best prepared to manage the overall safety of the student body. When parents are “crowding” the parking lot, it makes it very difficult for emergency personnel to access the school. To prevent this occurrence, a perimeter may be established to restrict access to the campus.

Safe2Say

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” before it is too late.

1-844-723-2729 or Text S2SS to 738477

safe2saypa.org

Process

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

[Safe2Say Website](http://safe2saypa.org)

Threat Assessment Process

Each school in the BASD has a multidisciplinary threat assessment team and established procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of themselves or others. The process includes the provision of ongoing school-based supports and assisting families with connecting to community-based resources.

STUDENT SUPPORTS

Accident Insurance

Individual students and families are responsible for covering accidents and injuries that are sustained during regular school and extracurricular activities. The district is not responsible for individual student coverage and cannot reimburse for medical deductibles, co- pays, or expenses. However, because the Beaver Area School District purchases sports insurance, parents of any student at the district are able to purchase student accident insurance from the same carrier that sells sports insurance to the district. This insurance policy is offered to the parents for a very reasonable premium. Parents are urged to consider purchasing the policy after careful consideration. This policy is especially valuable when students are not covered by adequate medical insurance since the school does not provide such insurance. Insurance information is posted on the school website. Information can also be obtained in the main office of each school building as well as the district office.

[Voluntary Student Accident Insurance](#)

Health Services / Medications

Please keep your child at home until they are 24 hours free of vomiting, diarrhea, or fever. You may call/email the nurse at any time to discuss questions or concerns about specific illness symptoms.

Any medication to be given during school hours must be delivered directly to the school nurse, the school principal, or the school secretary by a responsible adult. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container. A consent form for ALL medications must be filled out by a Doctor.

As per District policy, "medication" shall include all medicines whether or not prescribed by a physician. This includes natural remedies, herbal substances/supplements, performance enhancers, nutritional supplements and any other "complementary and alternative medicine" (CAM's) such as oils. Students are not permitted to carry medications to school. Please contact the school nurse for more information or download the "Licensed Prescriber" form from the BASD website.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss the decision, review, and sign the opt-out form in the presence of the school nurse.

[Health Services Website](#)

[Policy 210 - Medications](#)

Homelessness

You may qualify for certain rights and protections under the federal McKinney-Vento Act if you live in any of the following situations:

- A shelter
- A motel or campground due to the lack of an alternative, adequate accommodation
- A car, park, abandoned building, bus or train station
- Doubled up with other people due to loss of housing or economic hardship

If you are an eligible student, you have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible
 - If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision
- Receive transportation to and from the school of origin, if you request this
- Receive educational services comparable to those provided to other students, according to your needs as a student

If you believe that your situation meets the requirements of homelessness, contact Mrs. Christy Viola - Beaver Area School District's Clinical Coordinator, at (724) 774-0250 ext 1823.

Student Assistance Program (SAP)

At Dutch Ridge Elementary School, the Student Assistance Program (SAP) is a safety net designed to help students with support at school and resources outside of school. Our SAP team consists of specially trained professionals, including administrators, an elementary school counselor, nurse, teachers, and specialists who come together to identify potential supports and services that may benefit students and families. As with the entirety of the Beaver Area School District being committed to providing supports to help our students through many of the difficulties and stressors that seem to surface throughout childhood, adolescence, and into their teenage years, the Dutch Ridge Elementary School SAP team functions to try to eliminate barriers to a child's education by helping the student to enact some additional, positive supports. As such, one of the primary functions of SAP is to be a referral entity to allow students and their families access to outside agencies that can better serve the needs of students who are struggling with mental health, social-behavioral issues, or any stimuli that significantly has a negative impact on their lives.

When parents/guardians have concerns along these lines, they are encouraged to contact the Dutch Ridge Elementary School guidance counselor and/or any member of the SAP team. In order for a student to be involved in the SAP process and pre-screening process by our SAP Liaison via The Prevention Network, parents/guardians need to give written consent for this to occur.

Students, staff, and parents/guardians are strongly encouraged to report any incidents of abuse, physical and/or substance. Staff and administration are court-mandated reporters of child abuse and neglect.

Students who are facing any of these issues should receive professional help as quickly as possible. Confidentiality must be waived in any life-threatening situation. All attempts will be

made to coordinate the efforts of the SAP Team, family members, and community services to prevent harm to a student who is considered at-risk to help the student develop a feeling of self-worth and resiliency.

If a student attempts suicide or exhibits suicidal ideation, he/she must receive a mental health evaluation (at the parent's expense) from a licensed mental health facility. In order to return to school, documentation must be provided that includes a recommendation from a physician or licensed counselor that the student is in compliance with these recommendations and is safe to return to school.

Special Education & Student Services

No student shall be denied access to a free and appropriate public education on account of race, religion, sex, national origin, or particular learning ability level/educational program. All students will have full-access to the district curriculum, although some may need instructional and/or other supports/aides. All necessary evaluations, reports, plans, and monitoring will be conducted as needed per individual student with a learning disability or other exceptionality.

[Student Services Website](#)

BASD Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate school district or charter school identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard

deviations below the mean of standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Beaver Valley Intermediate Unit.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit.

Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the education placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information:

The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the responsible school entity listed below. For preschool children, information, screenings and evaluations requested, may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

Intermediate Unit

Beaver Valley Intermediate Unit 147 Poplar Avenue Monaca, PA 15061 (724)774-7800
School District Office
Beaver Area School District 1300 Fifth Street Beaver, PA 15009 724-774-0250 ext. 5102

The school entity or charter school will not discriminate in employment, education programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

The Family Educational Rights and Privacy Act Guidance for Parents - February 2011

The following guidance provides parents with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private and parochial schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by a parent to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent.

Access to Education Records

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the parent from obtaining access to the records. A case in point would be a situation in which the parent does not live within commuting distance of the school.

A school is not generally required by FERPA to provide a parent with access to school calendars or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair record-keeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from a minor student's education records to a third party unless the student's parent has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are *permitted* to disclose personally identifiable information from education records without consent, though they are not *required* to do so by FERPA. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in

education records provided the school has determined that they have “legitimate educational interest” in the information. Although the term “school official” is not defined in the statute or regulations, this Office generally interprets the term to include parties such as: a teacher; administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.

A school may disclose personally identifiable information from education records without consent to a “school official” under this exception only if the school has first determined that the official has a “legitimate educational interest” in obtaining access to the information for the school. A school that allows school officials to obtain access to personally identifiable information contained in education records under this exception must include in its annual notification of FERPA rights a specification of its criteria for determining who constitutes a “school official” and what constitutes “legitimate educational interests.” A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the school must make a reasonable attempt to notify the parent in advance of making the disclosure, unless the parent or eligible student has initiated the disclosure. The school must also provide a parent with a copy of the records that were released if requested by the parent.

FERPA permits a school non-consensually to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. “Directory information” is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the parent's right to restrict the disclosure of such information, and the period of time within which a parent has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify parents individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform parents of the types of information it has designated as directory information.

FERPA also permits a school to disclose personally identifiable information from education records of an “eligible student” (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a “dependent student” as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations, 34 CFR Part 99), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the U.S., the Attorney General of the U.S., the U.S. Secretary of Education, and State and local educational authorities for audit or

evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;

- in connection with financial aid for which the student has applied or received;
- to state and local authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena; and
- in connection with a health or safety emergency.

As stated above, the conditions specified in the FERPA regulations have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of students in attendance of their rights under FERPA. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. The school must also inform parents of its definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify parents individually of their rights under FERPA. Rather, the school may provide the annual notification by any means likely to inform parents of their rights. Thus, the annual notification may be published by various means, including any of the following: in a student handbook; in a notice to parents; in a calendar of events; on the school's website (though this should not be the exclusive means of notification); in the local newspaper; or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide a parent with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the parent's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Complaints of Alleged Failures to Comply with FERPA

FERPA vests the rights it affords in the parent of a student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus,

we require that a parent have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved.

Please note that a parent should state his or her allegations as clearly and succinctly as possible. To aid us in efficiently processing allegations, we ask that a parent only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA by a school is included. A parent may obtain a complaint form by calling (202) 260-3887. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (address below) for review and any appropriate action.

Complaint Regarding Access

If a parent believes that a school has violated FERPA by failing to comply with the parent's request for access to his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment

If a parent believes that a school has violated FERPA by failing to provide the parent with an opportunity to seek amendment of inaccurate information in his or her child's education records or failed to offer the parent an opportunity for a hearing on the matter, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the information for which amendment was requested; and the evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure

If a parent believes that a school has violated FERPA by improperly disclosing personally identifiable information from his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date the alleged improper disclosure occurred or the date the parent learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the education records were disclosed; and the specific nature of the information disclosed.

This guidance document is designed to provide parents of minor students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents. You can review the FERPA regulations, frequently asked questions, significant opinions of the

Office, and other information regarding FERPA at our Website as follows:
www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA that are not addressed here, you may write to the Office for additional guidance at the following address: **Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520.**

TECHNOLOGY

Acceptable Use Policy

The Beaver Area School District recognizes technology is an essential instructional tool to help all students develop into critical thinkers who use data, innovation, and creativity in order to become skilled problem solvers and learners in the 21st century. Technology skills are a necessity for our students for lifelong learning, in the workplace, and in the global community. However, access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming people, infrastructure, or hardware.

For the protection of students, filtering of content, monitoring of the network, and protection of information will be conducted in accordance with Act 197 (Pennsylvania House Bill 2262), The Children's Internet Protection Act. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the Internet may include the potential for access to inappropriate materials for school-aged students. Every user must take responsibility for his or her use of the network and avoid these sites.

Hardware and Software

Includes, but not limited to, all computers, laptops, iPads, printers, and all programs installed on said devices.

- Hardware and software shall not be destroyed, modified, or abused in any way. Intentionally altering the files and/or the hardware on district computers will be viewed as vandalism. Each student will be held responsible for the intentional altering of a device that occurs while said device is in their possession.
- The user shall be responsible for damages to the District's equipment, systems, and software resulting from deliberate or willful acts. Students, parents, or guardians will be charged for willful damage to hardware.
- All district iPads are covered under AppleCare. However, in an instance that AppleCare will not cover damages to the iPad, the student, parents, or guardians will be charged the cost of repair or the cost of replacement.
- All district required apps take precedence over personal apps. Personal apps must/will be deleted if storage limits are exceeded.

Internet and Intranet

The Beaver Area School District utilizes a local area network, a wireless network and provides access to the internet for academic purposes.

- District iPads will be content filtered at all times, removal of the profile that governs this is not permitted.
- The internet, network, and computer technology may not be used for illegal activity; transmitting or willfully receiving offensive materials; hate mail; discriminating remarks; or to willfully obtain or send obscene, pornographic, sexist, racist, anarchist, violent or bomb making material. If for any reason such material is received, the material is to be deleted immediately. Saving, forwarding, or printing of said material is strictly prohibited.
- Users shall not intentionally seek information, obtain copies of, or modify data, or passwords belonging to other users or misrepresent other users on the network. Users may not give their password to anyone. Users may not send or receive a message with someone else's name on it.
- Any unauthorized attempt to access the Beaver Area School District's servers, mainframe, routers, networking equipment, internet filters, or operating systems either from on campus or off campus will be considered an attempt at "hacking" and is prohibited.
- Network accounts are to be used only by the authorized owner of the account for an authorized purpose. Attempts to log on to the Internet, network or workstation under an assumed identification will result in cancellation of the user's privileges. Any user identified as a security risk, or having a history of problems with other computer systems may be denied access to the Internet or other technological services.
- The Beaver Area School District reserves the right to log Internet use and monitor computer activity by remote access while still respecting the privacy of user accounts.
- The Beaver Area School District may terminate the availability of Internet, network, or computer technologies accessibility at its sole discretion.

Web 2.0 Tools

- Use of blogs, wikis, educationally-based social networking sites, collaboration sites, and other similar web 2.0 entities (including the BASD district website and Schoology) are tools for learning, and as such will be constrained by the requirements and rules of classroom teachers.
- Use of Google apps, including email access, are available through the school's domain to ALL students and teachers inside and outside the building but this is still considered a classroom space and must be treated as such.
- COPPA regulations require children under 13 to obtain permission to use certain interactive websites (due to exposure to advertising and creation of accounts). Signing this document will serve as parental permission to use these sites under the guidance of a classroom teacher.

- Users are forbidden to access iMessage, chat rooms, blogs, or similar sites without the express permission and guidance of a teacher or administrator.
- The use of anonymous proxies is a form of impersonation and is strictly forbidden.
- The use of devices for game playing is prohibited unless approved and monitored within a course or during a faculty supervised activity.

iPads

Students will receive a district iPad for use in school and at home. This device will travel with the students, daily.

There will be a \$25 charge for repairs for damage while in the student's care. Lost iPads will need to be replaced by the family, at a charge of \$294, unless it is stolen and a police report is provided to the district.

- Beaver Area School District assumes no responsibility for configuration, installation of software, or support of personal devices.
- Beaver Area School District assumes no responsibility for lost, damaged or stolen devices. Students use their personal devices at their own risk.
- Beaver Area School District assumes no responsibility for content viewed or accessed by students who "tether" their personal device and use their cellular data network.
- Student devices with camera and video capability can be used only for educational use when authorized by the building principal, district administration, or designated professional staff member for the purposes of participation in educational activities. The Board prohibits all other photography, audio recording, and/or video recording, via electronic devices by students during the instructional day in district buildings, on district property, and when engaged in a school-sponsored activity. The Board prohibits students from taking, storing, disseminating, transferring, viewing, possessing or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including, but not limited to, texting and emailing. Because such violations may constitute a crime under local, state and/or federal law, the district shall report such conduct to local, state and/or federal law enforcement agencies.

Limitations of Liability: In no event shall the Beaver Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. Use of information obtained via the Internet is at the user's own risk.

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

Digital Etiquette

The Beaver Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

There can be serious repercussions with the inappropriate use of social and digital media that can affect your future. All users must abide by rules of network etiquette, which include the following:

1. Users may not swear, use vulgarities, harass, or use any other inappropriate language. Abusive language will not be tolerated.
 - a. Do not write anything ANYWHERE you would not want your parents to read or to be read out loud in a court of law.
 - b. Even though you delete a message, it is backed up on a server somewhere.
 - c. Speech that is inappropriate for class is not appropriate for use online.
 - d. What you say and do online should be reflective of who you are.
 - e. You are representatives of the school when you are online in class.
2. Use of the network to create or transmit material likely to be offensive or objectionable to recipients is prohibited.
 - a. Even though you may be in a "private" space, nothing online is really private.
3. Users are NOT permitted to reveal their personal address or phone number or those of other students and colleagues.
 - a. Respect others' privacy and your own.
 - b. Don't give out personal information about yourself or someone else.
 - c. Instant messages, away messages, and profiles can be copied and pasted.
4. All communication should be clearly identifiable as to who created it.
 - a. Do not send anonymous messages.
 - b. Do not send messages claiming to have been written by someone else.
 - c. Having a copy of something doesn't mean you have the right to copy or distribute.
5. Respect the ideas of others and, if you disagree, be constructive, not critical or rude.
6. Users are expected to adhere to copyright laws.
 - a. Fraudulent or illegal copying, communication, taking or modification of material is prohibited and will be referred to the appropriate authorities.
 - b. The illegal use of copyrighted software, files, pictures, music or other electronic information is a violation of federal law and therefore strictly prohibited.
 - c. Students may not use plagiarized information to complete assignments. All Internet sources must be cited.
7. Cyberbullying will NOT be tolerated.

Limitations of Liability: In no event shall the Beaver Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. Use of information obtained via the Internet is at the user's own risk.

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

[Policy 815 - Acceptable Use of Internet, Computers and Network Resources](#)

Artificial Intelligence (AI) for Teaching & Learning

BASD is committed to harnessing the transformative capabilities of Artificial Intelligence (AI) to enrich the educational journey of its students. Through AI, we aim to offer personalized learning experiences, streamline administrative processes, and present innovative engagement methods for teachers. Concurrently, we acknowledge the ethical and safety considerations intrinsic to AI's application. These guidelines seek to set a robust framework for the ethical, transparent, and responsible use of AI at BASD, ensuring alignment with our overarching objective: to educate and empower every individual, enabling them to positively impact the world.

Definitions

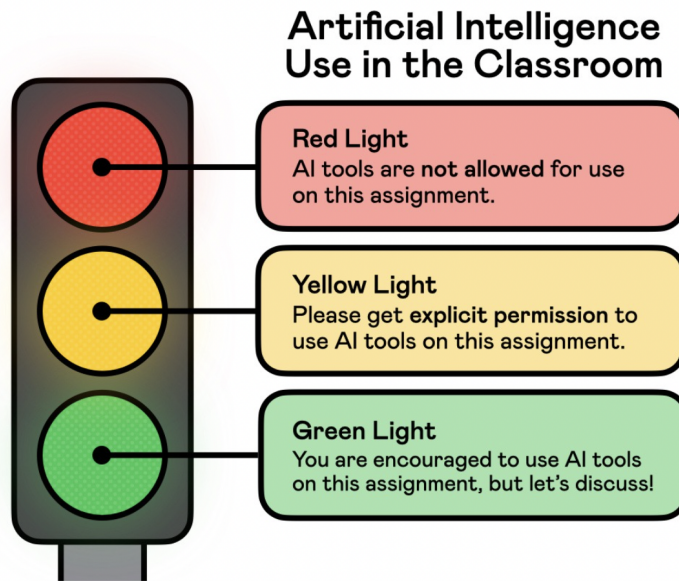
Artificial intelligence (AI) - machine-based systems that demonstrate intelligence by learning, reasoning, generalizing, and inferring meaning.

Generative AI tools - (such as Bing, ChatGPT, Google Gemini, School.Ai, MagicSchool) are trained on massive amounts of data to recognize patterns and relationships between words, images, sounds, code, etc. They use those relationships to generate brand-new, original outputs customized to the prompts users provide.

Predictive AI tools - (such as those used to recommend products or movies), use data about past behaviors to identify patterns and forecast things we might want or do in the future.

Guiding Principles

- We use AI to help all of our students achieve their educational goals.
- We reaffirm adherence to existing policies and regulations.
- We educate our students, staff and families about AI.
- We explore the opportunities of AI and address the risks.
- We use AI to advance academic integrity.
- We maintain student and teacher agency when using AI tools.
- We commit to auditing, monitoring, and evaluating our school's use of AI.



All Academic Users

- **Transparency:** Any use of AI to aid assignments, projects, or research must be declared.
- **AI Output Review:** Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review.
- **Bias and Misinformation:** Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering them in academic work.
- **Safety & Respect:** Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content. (Note: This may also be added to a student code of conduct or bullying/harassment policy).
- **Usage:** AI tools will be used for educational purposes only. Misuse or malicious use of AI technologies will lead to disciplinary action.

Student Learning

- **Aiding Creativity:** Students can harness generative AI to spark creativity across diverse subjects, including writing, visual arts, and music composition.
- **Collaboration:** Generative AI tools can partner with students in group projects by contributing concepts, supplying research support, and identifying relationships between varied information.
- **Communication:** AI can offer students real-time translation, personalized language exercises, and interactive dialogue simulations.

- **Content Creation and Enhancement:** AI can help to generate personalized study materials, summaries, quizzes, and visual aids, help students organize thoughts and content, and help review content.
- **Tutoring:** AI technologies have the potential to democratize one-to-one tutoring and support, making personalized learning more accessible to a broader range of students. AI-powered virtual teaching assistants may provide non-stop support, answer questions, help with homework, and supplement classroom instruction.

Prohibited Use - Student Learning

- **Bullying/harassment:** Using AI tools to manipulate media to impersonate others for bullying, harassment, or any form of intimidation will be addressed with our Student Code of Conduct and [Policy 249: Bullying](#) and/or [Policy 103: Discrimination or Harassment Affecting Students](#). All users are expected to employ these tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.
- **Overreliance:** Dependence on AI tools can decrease human discretion and oversight. Important nuances and context can be overlooked and accepted. Teachers will clarify if, when, and how AI tools should be used in their classrooms, and teachers and students are expected to review outputs generated by AI before use.
- **Plagiarism and cheating:** Students and staff should not copy from any source, including generative AI, without prior approval and adequate documentation. Students should not submit AI-generated work as their original work. Staff and students will be taught how to properly cite or acknowledge the use of AI where applicable. Teachers will be clear about when and how AI tools may be used to complete assignments and restructure assignments to reduce opportunities for plagiarism by requiring personal context, original arguments, or original data collection. Existing procedures related to potential violations of each building's academic integrity expectations will continue to be applied. Disciplinary action may be taken.
- **Privacy:** The use of AI will align with existing regulations to protect student privacy, ensure accessibility to those with disabilities, and protect against harmful content. We will not share personally identifiable information with consumer-based AI systems. We will thoroughly evaluate existing and future technologies and address any gaps in compliance that might arise. Students and Staff should never input personal, sensitive, or confidential data into any AI system without prior authorization.

Cell Phones, iPads & Other Personal Electronic Devices

Cell phones are not encouraged and, if brought to school, must remain turned off and inside a locker or backpack for the duration of the school day. Cellular watches must be in "school mode" during school hours. Should a student use the watch to text, as a calculator, make a phone call, or otherwise assist in academics, the watch must be removed and placed in the student's backpack until dismissal. Students who abuse this policy will be asked to leave the device at home. and

Any items/devices brought into school are done so at the student's own risk.

Students are not permitted to make/receive calls or to send/receive messages from their device during school hours. All communication with parents should be via an office or classroom phone. All communication with parents/guardians should occur via an office or classroom phone or email.

For privacy purposes, taking pictures and/or making recordings of other students and/or school personnel (i.e. teachers, administrators, support staff, bus drivers, etc.) with their own personal electronic devices unless given permission by school personnel is prohibited. Should students need to take pictures and/or make recordings of others for academic assignments, this should be completed only with school owned iPads.

Students are not permitted to bring laser pens/pointers or shocking devices to school as these devices pose safety concerns and will be handled as a discipline violation.

If a student is unable to adhere to these guidelines, the device may be removed from the student and a parent/guardian will be required to pick up the device in the office.

All electronic devices, including smartwatches, are prohibited by the state during PSSA testing windows.

FORMS

Bullying Report Form for Complaints of Unlawful Harassment

[Report Form](#)

Absence Excuse Form

BEAVER AREA ELEMENTARY SCHOOLS
ABSENCE EXCUSE FORM
724-774-0250 (College Square-ext. 4801) (Dutch Ridge-ext. 3801)



Student's Name: _____

Grade: _____ Homeroom Teacher: _____

Date Returning to School: _____ # of Days Absent: _____

Date of Absence(s): _____

Reason: _____

Parent Phone #: _____

Printed Parent Name: _____

Parent Signature: _____

☐ Check Here for Doctor's Excuse Attached

(Form 1, Rev. 4)

BEAVER AREA ELEMENTARY SCHOOLS
ABSENCE EXCUSE FORM
724-774-0250 (College Square-ext. 4801) (Dutch Ridge-ext. 3801)



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