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## CONTACT INFORMATION

### CONNELLSVILLE AREA HIGH SCHOOL

201 Falcon Drive, Connellsville, PA 15425  
<http://www.casdfalcons.org>  
Phone: 724-628-1350 Fax: 724-628-0280

### CONNELLSVILLE AREA CAREER AND TECHNICAL CENTER

720 Locust St. Ext, Connellsville, PA 15425  
<http://www.casdfalcons.org>  
Phone: 724-626-0236 Fax: 724-626-8736

### CONNELLSVILLE AREA MIDDLE SCHOOL

710 Locust St. Ext, Connellsville, PA 15425  
<http://www.casdfalcons.org>  
Phone: 724-628-8910 Fax: 724-628-9293

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CACTC PRINCIPAL	Bruce Jaynes
MIDDLE SCHOOL PRINCIPAL	Jennifer Sanzone
HIGH SCHOOL ASSISTANT PRINCIPALS	Dr. Tammy Stern, Andrew Hedrick
MIDDLE SCHOOL ASSISTANT PRINCIPAL	William Petko
HIGH SCHOOL COUNSELORS	Beth Angle, Sarah Hough Lorri Scheller, Greg Martray
CACTC COUNSELOR	Eric DiCianna
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DIRECTOR OF ATHLETICS AND TRANSPORTATION	Richard Evans
DIRECTOR OF BUILDINGS AND GROUNDS	Dan Boggs, Scott Kirsch
HUMAN RESOURCES	Amy Coughenour
BUSINESS MANAGER	Marlene Grenell
DIRECTOR OF FOOD SERVICE	Dawn Basinger
DIRECTOR OF SECURITY	Michael Parlak

# POLICIES & PROCEDURES

## ASSEMBLIES

Assemblies are provided by Student Council, school departments, and the administration. Students must be attentive and courteous at all times. The student body’s conduct at assemblies influences presenters’ opinions of our school in either a positive or negative manner.

## ATHLETIC ELIGIBILITY RELATED TO ATTENDANCE

Any student that is participating in an extracurricular event must be in attendance and has signed in to school before 11:00 am on the day of the event. (See Appendix A – Athletic Eligibility)

## ATTENDANCE

### CASD Attendance Handbook

#### Absence

Regular school attendance is essential to the successful completion of the educational objectives of the school. The school laws of Pennsylvania require all school age children to be in attendance on all days that the school is open. The school attendance laws also require the school to hold students and their parents accountable for valid documentation of reasons for absence. Any student who is absent from school must submit an excuse for the absence(s) within three days of the date of the absence(s). Excuses should include the date, the student’s full name, and the date of absence, and the reason for the absence. Excuses are to be submitted to the homeroom teacher or directly to the office.

#### Disciplinary Action for Attendance Infractions

<b>Violation Number</b>	<b>Absences</b>	<b>Truancy Level</b>	<b>Disciplinary Action (Under 15 years old)</b>	<b>Disciplinary Action (15 years of age and older)</b>
1	3	Truant	Parent Notification letter  Detention	Parent notification letter  Detention
2	6	Habitually Truant	Parent Conference Letter  Student referred to Attendance Improvement Conference	Parent Conference Letter  Student referred to Attendance Improvement Conference  10 Day Driving Suspension
3	More than 6	Habitually Truant	Referral to CYS and/or citation filed with the office of the appropriate	30+ Day Driving Suspension

			Magisterial District Judge against the student and/or the person in parental relation who resides in the same household as the student.	Citation filed with the office of the appropriate Magisterial District Judge against the student and/or the person in parental relation who resides in the same household as the student.
Additional citations for ongoing violations of school attendance will be filed against a student or person in parental relation who resides in the same household as the student in accordance with the specific provisions of the law.				

**Cyber Attendance**

Cyber students will log in to the Student Management System (FOLA) for 5 out of the 7 days (Monday - Sunday of the week). If a student does not log in 5 out of 7 days a note must be submitted to the school stating the name, date, and reason for the absence. Students are expected to meet individual course attendance requirements. Please see the attendance above to see the steps that are taken as a student progresses through the attendance policy.

**Educational Trips**

Educational trips involving more than three (3) or more days must be pre-approved by the office through the Educational Opportunity Request to Participate form in order for the absence to be marked excused. Students are permitted five (5) education trip days total for each school year. It is the responsibility of the students or parents to inform the classroom teacher(s) and to get any work or makeup work for the days absent. Students have three (3) school days to make up assignments and ten (10) days to make up tests/quizzes. If you need more time, please work with the classroom teacher to make arrangements. College visits will be approved via the Educational Opportunity Request to Participate form.

**Exception on Attendance for Grading**

Any student absent from school while serving as representative of the school/district or member of a team (academic or extracurricular) will have class attendance requirements waived for any class using attendance as part of the grade calculation. Students are required to comply with all other grading requirements as per assigned. Questions regarding this policy should be directed to the building administration.

**Tardiness Regulations**

A student is considered tardy if they arrive late to school. Students who are tardy must report to the office and secure a tardy permit. Students are expected to provide a tardy excuse slip from their parent / guardian to explain their tardiness. Tardy notes should be turned in upon arrival to school, but must be submitted within three days of the tardy. Any student who leaves early due to appointments will need to turn in a slip the following day from that appointment.

**High School**

Start Time: 7:13 a.m. and end time 2:17 p.m. (7 hours 4 minutes, 424 minutes)

Tardy: 7:14 a.m. - 11:46 a.m.

Absent if arrive after 11:46 a.m.

Absent if leave before 11:45 a.m.

### **Career and Technical School**

Start Time: 7:30 a.m. and end time 2:07 p.m. (6 hours 37 minutes, 397 minutes)

Tardy: 7:31 - 10:48 a.m.

Absent if arrive after 10:49 a.m.

Absent if leave before 10:48 a.m.

### **Middle School**

Start Time: 7:22 a.m. and end time 2:30 p.m. (7 hours 8 minutes, 428 minutes)

Tardy: 7:23 a.m. - 10:56 a.m.

Absent if arrive after 10:57 a.m.

Absent if leave before 10:56 a.m.

### **Elementary School**

Start time is 9:20 a.m. and end time is 3:25 p.m. (6 hours 5 minutes, 365 minutes)

Tardy: 9:21 a.m. - 12:23 p.m.

Absent if arrive after 12:24 p.m.

Absent if leave before 12:23 p.m.

<b>Violation Number</b>	<b>Tardies</b>	<b>Disciplinary Action (Under 15 years old)</b>	<b>Disciplinary Action (15 years of age and older)</b>
1	3	Parent / Guardian Phone Call	Parent / Guardian Phone Call
2	6	Student referred to SAP	Student referred to SAP

### **BACKPACKS**

Backpacks, book bags, and purses must be of a reasonable size. No duffel bags, suitcases, etc. are permitted. All bags are subject to search at any time.

### **BREAKFAST/LUNCH PROGRAM**

Students in the Connellsville Area School District will receive one free breakfast and one free lunch each school day through the Community Eligibility Program. If a student wishes to eat extra, he/she may purchase items ala cart.

### **CAFETERIA**

The cafeteria, besides being a lunch room, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners. Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are:

1. Have your school ID number ready so you do not hold up the line.
2. Choose your food promptly.
3. Be courteous to all who serve you.
4. Handle cafeteria items carefully as they cost money—your money.
5. Observe good dining room standards at the table.
6. Leave the table and the surrounding area clean and in good order.
7. Put trash in the proper containers.
8. Do not throw food or anything else. This will result in suspension from school.
9. Loud or disruptive noises will result in disciplinary action.



Additional infractions may result in cafeteria privileges being revoked. All food must be eaten in the cafeteria. Students are not to take food or drink into the cafeteria lobby or onto the patio. The cafeteria is run by the school at cost. Appreciate it and keep it clean and attractive.

## **CHANGE OF ADDRESS**

All students must report a change of address or telephone number to the office secretaries. It is important that we have current information so that a parent/guardian may be contacted in the case of an emergency. If a student plans to withdraw from the district, he/she must schedule an appointment with his/her guidance counselor who will explain the withdrawal procedures.

## **CHROMEBOOKS**

### **Connellsville Area School District**

#### **1:1 Chromebook**

#### **Policies and Procedures**

**2019-2020**

The mission of the 1:1 Chromebook program for the Connellsville Area School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

### **Device Purpose**

The Connellsville Area School District is supplying students with a Chromebook device. This device is property of Connellsville Area School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google's G Suite for Education and other educational web based tools. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

### **RECEIVING YOUR CHROMEBOOK:**

#### **District Owned/Issued Chromebooks**

- Chromebooks will be distributed in the Media Centers within the first few weeks after the start of the school year to CASD students. Devices in grades K-4 will remain in school and grades 5-12 will be encouraged to take the device home. This section of the handbook outlines the procedures and policies for student use and guideline for students and families to protect the device issued by the Connellsville Area School District. Chromebooks will be collected at the end of each school year.

### **RETURNING YOUR CHROMEBOOK:**

All District owned Chromebooks must be returned following the guidelines in their respective school buildings.

- **Students leaving the District must return District owned Chromebooks to the Media Center of their respective school.**
- Any Chromebook not returned at the end of the year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

## **TAKING CARE OF YOUR CHROMEBOOK:**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, **must be submitted to the Media Center of their respective school** to be sent to District IT staff as soon as possible so that they can be taken care of properly. **Do not take District owned Chromebooks to an outside computer service for any type of repairs or maintenance. The District will not issue reimbursements for outside repair services. Failure to comply may result in additional fees.**

### **General Guidelines**

- Chromebooks must have a Connellsville Area School District label on them at all times and this tag must not be removed or altered in any way.
- No food or drink should ever be near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents CANNOT be covered.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day. Failure to bring a completely charged Chromebook to school may affect daily achievement grades.

### **Carrying Chromebooks**

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Cases will not be provided by the District but may be purchased from many retailers. It is suggested that students get a case to transport their Chromebooks back and forth the school.

### **Screen Care**

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.
- Dust the screen with a soft, dry microfiber cloth or antistatic cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

## **USING YOUR CHROMEBOOK AT SCHOOL**

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher.

### **Chromebooks Left at Home**

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school. This should occur before the school day starts or on lunch time to reduce distractions during the school day.
- If unable to contact parents or guardian to bring the device to school, the student may use a spare classroom Chromebook (if available). If no extra devices are available, the student may not be permitted to use a computer that day and must comply with teacher specific classroom procedures for completion of assignments.
- Repeat violations of this policy can result in disciplinary action.

### **Chromebooks Needing Repair**

- Students should take their Chromebooks to iMedia staff to have a trouble ticket created. Depending on the severity of the issue, a replacement device may be issued right away. All repairs will be handled by District IT Staff.
- Students and families should **never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.**

### **Charging your Chromebook**

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.

### **Passwords and Background Images**

- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by Media Center staff.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, pictures or anything else deemed inappropriate by Connellsville Area School District staff and will result in disciplinary actions.

### **Audio Restrictions**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher but will not be provided by Connellsville Area School District. Students are encouraged to purchase a pair of headphones/earbuds for personal use.

## **Printing from your Chromebook**

- Connellsville Area School District encourages the digital exchange of information by sharing and/or emailing communication and assignments.
- Printing from the Chromebooks will not be available.

## **Account Access**

- Students will only be able to login using their \*@cashedu.org account.
- To ensure the safety of your Google account, students must log out of their Chromebook when not in use. Students should also log out of their Google account on other devices when not in use.
- Make sure you are not in guest mode or you will not be able to access your Chrome extensions or apps.
- Account login information can be supplied to a student by the Media Center staff.

## **MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- Google's G Suite for Education is a collection of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook or device, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the District, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal Gmail account.

## **OPERATING SYSTEM ON YOUR CHROMEBOOK**

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the internet. It does not run Microsoft/Windows application software or Mac application software.

## **Updating your Chromebook**

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing.

## **Virus Protections & Additional Software**

- The Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework

## **Procedures for Restoring your Chromebook**

- If your Chromebook needs technical support for the operating system then it needs to be submitted to the Media Center so a trouble ticket can be created.

## **ACCEPTABLE USE GUIDELINES** - (See Appendix B)

### **General Guidelines**

- The District Acceptable Use Policy applies to all student use of Chromebook devices

## **Google's G Suite for Education Account**

The Connellsville Area School District wants students to be interested and excited in learning and for parents to be involved with their student's education. To discuss how Google's G Suite apps will be used at your child's school, please talk to your child's teacher(s) or school administrator. Additionally, parent meetings will be held at your child's school to answer questions and help you to understand your options.

### **Google Privacy Notice:**

*G Suite for Education accounts (including Gmail) will be given to all students in the Connellsville Area School District. The only identifiable information provided to Google will be student's name and the District provided email address. Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes. Additional Services require parental consent for students under the age of 13. In order to comply with the Children's Online Privacy Protection Act (COPPA), we must also provide a process for opting out of these services. If you feel it would be best for your child not to utilize these tools, please contact your child's school to request information on opting out.*

## **Consequences**

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Noncompliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

## **At Home Use**

- The use of Chromebooks at home is encouraged for grades 5-12.
- Chromebook care at home is as important as in school; please refer to the care section.

# **PROTECTING & STORING YOUR CHROMEBOOK**

## **Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of District asset tag and serial number
- Individual user account name and password
- MAC address of the Chromebook

## **Account Security**

- Students are required to use their \*@cassedu.org domain user ID and password to protect their accounts and are required to keep that password confidential.

## **Storing Your Chromebook**

- When students are in school and are not using their Chromebooks, they should store them in a secure manner.
- Nothing should be placed on top of the Chromebook when stored in a locker.
- Students in grades 5-12 are expected to take their Chromebooks home every day after school, regardless of whether or not they are needed for homework and charging purposes.

- Chromebooks should not be stored in a student’s vehicle at school or at home for security and to prevent temperature related issues.

### **Chromebooks left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, media center, unlocked classrooms, on top of lockers, restrooms and hallways.
- Any Chromebook left in these areas is in danger of being lost.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Media Center in the building. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## **REPAIRING/REPLACING YOUR CHROMEBOOK**

CASD Grades 5-12 students should submit Chromebooks that need repair to their respective building’s Media Center Staff. Media Center Staff should be notified of any damage or issue to a student’s Chromebook and submit a trouble ticket.

Examples of charges for Chromebook Repair are shown below. Students and student families will be responsible for all damages to their District issued Chromebook. If a device is lost or stolen the student and student's family will be responsible to replace the Chromebook. Optional insurance is available through the District for \$25.00 per year.

### **Examples of charges for Chromebook Repair (estimates)**

Replacement of damaged/lost Chromebook: \$250.00

Replacement of screen: \$100.00

Replacement of keyboard/touchpad: \$50.00 Replacement power cord: \$25.00

## **CHROMEBOOK FAQ’S**

### **Q. What is a Chromebook?**

A. “Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all day battery life, lightweight and built-in ability to connect to WiFi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers.”

### **Q. What kind of software does a Chromebook operate?**

A. “Chromebooks run millions of web based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.”

**Q. How are these web based applications managed?**

A. Each Chromebook we provide to students will be a managed device. Members of Connellsville Area School District's Technology Department will maintain devices through our G Suite for Education domain. As such, the school can preinstall web applications as well as block specific web applications from a centralized management console.

**Q. What devices can I connect to a Chromebook?**

- A. Chromebooks can connect to:
- USB Mice and keyboards
  - USB storage and SD cards
  - Headsets, microphones, and earbuds

**Q. Can the Chromebook be used anywhere at any time?**

A. Yes, as long as you have a Wi-Fi signal to access the web. The Chromebook does offer the ability through some Apps for users to work in an "offline" mode if Wi-Fi is unavailable.

**Q. Will our Chromebook have 4G?**

A. No. The District's Chromebooks will not have 4G broadband.

**Q. Do Chromebooks come with Internet Filtering?**

A. Yes, the Chromebooks are subject internet filtering by District policy. While used in school, the Connellsville Area School District internet access is filtered using the District's web filter.

**Q. Is there antivirus built into it?**

A. It is not necessary to have antivirus software on Chromebooks. The Chromebook operating system is implemented in such a way that it cannot be compromised.

**Q. Battery life?**

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

**CLASS CUTS**

Students must report to all assigned classes throughout the school day. Homeroom periods, intramurals, assemblies, and study halls are all assigned classes. Staying in the restroom all period is considered a class cut. If a student is ill, he or she must report to the nurse's office. Once a student registers for intramurals, he/she must report to intramurals every Wednesday.

Disciplinary Action for Class Cuts:

- 1st Offense: Detention
- 2nd Offense: Private Study Room
- 3rd Offense: 1 day of OSS (suspension)
- 4th Offense: 3 days of OSS and a citation may be filed.

\*\*\*\*\*Leaving school grounds without permission is prohibited.\*\*\*\*\*

**COUNSELING PROGRAM**

In compliance with state standards, students will participate in a comprehensive school counseling program, encompassing academic and personal/social development as well as career-readiness. Students will work collaboratively with their school counselor, parents, and community stakeholders, to help set short- and long-term goals, ensuring success upon graduating from

CASD. Through classroom activities and individual conferences, students will complete a series of career-oriented projects, through an online career portfolio. At the high school level, in addition to counselor scheduled appointments, students can request to see their counselor through email or an appointment form that can be picked up in the counseling office. If an emergency situation arises, a school counselor will be available without appointment. Our goal is to create an environment that encourages each student to achieve their highest potential.

## **DETENTIONS**

Detentions can be assigned by individual teachers or the administration for violations of classroom or school rules. When a detention is assigned it will be completed during the student's lunch.

- Teachers will inform the office of detention.
- Students will be called to office on morning of detention to order lunch.
- Students will report on time to the assigned room during his/her lunch period.
- Lunch will be brought to the assigned room.
- Students will remain in the room until the period is over.

## **DIPLOMAS**

A standard diploma issued to a graduating student shall reflect the successful completion of studies.

## **DISCIPLINE**

In order for a school to maintain effective day-to-day functioning, a standard of discipline must be maintained. It is the expectation of the administration and staff that all students abide by the discipline requirements set forth in each classroom and the school building as a whole. Below is the discipline structure set forth for all students to abide by:

### **DISCIPLINARY STRUCTURE**

#### **LEVEL I**

Level I misconduct involves minor misbehavior on the part of the student, which impedes orderly classroom procedure, or interferes with the orderly operation of the school and/or school-sponsored activities.

**These behaviors are to be handled by the individual staff member;** however, such misbehavior may be indicative of a problem that should be referred to appropriate support staff.

An accurate record of the offense, intervention, and disciplinary action must be maintained by the staff member.

Recurrence of misbehavior may require a referral to the administration for further intervention and disciplinary action.

#### **Examples of Level I Offenses:**

- Minor disruptive behavior
- Classroom tardiness (4<sup>th</sup> late to class results in teacher detention)
- Disrespectful language or gesture (minor)
- Cheating\*
- Insubordination related to classroom expectations
- Consumption of food or beverages outside the cafeteria

**\*NOTE:** Student should receive a "0" grade, parents should be notified, and administration should be notified in writing.



**Listed below are the options available to staff members for Level I Discipline:**

- Verbal Reprimand
- Student Conference
- Special Assignment
- Behavioral Contract
- Conference with student/teacher/counselor
- Conference with parent/student/teacher
- Teacher assigned detention (Parent/Guardian should be notified by the teacher)

After the above disciplinary options have been exhausted, the discipline may proceed to Level II.

**DISCIPLINARY STRUCTURE**

**LEVEL II**

Level II involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school or school sponsored activity.

These infractions may result from the continuation of Level I behaviors and require the intervention of personnel on the administrative level or other specified persons. **Teachers are required to: (1) Discuss all disciplinary referrals with student. (2) Communicate appropriately with parent or guardian prior to submitting referral. (3) Turn referral in to Administration.**

A proper and accurate record of the offense is documented by the staff member and the student is referred to the administration for appropriate disciplinary action.

The staff member meets with the student to review documentation and assign appropriate disciplinary consequences.

The teacher/parent/student is informed of the action.

A proper and accurate record of the offense and the disciplinary action is maintained with a copy forwarded to the teacher.

**Examples of Level II Behaviors:**

- Classroom tardies (6 lates to class)
- Class cuts/Attendance infractions
- Forgery (minor)
- Verbal Altercation
- Presence in unauthorized area of building/campus
- Trespassing during suspension
- Continuation of unmodified Level I behaviors
- Minor destruction of school property (consequence includes restitution)
- Minor theft
- Dress Code Violations\*
- Possession of lighters, matches, and/or tobacco paraphernalia\*\*
- Possession and/or use of vaporizers/vape pens/electronic cigarettes/JUULs, or any related device\*\*
- Possession and/or use of tobacco products (see special instructions below)\*\*
- Lying to faculty, staff, or administration

- Inappropriate language not directed at a person
- Driving to school without authorization
- Driving/Parking violations
- Safety violations
- Minor harassment violations
- Physical Altercation (minor)
- Bus Violations (minor)
- Failure to attend lunch detention
- Public display of affection
- Unauthorized use of electronic and/or digital devices

**Listed below are the possible consequences available to the Administration for Level II Discipline:**

- Administrative Detention
- Private Study Room (PSR)
- Conference with parent/guardian/student/administrator
- One day out of school suspension – parent contacted by letter/telephone
- Loss of driving privileges for two (2) weeks
- Required conference with parent/guardian/student/administrator for reinstatement
- Other referrals as deemed appropriate by the administration
- Proceed to Level III disciplinary action
- Confiscation of device by staff member and submission to office
- Device is only returned to parent/guardian

\*Initial minor dress code violations will be attempted to be resolved by a conference with the student and administrators. Subsequent violations will result in further disciplinary consequences.

\*\*Incidents involving these offenses will result in issuance of a citation.

**Possession and/or Tobacco Products:**

Smoking and possession or use of tobacco products pose a serious health hazard to the user and the members of our school. Students who are found to be in possession of or using tobacco products on school grounds or during school sponsored trips will be cited and will need to appear in front of the local Magistrate. The following consequences relate to possession and/or use of tobacco products.

**First Offense**

- Citation
- PSR
- Paying all fines and court costs
- 

**Second Offense**

- Citation
- 2 Days PSR
- Paying all fines and court costs

### Third Offense

- Citation
- One Day Suspension
- Paying all fines and court costs

### Fourth Offense

- Citation
- Two Day Suspension
- Paying all fines and court costs
- Parent/Guardian conference required in order to return to school

## DISCIPLINARY STRUCTURE

### LEVEL III

Level III misconduct involves behavior on the part of the student, which includes acts directed towards persons/property, impedes orderly classroom procedure, and/or interferes with the orderly operation of the school and/or school sponsored activities.

These infractions may result from the continuation of Level II behaviors but more frequently may be construed more serious in nature and require the immediate intervention of personnel on the administrative level. **Teachers are required to: (1) Discuss all disciplinary referrals with student. (2) Communicate appropriately with parent or guardian prior to submitting referral. (3) Submit referral to Administration.**

Those acts, which are criminal in nature, may automatically be referred to the appropriate law enforcement office.

Disciplinary action will be taken in all cases and parents or guardians will be informed by letter of the infraction.

Level III suspensions are imposed on students whose behavior(s) threaten the safety and well-being of the students and staff. No person has the right to threaten or harm anyone in our school and/or cause a major disturbance to the school environment.

### Examples of Level III Behaviors

- Physical fighting\*
- Assault\*
- Use of profane/obscene abusive language or gestures directed at a person
- Open defiance to a member of the staff
- Disrespect toward a member of the staff or visitor to the school district
- Harassment (major or continued)\*
- Extortion
- Ethnic Intimidation
- Forgery (major)
- Any violation on a school sponsored trip
- Violation of drug and alcohol policy\*
- Major theft (consequences includes restitution – circumstances reviewed as major or minor)
- Possession or distribution of pornographic materials

- Continuation of unmodified Level II behavior
- Threats to staff members (minor)
- \*\*Behaviors which do or have the potential to endanger the safety and well-being of others
- Vandalism (minor) – consequence includes restitution
- Leaving school grounds without appropriate permission
- Insubordination/Refusal of Discipline

\*Incidents involving these offenses will result in issuance of a citation.

\*\*May result in a disorderly conduct citation.

**Listed below are possible consequences available to the Administration for Level III Discipline**

- One or two days PSR
- 1-3 days out of school suspension- parental contact by letter/telephone
- Required conference with parent/guardian/student/administrator/counselor for reinstatement
- 10 days of out of school suspension – parental contact by letter/telephone
- Superintendent review
- Proceed to Level IV discipline

**\*NOTE:** A student who commits a total of three (3) or more Level III and/or Level IV violations **will** be denied the privilege of participating in any extracurricular activity, interscholastic or school sponsored events. This penalty applies to school trips and grade level activities, including dances, class celebrations and the graduation ceremony.

Although the consequences above are available for discipline, the specific discipline will be determined by an investigation of the incident and consistent with policies and procedures.

**DISCIPLINARY STRUCTURE**

**LEVEL IV**

Level IV misconduct involves behavior on the part of the student, which includes acts of violence directed towards persons/property, which pose a threat to the health, safety, welfare and/or morals of others in the school, and/or materially disrupts the educational environment. Included in Level IV violations are unmodified Level I, II, and III actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board of Directors.

Parents or guardians will be contacted by phone as soon as possible. Parents will also receive a letter informing them of the infraction and the disciplinary action taken.

**Examples of Level IV Behaviors:**

- Physical assault on a staff member
- Violation of Weapons policy
- Inciting so as to cause a riot
- Drug and Alcohol Policy violations
- Causing false alarms
- Vandalism (major)\*
- Possession and/or use of explosive devices
- Terroristic threats

- Arson, bomb threats
- Threats to staff members

\*Incidents involving these offenses will result in issuance of a citation.

**Listed below are disciplinary consequences for Level IV offenses:**

- 5-10 days of out of school suspension with possible recommendation to the Board of School Directors for expulsion
- All violations of the Criminal Code will be referred to appropriate authorities

**\*NOTE:** A student who commits a total of three (3) or more Level III and/or Level IV violations **will** be denied the privilege of participating in any extracurricular activity, interscholastic or school sponsored events. This penalty applies to school trips and grade level activities, including dances, class celebrations and the graduation ceremony.

(See Appendix C – F – Bullying, Harassment, Hazing, Tobacco)

**DRESS CODE - POINTS OF EMPHASIS**

The administration recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference. However, personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health or obscenity laws, or affect the welfare of the student or his/her classmates. In addition, students are required to wear certain types of clothing while participating in their career and technical program to ensure their health and safety. This requirement may differ from the standard dress code regulations. Building principals will determine if the students dress is appropriate. In all cases, the decision of the principal as to the appropriateness of the attire is final. Specific dress rules include the following:

1. No bare midriffs. Tops must meet bottoms so that no part of the torso can be seen. Abbreviated or cropped tops are prohibited.
2. In addition, halter, tube, crop, tank, spaghetti straps, low cut, racer-back, single-shoulder, or backless tops are prohibited. No cleavage should be visible!! Note: Regular tank tops with one inch straps, cold shoulders with sleeves, off the shoulders with sleeves are now permissible providing cleavage or undergarments are not visible.
3. Clothing constructed from any type of transparent material must have dress code acceptable undergarments.
4. No undergarments may be exposed.
5. Clothing and accessories shall not have writing, pictures, or insignias of any type which promote drugs, alcohol, sexual activity, or tobacco. Clothing shall not have writing, pictures, or insignias with double meanings, or that are offensive to others (such as Confederate flags).
6. No headwear – including hats, scarves, bandanas, and sweatbands. Sunglasses cannot be worn in the building.
7. Skirts, shorts, skorts, etc. must be fingertip length. Students must maintain modesty and self-respect in the area of coverage.
8. Bottoms that are ripped, torn with see through holes above the fingertip length that expose either skin or undergarments are prohibited.
9. Jewelry or items that may cause injury are not permitted. This includes chain belts, wallet/key chains that connect the item to clothing, or spiked jewelry.
10. No extremely tight, loose, or revealing clothing. Clothing that is stretched or thin to the point that skin or undergarments are visible is not permitted.
11. Leggings, yoga pants may be worn only if the shirt, top or skirt of an outfit with them is long enough to cover the buttocks **AT ALL TIMES, including when a student is standing, walking, or seated.** Pantyhose/opaque stockings do not meet the leggings criteria and cannot be worn.
12. No sleepwear, including lounging/pajama pants/tops and slippers.
13. Coats, jackets, or garments designed for protection against the weather may not be worn in the building during the school day.

## **ELECTRONIC DEVICES**

Radios, compact disc players, iPods, cameras, video cameras, cell phones and other entertainment devices are inappropriate in an educational setting. Such items, if brought to school without proper authorization, will be temporarily confiscated. Students who repeatedly violate the policy on radios and other electronic devices will be punished at the discretion of the administration.

Disciplinary Actions for Electronics Violations:

Violation

Number	Disciplinary Action (under 17 years old)
1	<ul style="list-style-type: none"><li>• Device is confiscated and held in the office</li><li>• Student may retrieve device at the end of the day</li></ul>
2	<ul style="list-style-type: none"><li>• Parent must pick up the device</li><li>• PSR</li></ul>
3+	<ul style="list-style-type: none"><li>• Parent must pick up the device</li><li>• OSS</li></ul>

Subsequent offenses will result in disciplinary action at the discretion of the administration.

(See Appendix B – Acceptable Use of Electronic Communication Networks and Systems)

## **EMERGENCY DRILLS/SCHOOL SAFETY DRILLS**

Emergency drills are required at regular intervals by law and are an important safety precaution. It is essential that when the first signal is given, everyone leave the building by the prescribed route as quickly as possible. The teacher in each classroom will accompany and give instruction to the students. Students will also be required to participate in school safety drills throughout the school year related to emergency weather situations as well as intruder in the building protocol.

## **FOOD AND DRINK**

Students are not to bring food and/or drinks into the school unless it is for lunch time purposes or something planned ahead of time for a class activity. Students who are eating or drinking on the way to school should dispose of all containers as they enter the building. Food and drink are not permitted to be taken out of the cafeteria or consumed outside of the cafeteria. Students are not permitted to order food and have it delivered to the school. Students who violate these rules will be assigned to the Private Study Room.

## **GRADING**

Grades are an indicator of what you have achieved. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers and the various military services are all interested in your high school records.

The following is the district approved grade scale:

A = 100-90 (excellent)

B = 80-99 (good)

C = 79-70 (fair)

D = 69-60 (poor)

E = 59-0 (failure)

NC = No credit given. Pass/Fail Grades are given for the following classes: Gifted, Teen Parenting, Adaptive PE

## GRADUATION REQUIREMENTS

### REQUIREMENTS FOR GRADUATION

In accordance with 22 Pa. Code §4.24 for the state of Pennsylvania, and Connellsville Area School District Policy 217, the following graduation requirements for the Connellsville Area School District are in effect:

#### **A. Completion of 24.5 Planned Course Credits**

In order to graduate from Connellsville Area Senior High School, the following *24.5-credit minimum* course requirements must be completed in **grades 9 - 12**.

**Grades 9 through 12 Level** (minimum of seven course credits a year/eight scheduled class periods per day)

1. 4 English/Language Arts Credits: AP English, Honors English, College Prep English, or English
2. 3 Math Credits: must include Algebra I Part I & Algebra I Part 2 or Algebra I, along with Geometry
3. 3 Social Studies Credits, which must include: American Political and Economic Systems and US History 2/Modern US History
4. 3 Science Credits: must include Biology
5. 3 Semesters of Physical Education grades 9-11
6. ½ credit of Health
7. ½ credit of Computer Science (starting with Class of 2023)

\*\*Electives scheduled to meet minimum credit requirements

\*\*Note: A credit is a class which meets once a day for 36 weeks per 180-day school year. One-half credit is a class which meets once a day for 18 weeks per 180-day school year. Classes which meet less than every day for 18 weeks shall be awarded a fractional part of a full credit dependent upon the amount of time needed to meet course standards.

According to Chapter 4, in **Grades 7 through 12**, in addition to graduation requirements, the following classes must be offered:

1. Fine Arts (including music, art, dance and theatre)
2. Family and Consumer Sciences/Industrial Technology
3. Foreign Language
4. Computer Literacy

***Career education will be integrated into the program for all students.***

#### **B. Keystone Exams:**

In order to comply with Chapter 4 Regulations (§4.24 relating to the local assessment system), Act 6 and Act 158, the graduation requirements for the class of 2020 and 2021 follow the Connellsville Area School District Policy 217 (Graduation).

Act 158 of 2018 (October 24, 2018) expands the opportunities for students to demonstrate postsecondary readiness through five pathways, starting with the class of 2020. Students are still required to take the Keystone Exams for purposes of federal accountability. The following options are listed for students to meet the state graduation requirement:

**Keystone Proficiency Pathway:** Student scores proficient or advanced on each Keystone Exam (Algebra I, Literature. And Biology).

**Keystone Composite Pathway:** Student earns a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the three exams and no less than “basic” on the remaining two). The “satisfactory composite score” is determined by the State Board of Education by July 30, 2019.

**Alternative Assessment Pathway:** Student successfully completes the grade-based requirements for Algebra I, Literature, and Biology **and** one of the following:

- a. Attains an established score on an approved alternative assessment (SAT, PSAT, ACT, ASVAB); or
- b. Attains a Gold Level on the ACT WorkKeys assessment; or
- c. Attains an established score on an International Baccalaureate Diploma Program exam or on an Advanced Placement Program in the academic content area which the student did not achieve a proficient score; or
- d. Successfully completes a concurrent enrollment course in the academic content area with each Keystone Exam in which the student did not achieve at least a proficient score; or
- e. Successfully completes a pre-apprenticeship program; *or*
- f. Acquires acceptance to an accredited four-year nonprofit institute of higher education with evidence of the ability to enroll.

**Evidence Based Pathway:** Student successfully completes grade-based requirements for each of the Keystone content areas and provides three pieces of evidence consistent with the student’s goals and career plans that include:

- A One of the following:
  - a. Attains an established score on the ACT WorkKeys assessment, a SAT subject test, an Advanced Placement Program Exam, or an International Baccalaureate Diploma Program Exam; or
  - b. Acquires acceptance to an accredited non profit institution of higher education other than a four-year institution with evidence of the ability to enroll; or
  - c. Attains an industry-recognized credential; or
  - d. Successfully completes a concurrent enrollment course or postsecondary course; *and*
- B. Two additional pieces of evidence, including more or more of the options listed above, or;
  - a. Satisfactory completion of a service learning project
  - b. A proficient or advanced score on a Keystone Exam
  - c. A letter guaranteeing full-time employment
  - d. A certificate of successful completion of an internship, externship, or cooperative education program
  - e. Satisfactory compliance with the NCAA’s core courses for college-bound student athletes with a minimum GPA of 2.0 or the equivalent.

**CTE Pathway:** Student completes grade-based requirements for academic content areas associated with each Keystone Exam; and

- a. Attains an industry-based competency certification related to their program of study (NIMS, NOCTI); or
- b. Demonstrates a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator’s program of study.

**Parental opt-out –** The regulation gives parents/guardians the right to review any state assessment to determine whether the assessment conflicts with their religious beliefs. In asserting a religious objection to the assessment, a parent/guardian must explain the objection in their written request for excusal.



## **HALL PASSES**

Permission to leave the classroom may be granted by the teacher at his or her discretion. Each teacher has a room pass as well as a pad of excuses for this reason.

## **HEALTH SERVICES**

If a student becomes ill in school, he/she should report to the nurse who will decide what should be done. Students who are ill must not leave the building without authorization from the nurse. The nurse's office is not to be used as an excuse for being late to class or being absent. The nurse does not dispense medication. Students who are taking prescribed medications must register the drug with the nurse. (See Appendix L, M, N, O)

## **HOMEBOUND INSTRUCTION**

The Board shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months. (See Appendix H)

## **HOMEWORK**

Assigning homework is an acceptable practice. It becomes an essential part of the total education of the student when it provides the opportunity for the student to practice, apply, integrate, or extend school learning. (See Appendix G)

## **HONOR ROLL**

1. The Honor Roll System will be based on the following unweighted point system:
  - a. Highest Honors 3.8
  - b. High Honors 3.5
  - c. Honors 3.0
2. A student with an incomplete will not be eligible for the honor roll. The principal's office will not release the honor roll until after the 10 day make-up period has expired.
3. All senior high school students will be included in honor roll computations.

## **INSUBORDINATION**

Any student who refuses to follow the instructions of any person in a position of authority will be subject to disciplinary action.

## **KEEPING YOUR SCHOOL CLEAN**

We make every effort to keep the school neat and clean. Our students have pride in their school and want pleasant surroundings. Please cooperate by placing debris in the proper containers.

## **LOCKERS**

The school is not responsible for any loss incurred by students. However, all losses should be reported to the office and every effort will be made to find the article(s). At the end of the school year, articles not claimed are discarded. To reduce the number of losses, students should keep lockers locked and should not leave money and jewelry in open lockers.

## **NHS MEMBERSHIP CRITERIA**

National Honor Society membership is a teacher selected honor. Students who are academically eligible (minimum 90% non-weighted average) will be given an application to pursue the induction process. Applications must be turned in by the due date. Applicants must meet attendance and recommendation requirements. These include: a minimum of 8 "yes" votes in order to qualify for membership. A "no" vote will be subtracted from the total. Excessive tardies to school, specifically 6 or

more, excluding medical excuses will disqualify the candidate. Disciplinary infractions can result in denial of membership. Suspensions, including PSR, will automatically make a candidate ineligible.

### **NON-DISCRIMINATION (TITLE IX)**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

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

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. (See Appendix D and K)

### **PHOTOGRAPHS AND VIDEOTAPES**

The instructional staff and TV production students photograph and videotape numerous school activities throughout the school year. Parents who do not wish to have their child photographed or videotaped should notify the principal, in writing, of this request at the beginning of each school year. No other videotaping is permitted, including with the use of cell phone, unless prior permission is given to the student by a teacher or administrator.

### **PRIVATE STUDY ROOM (PSR)**

Private Study Room will be used as a disciplinary resource throughout the school year. Students will be informed of a PSR assignment at least one day in advance so that they know to report and may come to the assigned room adequately prepared to do meaningful work throughout the day. Only administrators may assign PSR. Students who refuse PSR or are uncooperative in PSR will face further disciplinary actions.

### **PROMOTION AND RETENTION**

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge. (See Appendix I)

### **PUBLIC SHOW OF AFFECTION**

Good taste and common sense requires that you keep any show of affection private. Most people find it very embarrassing to be subjected to the public demonstration of others. Parents will be notified and students will be subject to disciplinary action if this guideline is violated.

### **REPORT CARDS**

Report cards are issued at the end of each nine week grading period. Both percentage and letter grades are used to designate a pupil's progress. Parents and students should make use of the parent web portal to track student progress. Final report cards will either be mailed or distributed in school during the last week of school.

## **RESTROOMS**

You may use the restrooms before and after school, between class periods, during your lunch period (cafeteria lobby restrooms only), and during class periods or study halls with teacher permission. You are expected to keep the restrooms clean. Do not loiter, smoke, write on the walls or damage the facilities in any way. If you are feeling ill, report to the nurse's office. Do not remain in the restroom!

## **STUDENT ASSISTANCE PROGRAM**

SAP is a state mandated program set up for students who are experiencing difficulties. These difficulties can range from a personal problem, truancy issues, or a drop in grades, to drug/alcohol involvement or depression. The purpose of the program is to refer students to sources of help, to move the problem from the school environment, to allow the student to better concentrate on educational issues, and, in some instances, to reduce the disruption of the educational process for other students. Students may be referred by self, other students, parents, or staff. Additional information can be obtained by calling 724-628-1350.

## **STUDENT COUNCIL**

The purpose of Student Council is to develop student activities and self government and to promote the general and individual welfare of the student body of the school. The membership is composed of one representative from each homeroom and enough additional members from the twelfth grade so that they shall have as many representatives as the largest class.

## **STUDENT RECORDS**

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records. (See Appendix J)

## **SUMMER SCHOOL FOR CREDIT AND/OR RECOVERY**

Students may utilize Summer School as an opportunity to take additional courses and earn credit through correspondence, on-line services, community colleges, or courses that are offered at other high schools. These courses must be pre-approved by the Principal. Students who have failed courses and need to make up courses may also take advantage of the opportunity to complete Summer School studies.

## **TARDINESS TO CLASS**

Being habitually late to class (not referring to arrival at school) is irresponsible and unacceptable.

Penalties for tardiness to class:

- Four (4) unexcused tardies - one detention (assigned by the teacher/administrator)
- Six (6) unexcused tardies - one day of PSR (assigned by the administrator)
- Eight (8) unexcused tardies - parent conference and one (1) day out of school suspension.
- Ten (10) unexcused tardies - will result in a parent conference and three (3) days of out-of-school suspension.

## **TELEPHONES**

Only emergency messages from the parent/guardian will be taken in the office and conveyed to the student as soon as possible. Students will be allowed to use the office phone to return emergency phone calls.

## **TITLE I**

Title I programs are supplemental instructional services, in the areas of reading and mathematics, which are funded by the Federal Government. Connellsville Area School District is able to provide these programs based on the poverty rate, and the number of students in our district who receive a Free or Reduced Lunch. The purpose of Title I is to improve the academic achievement of the disadvantaged. (See Appendix P and Q)

## **TRANSPORTATION VIDEOTAPING**

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes. The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose. (See Appendix R)

## **TRANSCRIPTS**

A transcript includes a record of classes and final grades for grades 9-12. Students may request a transcript by contacting the guidance secretary and providing the information on where the transcript needs to be sent. Colleges and post secondary programs require an official transcript from the high school. This transcript will be prepared and mailed from the high school. The Connellsville Area School Board adopted a policy on December 5, 1990, to provide each student and former student with three (3) official transcripts for college, other post-secondary institutions and prospective employers at no charge. Additional transcripts will cost \$3.00. Checks should be made payable to the Connellsville Area School District. Transcripts will not be released or mailed until the fee is paid. A five day notice to meet transcript deadlines is requested.

## **VISITORS**

Students are not permitted to bring visitors during the school day. Parents are always welcome, but should make an appointment to conference with teachers and/or guidance counselor.

All visitors must park in the designated area in front of the building and report to the visitor's office.

## **WEATHER EMERGENCY DRILL**

Each year, every building in the District will take part in a weather emergency drill that is run in conjunction with PA Emergency Management Services. During this drill, students will be instructed on where they should go and what they should do in the event of a weather related emergency. The emphasis of this drill is to relocate students to areas in the building that are in the closest proximity to their current class that removes them from dangerous areas such as windows, doors, etc.

## **WORK PERMITS**

Students who are under 18 years of age are required by law to have a work permit in order to be employed either part or full time. Applications must be completed by the employer, parent, guardian, and physician and returned to the office. A work permit will then be issued to take to the employer.

## **SPECIAL EDUCATION SERVICES**

**Connellsville Area School District**

**732 Rockridge Rd.**

**Connellsville, PA 15425-0861**

Contact your building principal or the special education supervisor at the district office. Phone: 724-628-3300 Email: cmichael@casdfalcons.org Mr. Charles Michael

### **How to Access Special Education Services**

Parents, guardians, teachers and counselors may refer students experiencing difficulties to the principal at the elementary level or to the Student Assistance Program (SAP) at the secondary level for instructional support team assistance.

Classroom interventions will be initiated.

Assessment data will be collected and reviewed with the parent and building level team.

A multidisciplinary team (MDT), which includes the parent, will collect information about the student, write an evaluative report (ER) and determine if the child has a disability and is in need of special education.

An Individualized Education Program (IEP) team develops an educational plan and determines the services needed to address the student's needs.

### **Special Education and Your Rights**

Under Pennsylvania and federal law, a child with a disability has a right to special education and related services that are provided:

- At public expense
- Under public supervision
- Without charge
- To conform to the Individual Education Program (IEP)
- And must receive a free and appropriate public education and related services.

Recommendations will be made for additional classroom interventions or referral for a formal evaluation.

Written parental permission is required for a formal evaluation.

A Notice of Recommended Educational Placement (NOREP) is signed by the parent to grant permission to implement the IEP.

### **Special Education Services**

The Connellsville Area School District will provide or access a complete continuum of services for all children with disabilities. A child with a disability is evaluated and identified according to Federal and State Regulations as found in IDEA '2004 and Chapter 14:

Autism means a developmental disability affecting communication and social interaction.

Deaf-blindness means a hearing and visual impairment.

Deafness means a hearing impairment.

Emotional Disturbance means having emotional concerns (depression, unnatural fears, acting out) displayed over a long period of time.

Hearing Impairment means permanent or fluctuating hearing difficulties.

Intellectual Disabilities means sub-average intellectual functioning.

Multiple Disabilities means two or more impairments found in this list.

Orthopedic Impairment means a physical condition that affects a child's educational progress.

Specific Learning Disability means one or more of the basic psychological processes involved in understanding are impaired.

Other Health Impairments include limited strength, vitality or alertness (or heightened alertness) that affects a child's performance.

Speech or Language Impairment means a communication disorder and/or voice impairment.

Traumatic Brain Injury is an acquired injury to the brain caused by an external physical force.

Visual Impairment including Blindness means an impairment in vision (even with correction) that adversely affects a child's educational performance.

### **Due Process And Parental Rights**

If you do not believe that your child's education program is working, you can request an IEP meeting to discuss changing your child's services. Whenever a change in your child's program is proposed, you will be notified and informed of your rights in writing and you will be given the opportunity to agree or disagree with the proposed placement.

You will receive a Notice of Recommended Educational Placement (NOREP) from the school district and you may approve or disapprove of the proposed placement. There are procedures to follow to insure that your rights are protected. There is a process in place to help resolve differences of opinion concerning program or placement and related services.

## **SENIOR HIGH SCHOOL SPECIFIC INFORMATION**

### **ACADEMIC EXCELLENCE**

At commencement, seniors attaining a 93% or better unweighted average in combination with a number of weighted courses in grades 10, 11, and 12 will receive a gold, silver or bronze pin. The bronze pin signifies both semesters of one (1) school year. The silver pin signifies both semesters of two (2) school years. The gold pin signifies three (3) school years. A student's schedule must include CP English or AP English in addition to two weighted classes in 10th, and three (3) weighted classes in 11th and 12th grade.

### **ARRIVAL/DISMISSAL POLICY**

If students arrive at the high school before 7:05, they must report to the cafeteria where they will be supervised and have the opportunity to eat breakfast. Students riding a bus will be dropped off by the cafeteria. Drivers must enter the school from the front and go in the direction of the auxiliary gym circling the building to the student parking lot. Parent drop off is in front of

the school. Van drop off is at the auxiliary gym entrance. At 7:05, students are dismissed to homeroom and the CACTC. Students need to be in homeroom by 7:13.

Students are dismissed at 2:17. They will go to their busses for dismissal and the busses will depart at 2:22 for the middle school. Any student driving may go to his/her car but may not leave until the busses have left school grounds. Students riding with their parents will be picked up in the front of the building.

## CLASS RANK

Class rank is based on students' cumulative quality point averages (QPA). Weighted courses will be factored into rank as follows: Advanced courses will be weighted with a 1.1 factor; Honors courses will be weighted with a 1.2 factor; Advanced Placement courses will be weighted with a 1.3 factor.

### Advanced Courses:

English 9 CP	German 3
English 11 CP	Spanish 3, 4, 5
English 12 CP	Physics
Honors Art 2	CP History- Modern Times
Pre AP Physics	CP U.S. History 2
Chemistry 1	Sociology
Chemistry 2	Advanced Biology
Trig/PreCalculus	Adv. Swim/Gym
Calculus	Visual Basic
Sr. Chamber Ensemble	Adv. Networking Concepts
Sr. Symphonic Band	

### Honors Courses:

Honors Algebra 1	Honors English 9
Honors Algebra 2	Honors English 10
Honors Geometry	Honors English 11
Honors Biology	Honors English 12
Honors Trig/PreCalculus	

### Advanced Placement Courses:

AP English 12	AP Government	AP Computer Science
AP Calculus	AP Physics	
AP Biology	AP Spanish	
AP French	AP US History	
AP Chemistry	AP Statistics	
AP Language	AP Environmental Science	

## COLLEGE VISITS

Since our purpose is to prepare students for life after high school, we encourage students to gain exposure to program offerings in postsecondary institutions. These are the procedures concerning college visits:

- Junior and senior students are permitted a maximum of three (3) college visits per school year.
- ***Students must obtain and complete the appropriate form from the guidance counselor at least one day prior to the college visit.*** The form must be signed by the guidance counselor or a principal.
- It is the responsibility of the student to obtain a signature from the college or university representative with whom they met on the institution's official letterhead, to provide proof of the student's attendance at the college visit.
- Any college visit which will extend beyond one school day must have prior administrative approval.

During the school year, senior students are permitted to attend a maximum of three (3) class period meetings with representatives from postsecondary institutions. Senior students who wish to attend a meeting during the school day should gain written permission (in the form of a yellow hall pass) from the assigned classroom teacher one day prior to the meeting. The pass needs to then be given to Ms. Scheller in the Guidance Office.

## **DANCES**

School sponsored dances will be held throughout the school year. The following information is in effect for all Connellsville Area Senior High School dances:

1. Only those students for whom the dance is intended may attend. Students in grades 8 or lower are not permitted to attend a high school dance. All students and their belongings are subject to be searched upon entering the event.
2. All school rules, responsibilities, and disciplinary actions will apply to students of CAHS.
3. Once a dance has started, no students may leave the dance early unless a parent/guardian. discusses the circumstances in person with the principal or sponsor of the dance.
4. No students will be permitted to re-enter the dance after leaving.
5. Students suspected to be under the influence of drugs or alcohol will be handled according to the district drug and alcohol policy.
6. Possession or use of tobacco products is prohibited.
7. Students must be in attendance at school on the day of the event in order to attend.
8. Any inappropriate behavior by students during the dance may result in their immediate removal from the event without prior notice and without a refund of their ticket price.

## **DRIVING POLICIES**

Driving to school is a privilege, not a guaranteed student right!

1. Sophomores are not permitted to drive.
2. In order to drive to school and park in the school parking lot, a student must submit a Driving Permit Form and agree to follow all of the rules and regulations. Failure to do so will result in the suspension of driving privileges.
3. Students who pay for parking privileges will be assigned an individual parking slot to use on a regular basis.
4. SAFETY IS OUR HIGHEST PRIORITY WITH RESPECT TO STUDENT DRIVING. Students who drive in a manner that jeopardizes the safety of themselves or others will lose their driving privileges.
5. Students who arrive late to school must report to the Visitor's Entrance of the building, park and then enter via the cafeteria entrance.
6. Any student driver who drives off of school grounds without permission will lose his/her driving privileges for the remainder of the school year.
7. If proper dismissal procedures are not followed, the student driver's privileges will be revoked.
8. Any accumulation of 3 days out of school suspension or 3 days of PSR will result in the student's loss of driving privileges.
9. Disciplinary action for attendance infractions apply to student drivers as well.

## **MEDIA CENTER**

The Connellsville Area Senior High Media Center provides books, periodicals and online access to the latest information. Books may be checked out for two weeks; magazines are for library use only. Students can also borrow books from other libraries in Pennsylvania through the inter-library loan system, Access PA.

Our media center has computers available to students for research purposes. Each computer has Internet access as well as access to many subscription databases. Because we participate in the Access PA program, we have access to the many POWER Library databases. Included in POWER Library are several periodicals indexes; e-books; literature databases; and art, music and automotive guides. We also subscribe to Grolier Online, which is an online encyclopedia database. Remote access is available for all subscription databases.

### **Procedures for Reporting to the Media Center**

Students who wish to come to the media center instead of going to study hall should report directly to the study hall. Students should sign up with the study hall/classroom teacher who will provide the pass to the media center. Students will not be admitted without a pass from the sending teacher. Students will be required to sign in and the sending teacher will be notified. Seating is limited, so students should report promptly. Students are expected to remain in the media center the entire period.



The Media Center is a center for reading, research and study. Any behavior that does not support these purposes will not be tolerated.

## **STUDENT SCHEDULES**

**Schedule Requirements:** Students must schedule eight (8) class periods per day based on an 9-period day, with no more than six (6) study halls per week. Therefore, schedules will be adjusted as necessary to maintain this minimum standard.

**Schedule Changes:** Changes in students' schedules MAY BE CONSIDERED for the following reasons:

- a. A subject has been failed or not completed since scheduling took place and the course must be repeated.
- b. A student has attended an accredited summer school and successfully passed courses that require a change.
- c. A senior is scheduling cooperative work study (Vocational Tech) necessitating schedule change due to working requirements.
- d. Scheduling conflicts or errors were made by the school or data center during the scheduling process.
- e. A student is assigned to a teacher he/she had previously failed.

**Addition of a course:** New or additional courses will only be scheduled by the end of the second week for the first grading period. A second semester course may be added by the end of the second week of the third grading period.

**Withdrawal from a course:** Students may only drop a course by the end of the fourth week of the first grading period. A second semester course may be dropped by the end of the fourth week of the third grading period.

A student, who believes he/she has a legitimate reason to drop a course, must obtain a form from his/her guidance counselor, which will be reviewed after student, teacher, parent input, and signatures are obtained. Upon completion and return of the form to the guidance counselor, a parent conference will be scheduled. Completing the forms does not mean the class will necessarily be dropped. If a withdrawal is granted, a "W" (Withdrawal) will be issued on the student's transcript for the dropped course.

If the schedule change occurs as a result of a program level change (i.e. changing from a college preparatory English course to a general English course), the student's grade at the time of the schedule change will be transferred. However, if a student wishes to withdraw from a course and the withdrawal is not considered to be a program level change, the student will receive a "W" for the dropped course and an additional course will not be scheduled.

Therefore, it is extremely important that the student and parent understand that a withdrawal from a course could result in the student not being able to earn the 24.5 credits which are necessary for graduation.

NO schedules will be changed to request a different teacher. Students and parents should be aware that changing schedules is seldom a positive experience for anyone involved. Every effort should be made to work out difficulties before considering a schedule change.

## **CONNELLSVILLE AREA CAREER AND TECHNICAL CENTER SPECIFIC INFORMATION**

### **Guidance**

Guidance services are available to every student in the school. Unless it is an emergency, students are required to schedule appointments with the counselor. If an emergency arises and the student needs to visit the counselor during class, a student must have a pass from that classroom teacher.

### **National Technical Honor Society**

- Recognize and honor excellence in career and technical education

- Encourage students to reach for higher levels of achievement, develop self-esteem and pride
- Champion a stronger, more positive image for Career Technical Education in America
- Promote critical workplace values—including skill development, honesty, responsibility, service, citizenship, and leadership.
- Help member schools and colleges build and maintain effective partnerships with local business and industry.
- Provide greater career opportunities for members
- Promote educational excellence in America

### **NOCTI State Skills Assessment**

All CACTC senior students considered eligible to be a program “completer” must take the National Occupational Competency Testing Institute (NOCTI) exam related to their program of study. NOCTI provides occupational competency assessments required by the PA Department of Education (PDE) to measure and evaluate a student’s competence in their technical program. Students must take both the written and performance sections. Having a NOCTI Skills Certificate can be listed in your resume, portfolio, and displayed at a job interview.

### **Permission for Student Recognition**

Permission of exemplary work such as Honor Roll, PA Skills Certificate, competition winners, and job shadowing may be identified throughout the school year in the newspaper and other media. Photographs, videos, and other media involving student photos, names, etc. may also be used for promotional activities such as newspaper articles, brochures, slide shows, posters, billboards, videos, displays, school website, etc.

**Parents/Guardians who oppose this recognition must sign and submit the Audio/Video/Photo Opt-out Form to the office.**

### **Personal Belongings**

Uniforms, personal equipment, and supplies used for personal projects are the financial responsibility of the student. Any of these items that are lost, stolen, or damaged must be replaced by the student. CACTC will not be responsible for any damage or loss. Personal belongings will not be stored in the school over the summer.

## **CONNELLSVILLE AREA MIDDLE SCHOOL SPECIFIC INFORMATION**

### **Arrival to School**

Students enter the building directly from the buses or car drop off through the gymnasium lobby doors and go to breakfast or remain in the designated areas until 7:15 AM. The school day is from 7:22 AM to 2:30 PM.

### **Dances**

School sponsored dances will be held throughout the school year. The following information is in effect for all Connellsville Area Middle School dances:

#### **DANCE RULES:**

- Dances are for Connellsville Area Middle School students only. No outsiders are permitted to attend. All students and their belongings are subject to be searched upon entering the event.
- During the week of the dance tickets are sold on Tuesday, Wednesday, and Thursday, in the AM during student arrival in the gymnasium. Students will purchase a numbered ticket.
- No tickets are sold after Thursday and no tickets will be sold at the door. All students must have their ticket with them when they come to the dance.
- Students are not permitted to switch, sell, or give away dance tickets to another student.

- Only 500 tickets will be sold.
- Dances are from 7:00PM-9:00PM. Doors will be opened from 6:55-7:30PM for admittance. You will not be admitted after 7:30PM. A student may be dismissed early from a dance with a parent only. Parent must provide identification.
- Refreshments will be sold and eaten in the cafeteria only. No food or drink is permitted in the hallway or gym. Dispose of garbage properly.
- Any evidence of smoking, drinking, or drugs will result in parents and/or police being contacted immediately. Further action will include suspension from school and a citation filed at the magistrate level.
- Police and chaperones are present for your protection and must be shown respect or appropriate action will be taken.
- Inappropriate public display of affection will not be tolerated. Students may be asked to leave the dance and parents notified.
- School dances are **NOT FORMAL**.
- Dress Code – The dress code is the same as the school dress code described in the Attendance and Discipline Policies Handbook.

### **INELIGIBILITY FOR A DANCE**

- Any student who commits a total of three (3) or more Level III and/or Level IV violations will be denied the privilege of participating in any extracurricular activity, interscholastic or school sponsored events. This penalty applies to school trips and grade level activities, including dances and class celebrations.
- Students cannot be absent the day of the dance.

### **Grading**

Retention and Failing: Students who fail 2 or more core classes (English Language Arts, Math, Science, or Social Studies) will be retained in their current grade. Students may have an opportunity to complete remediation in the summer. If students fail all four core courses, they will automatically be retained in their current grade.

### **Guidance**

The mission of the Connellsville Area School District's School Counseling Program is to provide a comprehensive, preventive and developmental program addressing academic, career and personal/social goals of each of our students. The Middle School Counselors, Mrs. Jamie Bielecki-Quinn and Mr. Dave Tangretti provide classroom programs focusing on academic success and career exploration. The counselors also provide individual counseling for students on various academic and social concerns.

### **Students who want to see a counselor are to check in with their teacher before reporting to the counseling office.**

Parents are encouraged to call the school and make an appointment with the counselor before coming to the school (to ensure they are available).

### **Medicines and Drugs**

Any student required to take a medication or drug of any type during school hours or while on school premises must report that fact to the nurse. Parents should deliver the prescription that is to be dispensed during school hours to the nurse. Medication shall include all medications prescribed by a physician and over-the-counter medicines. A complete check may be made to determine whether it is necessary for the medication to be taken during school hours. Any student required to take medication during school hours, please see the nurse for a Medication Authorization Form.

### **National Junior Honor Society (NJHS)**

The National Junior Honor Society (NJHS) is an organization established to recognize outstanding Junior High students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Students who are academically eligible (minimum 90% non-weighted average) will be given an application to pursue the induction process. Applications must be turned in by the due date. Applicants must meet attendance and recommendation requirements. More than ten (10) absences (either legal or illegal) excluding medical excuses will automatically disqualify the candidate. Excessive tardies to

school, specifically 6 or more, excluding medical excuses will disqualify the candidate. Disciplinary infractions can result in denial of membership. Suspensions, including PSR, will automatically make a candidate ineligible.

### **Student Council**

The purpose of Student Council is to develop student activities and self-government and to promote the general and individual welfare of the student body of CAMS. The membership is composed of one representative from each homeroom and one alternate representative. Students can also petition to join Student Council if they are not elected in their homeroom.

### **Tardy to Class**

Being habitually late to class is irresponsible and unacceptable. Penalties for tardiness to class:

Tardies to Class:

3 Lates - One (1) detention issued by teacher

4 Lates - Parent contact by teacher - Two (2) detentions issued by teacher

5 Lates - Teacher referral to office/1day PSR/Parent contact

6 Lates - Teacher referral to office/1 day OSS/Parent conference

7 Lates - Teacher referral to office/3 day OSS

## **APPENDICES - School Board Policies**

### **APPENDIX A – Athletic Eligibility (Policy 123)**

#### **Purpose**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

#### **Definition**

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

#### **Authority**

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be in good physical condition; and be free of injury, as determined by the district physician.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Attended school regularly.
3. Been in attendance on the day of the athletic event or practice.
4. Returned all school athletic equipment previously used.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.

### Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

S/He shall inform the Board of changes in that schedule as they occur.

The Superintendent or designee shall prepare rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

All coaches shall comply with the rules and regulations of the school district Coaching Manual.

#### Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.

## **APPENDIX B – Acceptable Use of Electronics Communication Networks and Systems (Policy 815)**

### Purpose

Connellsville Area School District provides employees and students with access to the district's electronic communications systems and network, which includes Internet access, whether wired or wireless, or by any other means.

The electronic communications systems and network provide vast, diverse and unique resources. The Board will provide access to the district's network and systems and to the Internet for staff members and for students, in order to access information, for research, and for collaboration to facilitate learning and teaching.

For users, the district's network and electronic communications systems are to be used primarily for education-related purposes and performance of job duties. Incidental personal use of school computers shall be permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. Personal use must comply with this policy and all other applicable policies, procedures and rules, and must not damage the school's hardware, software, computer or electronic communications systems. Students may only use the network and electronic communications systems for educational purposes.

### Definitions

**Access to the Internet** – a computer shall be considered to have access to the Internet if the computer is equipped with a modem or is connected to a computer network that has access to the Internet.

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

**Computer** – Includes any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer. **Computer** includes, but is not limited to: desktop, notebook, powerbook, tablet PC or laptop computers; specialized electronic equipment used for students’ special educational purposes; global position system (GPS) equipment; personal digital assistants (PDAs); cell phones with or without Internet access and/or recording and/or camera and other capabilities, mobile phones, or wireless devices; beepers; and any other such technology developed.

**Electronic Communications Systems** – Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, **an electronic communications system** means any wire, radio, electromagnetic, photo optical or photo electronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to: the Internet, intranet; electronic mail services; GPS systems; cell phones with or without Internet access and/or recording, camera, and other capabilities; and PDAs.

**Educational Purpose** – Includes use of network and electronic communications systems for classroom activities, professional or career development, and to support the district’s curriculum, policy and mission statement.

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Incidental Personal Use** – Use by an individual employee for occasional, personal communications. Personal use must comply with this policy and all other applicable policies, procedures and rules, and may not interfere with the employee’s job duties and performance, with the system operations, or with other system users. Under no circumstances should the employee believe his/her use is private. The district reserves the right to monitor access and use of its network and electronic communications systems.

**The School District Network** - All components necessary to effect its operation, including, but not limited to: computers; copper and fiber cabling; wireless communications and links; equipment closets and enclosures; network electronics; telephone lines; printers and other peripherals; storage media; software; and other computers and/or networks to which the school district network may be connected, such as the Internet or those of other institutions.

**Minor** – For purposes of compliance with the Children’s Internet Protection Act (CIPA), an individual who has not yet attained the age of seventeen (17). For other purposes, minor shall mean the age of minority as defined in the relevant law.

**Obscene** – Analysis of the material meets the following elements:

1. The average person applying contemporary community standards would find that the material taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct specifically described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Sexual Act and Sexual Contact** – As defined at 18 U.S.C. 2246(2) and at 18 U.S.C. 2246 (3) and 18 Pa. C.S.A. 5903

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

**Visual Depictions** - undeveloped film and videotape and data stored on computer disk or by electronic means which is capable of conversion into a visual image but does not include mere words.

### **Authority**

Access to the district’s electronic communications systems and networks through school resources is a privilege, not a right. Inappropriate, unauthorized, and illegal use may result in the revocation of those privileges and/or appropriate disciplinary action.

The electronic communications systems, networks, and user accounts are the property of the district, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity. The



district will cooperate fully with Internet Service Providers, local, state and federal officials in any investigation concerning or related to the misuse of the network and electronic communications systems.

It is often necessary to access user accounts in order to perform routine maintenance and security tasks; system administrators have the right to access, by interception, the stored communication of user accounts for any reason in order to uphold this policy and to maintain the system. Electronic communications systems and network users have only a limited expectation of privacy in the contents of their personal files or any of their use of the district's network or systems. The district reserves the right to track, log and monitor network and system use and to monitor and allocate files server space.

The district reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, the district operates and enforces technology protection measure(s) that monitor and track online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. **Inappropriate matter** includes, but is not limited to, visual, graphic, text and any other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, terroristic and advocates the destruction of property. Measures designed to restrict adults' and minors' access to material harmful to minors may be disabled to enable an adult to access bona fide research or for another lawful purpose.

The district reserves the right to restrict or limit usage of lower priority network, electronic communications systems and computer uses when network and computing requirements exceed available capacity according to the following priorities:

1. Highest - uses that directly support the education of the students.
2. Medium - uses that indirectly benefit the education of the students.
3. Lowest - uses that include reasonable and limited educationally-related interpersonal communications and incidental personnel communications.
4. Forbidden - all activities in violation of this policy.

The district additionally reserves the right to:

1. Determine which network and electronic communications systems services will be provided through district resources.
2. View and monitor network traffic, files server space, processor, and system utilization, and all applications provided through the network and communications systems, including e-mail.
3. Remove excess e-mail or files taking up an inordinate amount of files server disk space after a reasonable time.
4. Log Internet, network, and electronic communications systems use by students and staff.
5. Revoke user privileges, remove user accounts, or refer to legal authorities when violation of this and any other applicable policies occurs or state or federal law is violated, including but not limited to those governing network use, copyright, security, discipline and vandalism of district resources and equipment.

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, inaccurate, obscene, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, and illegal, can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the district cannot completely block access to these resources.

Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in suspension of network and electronic communications systems privileges and disciplinary action as outlined in appropriate Board policies.

The Board may establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.

### **Delegation of Responsibility**

The Superintendent and/or designee will serve as the coordinator to oversee the district's network and electronic communications systems and will work with other regional or state organizations as necessary.

The Superintendent and/or designee will approve activities, provide leadership for proper training in the use of the network and electronic communications systems and the requirements of this policy, establish a system to ensure adequate supervision of the network and electronic communications systems, maintain executed user agreements, and be responsible for interpreting the district's Acceptable Use of the Electronic Communications Systems and Network Policy.

The Superintendent and/or designee will establish a process for setting up individual accounts, set quotas for disk usage on the system, establish a retention schedule, and establish the district's virus protection process.

Unless otherwise denied for cause, student access to the Internet, e-mail, or other network and electronic communications systems resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of these resources. All users have the responsibility to respect the rights of all other users within the district and district networks, electronic communications systems, and throughout the Internet, and to abide by the rules established by the district and its Internet Service Provider.

### **Guidelines**

#### **Limitation of Liability**

The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of information received via the Internet. The district shall not be responsible for any information that may be lost, damaged, delayed, misdelivered, or unavailable when using the network and electronic communications systems.

Neither shall the district be responsible for material that is retrieved by the Internet, or the consequences that may result from them. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet, network, and electronic communications systems. In no event shall the district be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the Internet, network and electronic communications systems.

## Access to the Network and Electronic Communications Systems

Network and electronic communications systems user accounts will be used only by authorized owners of the accounts for authorized purposes. An account will be made available according to a procedure developed by appropriate district authorities.

The district's Acceptable Use of the Electronic Communications Systems and Network Policy will govern all use of the district's network and electronic communications systems. Student and staff use of the network and electronic communications systems will also be governed by the other relevant policies.

Types of services include, but are not limited to:

1. **World Wide Web** - District employees and students will have access to the web through the district's networked computers and electronic communications systems as needed.
2. **E-Mail** - District employees will be provided with an individual account as needed.
3. **Guest Accounts** - Guests may receive an individual account with the approval of the Superintendent and/or designee if there is a specific, district-related purpose requiring such access. Use of the electronic communications system by a guest must be specifically limited to the district-related purpose.

## Parental Notification and Responsibility

The district will notify the parents/guardians about the district's network and electronic communications systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children.

The district will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district's system. Parents/Guardians are responsible for monitoring their children's use of the district's networks when they are accessing the system.

## Prohibitions

The use of the Internet computer network and electronic communications systems for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. Such activities engaged in by all users are strictly prohibited and illustrated in this policy. The district reserves the right to determine if any activity not stated in this policy constitutes an acceptable or unacceptable use of the network and electronic communications systems.

These prohibitions are in effect any time district resources are accessed whether in school, directly from home, or indirectly through another Internet Service Provider.

### *General Prohibitions –*

It is prohibited to use the network and electronic communications systems to/for:

1. Nonwork or nonschool related communications, except for employee use when in compliance with this policy's definition of incidental personal use.

2. Access material that is harmful to minors, indecent, obscene, pornographic, child pornographic or terroristic.
3. Transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, lewd, hateful, harassing, violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.
4. Cyberbullying another individual.
5. Access or transmit gambling or pools for money, including but not limited to basketball and football, or any other betting or games of chance.
6. Participate in discussion or news groups which cover inappropriate and/or objectionable topics or materials, including those which conform to the definition of inappropriate matter in this policy.
7. Send terroristic threats, hate mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.
8. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (online, real-time conversations) that are not for school-related purposes or required for staff members to perform their job duties.
9. Facilitate any illegal activity.
10. Communicate through e-mail for noneducational purposes or activities, unless it is for an incidental personal use as defined in this policy. The use of e-mail to mass mail noneducational or nonwork related information is expressly prohibited (for example, the use of the "everyone" distribution list, building level distribution lists, or other e-mail distribution lists to offer personal items for sale is prohibited).
11. Commercial, for-profit, or business purposes (except where such activities are otherwise permitted or authorized under applicable Board policies), unauthorized fundraising or advertising on behalf of the district and non-school district organizations, reselling of district computer resources to non-school district individuals or organizations, or unauthorized use of the district's name. **Commercial purposes** is defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for the district's purchase of goods or supplies through the district's system.
12. Political lobbying.
13. Advertising of any kind, unauthorized fundraising or unauthorized use of the district's name will not be permitted on the Internet or e-mail, or any other online service.
14. Anything that results in a copyright violation.
15. Install, distribute, reproduce or use copyrighted software on district computers, or the copying of school district software to unauthorized computer systems.[10]
16. Install computer hardware, peripheral devices, network hardware or system hardware.
17. Intentionally infringing upon the intellectual property rights of others.
18. Use of the network and electronic communications systems to commit plagiarism.

19. Making available material or information the possession or distribution of which is illegal.
20. Unauthorized access, interference, possession, or distribution of confidential or private information including messages sent to them privately without permission of the person who sent the message.
21. Intentionally compromising the privacy or security of electronic information.
22. Using the systems to send any district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the district's business or educational interest.
23. Sending unsolicited commercial electronic mail messages, also known as spam.
24. Posting professional web pages without administrative approval.
25. Access to materials, images or photographs that are obscene, pornographic, lewd or otherwise illegal.

#### *Access and Security Prohibitions –*

Users must immediately notify the Superintendent and/or designee if they have identified a possible security problem. The following activities related to access to the district's computer network, electronic communications system and the Internet are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of others or giving your password to another.
3. Revealing a password or otherwise permitting the use of others (by intent or negligence) of personal accounts for computer, electronic communications systems, and network access.
4. Using or attempting to use computer accounts of others; these actions are illegal, even if only for the purposes of browsing.
5. Altering a communication originally received from another person or computer with the intent to deceive.
6. Use of district resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or being involved in a terroristic threat against any person or property.
7. Disabling virus protection software or procedures.

#### *Operational Prohibitions –*

The following operational activities and behaviors are prohibited:

1. Interference with or disruption of computer, electronic communications systems, or network accounts, services or equipment of others, including, but not limited to, the propagation of computer worms and viruses, the sending of electronic chain mail, and the inappropriate sending of broadcast messages to large numbers of individuals or hosts. In other words, the user may not hack or crack the network or others' computers, whether by parasiteware or spyware designed to steal information,

or viruses and worms or other hardware or software designed to damage computers, the network, or any component of the network, or strip or harvest information, or completely take over a person's computer, or "looking around."

2. Altering or attempting to alter files, system security software or the systems without authorization.
3. Unauthorized scanning of the electronic communications systems and network for security vulnerabilities.
4. Attempting to alter any district computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or retransmission of any computer, electronic communications systems, or network services, whether wire or wireless.
6. Connecting unauthorized hardware and devices to the electronic communications systems and network.
7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media.
8. Intentionally damaging or destroying the integrity of electronic information.
9. Intentional destruction of the district's computer hardware or software.
10. Intentionally disrupting the use of electronic communications systems, networks or information systems.
11. Negligence leading to damage of the district's electronic information, computing, electronic communications systems, or networking equipment.
12. Failure to comply with requests from appropriate teachers or administrators to discontinue activities that threaten the operation or integrity of computers, systems, or networks.

### Content Guidelines

Information electronically published on the district's electronic communications systems and network, including, but not limited to the school district's World Wide Web pages, shall be subject to the following guidelines:

1. Published documents or videoconferences may not include a child's phone number, street address, or box number, name (other than first name) or the names of other family members.
2. Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parental consent.
3. Documents, web pages, electronic communications, or videoconferences may not contain objectionable material or point directly or indirectly to objectionable materials.
4. Documents, web pages and electronic communications must conform to Board policies and guidelines, including the copyright policy.[10]

5. Documents to be published on the World Wide Web must be edited and approved according to district procedures before publication.

### Due Process

The district will cooperate fully with the district's Internet Service Provider, local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the district's electronic communications systems and network.

The district may terminate the account privileges by providing notice to the user.

### Search and Seizure

User violations of the district's Acceptable Use of the Electronic Communications Systems and Network Policy or the law may be discovered by routine maintenance and monitoring of the district system or by any method stated in this policy, pursuant to any legal means.

The district reserves the right to monitor any electronic communications, including but not limited to Internet access and e-mails. Students and employees should have only a limited expectation of privacy in electronic communications, even when used for personal reasons.

### Copyright Infringement and Plagiarism

Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through district resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Teachers will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements.

Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, deep-linking and framing into the content of others' web sites. Further, the illegal installation of copyrighted software or files for use on the district's computers is expressly prohibited. This includes all forms of licensed software – shrink-wrap, clickwrap, browsewrap, and electronic software downloaded from the Internet.

District guidelines on plagiarism will govern use of material accessed through the district's electronic communications systems and network. Users will not plagiarize works that they find on the Internet. Teachers will instruct students in appropriate research and citation practices.

### Selection of Material

Board policies on the selection of materials will govern use of the Internet.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and web sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the web site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

## School District WebSite

The district will establish and maintain a website and will develop web pages that will present information about the district, under the direction of the Superintendent.

## Safety

To the greatest extent possible, users of the Internet, electronic communications systems, and network will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of the Superintendent and/or designee.

Users will not post personal contact information about themselves or other people; in other words, the user may not steal another's identity in any way, may not use spyware, parasiteware, cookies, or use the network in any way to invade one's privacy. Additionally, the user may not disclose, use or disseminate personal information to other users about students or employees on the network, including chat rooms, e-mail, Internet, etc. (examples include, but are not limited to, student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, and educational records). **Personal contact information** includes address, telephone number, school address, and work address.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

## Internet Safety Education

Provisions shall be maintained through the curriculum department to provide for formal online safety education to all students. Online Safety Education shall be administered in specific curricular areas in all grades K-12 in varying venues to assure that all minors are mandatorily educated. Education shall include (but is not limited to) appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Documentation of the online safety education shall be maintained by methods prescribed by the curriculum department.[9]

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.
6. Student users will agree not to meet with someone they have met online unless they have parental consent.



7. Documents or videotapes may not include information that reveals the physical location of a student at a given time.

### Consequences for Inappropriate Use

Students and employees must be aware that violations of this policy or unlawful use of the computers, Internet or the district's electronic communications systems and networks may result in disciplinary action or loss of privileges.

Loss of Internet, electronic communications systems, and network access could be one of the disciplinary actions; however, this policy incorporates all other relevant Board policies such as, but not limited to, student and employee discipline policies, copyright policy, property policy, curriculum policies, and unlawful harassment policies.

General rules for behavior and communications apply when using the Internet, electronic communications system and network, in addition to the stipulations of this policy. Loss of access and a variety of other disciplinary actions, including but not limited to oral or written reprimands, suspension with or without pay, and dismissal may result from inappropriate use on a case-by-case basis. For example, disciplinary action may be taken for inappropriate language or behavior in using the district's resources.

The network user shall be responsible for damages to network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.

Violations as described in this policy may be reported to the district and appropriate legal authorities, whether the Internet Service Provider, local, state, or federal law enforcement. The district will cooperate to the extent legally required with authorities in all investigations.

Vandalism will result in cancellation of access to the district's Internet, electronic communications systems and network resources and is subject to discipline.

## **APPENDIX C – Bullying (Policy 249)**

### **Purpose**

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

### **Definitions**

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

1. Substantial interfering with a student's education.
2. Creating a threatening environment.

3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

### **Authority**

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

### **Discrimination/Discriminatory Harassment**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

### **Education**

The district shall develop and implement and evaluate bullying prevention and intervention programs and activities. programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.
11. Any other disciplinary action taken by the district.

## **APPENDIX D – Harassment (Policy 103)**

### **Authority**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

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

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

### **Retaliation**

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

### **Definitions**

#### **Discriminatory Harassment**

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for

participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, **harassment** shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or groups race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

### Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school related environment such that it unreasonably interferes with the complainant's access to or participation in school or school related programs

Federal law declares sexual violence a form of sexual harassment. **Sexual violence** means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

### Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Human Resource Generalist as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related matters.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.
2. Inform the student or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Seek to Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians of the complainant that the complainant may be accompanied by a parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination of other students.
4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district's legal obligations to conduct an investigation and address violations of this policy, and any other information appropriate to the specific complaint.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

## **Guidelines**

### **Complaint Procedure – Student/Third Party**

#### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[27]

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor the disfavor the complainant or those accused of a violation of this policy.

#### **Step 2 – Investigation**

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complaint and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries

related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

### **Step 3 – Investigative Report**

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, including the recommended disposition within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

### **Step 4 – District Action**

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The



district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

### Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

## **APPENDIX E – Hazing (Policy 247)**

### Purpose

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

### Definitions

For purposes of this policy. **Hazing** is defined as any action or situation which recklessly or intentionally endangers the mental health, physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission with, or as a condition of continued membership in, any organization. The term shall include, but not limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;

4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, **student activity or organization** is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

**Endanger the physical health** shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

**Endanger the mental health** shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

### **Authority**

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

### **Delegation of Responsibility**

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

In addition to posting this policy on the district's website, the district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of:

1. Distribution of written policy.
2. Publication in handbooks.
3. Verbal instructions by the coach or sponsor at the start of the season or program.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.

### **Guidelines**

#### Complaint Procedure

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

#### Consequences for Violations

If the investigation results in a substantiated finding of hazing, s/he will be disciplined appropriately up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. Discipline could include removal from the activity.

Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Student Conduct. In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine to each student determined to have engaged in hazing in violation of this policy.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine to each student determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations.

Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Any person who causes or participates in hazing may also be subject to criminal prosecution.

## **APPENDIX F - Tobacco (Policy 222)**

### **Purpose**

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

### **Definition**

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar cigarillo, little cigar, pipe; other lighted smoking product; and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.

For purposes of this policy, **nicotine** shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a **nicotine delivery product** shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

### **Authority**

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.

The Superintendent or designee shall develop procedures to implement this policy.

## **Guidelines**

### Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students in violation of this policy by any person on school property shall be reported to the Office for Safe Schools on the required form in accordance with state law and regulation.

### Additional Provisions - Tobacco Only

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

## **APPENDIX G - Homework (Policy 130)**

### Purpose

Homework assignments should complement classroom instruction. Assignments should develop student responsibility, good study habits and organizational skills.

The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the teacher.
2. Broaden areas of interest through enrichment.
3. Provide opportunities for parents/guardians to know what their child is studying.
4. Encourage parent/guardian and child interaction.

### Guidelines

Homework shall be planned and evaluated with respect to its purpose, appropriateness, and completion time. The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school.

Homework should not interfere with the proper development of the student's health, nor should it interfere with the student assuming responsibilities in the home.

## **APPENDIX H - Homebound Instruction (Policy 117)**

### **Authority**

The Board shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months.

### **Delegation of Responsibility**

Application for homebound instruction shall certify the nature of the illness or disability, state the probable duration of the confinement and be recommended by the Superintendent.

The Superintendent may grant recommended requests for homebound instruction and shall report each to the Board at its next regular meeting.

The Superintendent or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be re-evaluated every three (3) months.

### **Parental Responsibilities**

It is the parent's/guardian's responsibility to provide an environment in which the homebound teacher and the student can complete the assignments. The parent/guardian, or another responsible adult, is expected to be at home during the hours of instruction. The weekly time schedule will be arranged according to the student's, the parent's/guardian's, and the homebound teachers' schedules. It is also the parent's/guardian's responsibility to secure the necessary documentation from the student's attending physician by having the district form completed.

### **Student Responsibilities**

It is the student's responsibility to complete all assignments, tests, and exercises as determined by the classroom and the homebound teacher and carried out by the homebound teacher. Failure to do so within the time limits prescribed by the district can result in a failing grade.

### Teacher Responsibilities

It is the homebound teacher's responsibility to contact the parent/guardian and to arrange a weekly time schedule. It is also the responsibility of the homebound teacher to open and maintain a channel of communications with the classroom teacher. This will involve periodic reports of student progress and will ensure that the student is staying on task with his/her studies.

### Grading

The classroom teacher will provide the homebound teacher with all assignments, tests, and exercises as needed. The homebound teacher will provide the classroom teacher with the necessary data to determine the student's grades. The student's grade should be based upon input from both the classroom and the homebound teacher.

### Physician Responsibilities

The physician will provide the necessary documentation to the school district that certifies that the student is unable to attend school and should receive homebound instruction. The physician must state the specific reason why homebound instruction is required and the period of time necessary.

### **Guidelines**

Whenever a student is under confinement for more than two (2) weeks, ten (10) days, the district will provide homebound instruction. Homebound instruction will consist of a maximum of five (5) hours of instructional time per week. This instruction should span the gap left in the student's regular educational program due to the student's infirmity.

Under certain circumstances, homebound instruction in specific curricular areas may not be provided. Should this occur, the student would receive an incomplete grade in the subject until the necessary work can be completed. In some instances, the student may have to repeat the course. It is further understood that it is the student's responsibility to complete all assignments, tests, and exercises as directed by the homebound teacher. Failure to do so can result in a failing grade.

Exceptions may be recommended by the Superintendent.

The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.

The Board reserves the right to withhold homebound instruction when:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health or well-being of the teacher. This may necessitate holding the instruction time in a more suitable location.
2. A parent/guardian or other responsible adult in authority is not present with the student during the hours of instruction.
3. The condition of the student precludes any benefit from such instruction.

#### Alternative to Homebound Instruction (Extended Day Program)

As an alternative to homebound instruction, it may be necessary to provide after-school instruction at a district school building for a student(s). Instruction may be provided individually or for a small group of students offered two (2) hours per day, three (3) days per week. Students participating in this program will receive individual attention and a more traditional classroom atmosphere as well as have greater access to resource materials and facilities provided by the school district.

### **APPENDIX I - Promotion and Retention (Policy 215)**

#### Purpose

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

#### Authority

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

#### Delegation of Responsibility



The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.

The recommendation of the classroom teacher shall be required for promotion or retention of a student.

### Guidelines

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

## **APPENDIX J - Student Records (Policy 216)**

### Authority

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations. Copies of the student records plan shall be submitted to the Department of Education, upon request.

### Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.

Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district.

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.

Personally identifiable information - includes, but is not limited to:

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.

### Delegation of Responsibility

The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for records of regular students and students with disabilities that meets the requirements of all state and federal statutes and regulations and is approved by the Board.

All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations as directed by the Superintendent.

The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.

In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

### Guidelines

The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.
3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.
4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district.
7. Determining the types of personally identifiable information designated as directory information.
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.
9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.
11. Ensuring appropriate review, retention, disposal and protection of student records.
12. Transferring education records and appropriate disciplinary records to other school districts.

### Student Recruitment

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters, colleges and universities, and prospective employers and shall comply with law and Board policy.

### Missing Child Registration

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.

In the event the district receives a request for information from the school records of a missing child, the district shall:

1. Attempt to obtain information on the identity of the requester.
2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

The annual notice of rights shall inform parents/guardians and eligible students of the following:

1. The right to inspect and review the student's education record within forty-five (45) days of the district's receipt of the request for access.
2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the district discloses certain materials without prior consent.
5. The right to refuse to permit the designation of any or all categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

### Transcripts

The district shall provide present and former students a total of three (3) transcripts for colleges, other postsecondary institutions, and prospective employers at no charge. Requests for additional transcripts beyond the three (3) complimentary transcripts will be honored for a fee of \$3.00 per transcript. Payments for transcripts must be made to the district and deposited in the district's general fund.

## **APPENDIX K - Qualified Students With Disabilities (Policy 103.1)**

## **Authority**

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations.

## **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

## **Retaliation**

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

## **Definitions**

**Qualified student with a disability** - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.

**Section 504 Team** - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.

**Section 504 Service Agreement (Service Agreement)** - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.

**Disability harassment** - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Federal Programs as the district's Section 504 Coordinator.

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable laws and regulations, and that the district does not discriminate against qualified individuals with disabilities.

### **Guidelines**

#### **Identification and Evaluation**

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

### Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.

### Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

### Parental Involvement



Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

### Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

### Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

### Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.

## **PROCEDURAL SAFEGUARDS**

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

### **Parental Request for Assistance**

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication

### **Informal Conference**

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.

### **Formal Due Process Hearing**

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.

### **Judicial Appeals**

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.

## **COMPLAINT PROCEDURE**

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.

### Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

### Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries

related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to request for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

### Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

### Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

#### Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action recommended in the investigative report, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

## **APPENDIX L - Immunization (Policy 203)**

### **Authority**

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and guidelines be followed.

### **Guidelines**

#### **Immunization**

All students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons.

No student shall be admitted to or permitted to attend district schools who has not been immunized in accordance with state regulations, unless provisionally admitted or exempted for medical or religious reasons by the Superintendent.

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the school nurse.

Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.

The Superintendent shall:

1. Annually review state standards for immunization and direct accordingly the responsible district personnel.
2. Inform parents/guardians prior to a student's entry to school for the first time of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.
3. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data on the required form to the Department of Health by October 15 of each year.

### Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, and regular and special examinations.

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.

As part of the health record, a certificate of immunization shall be maintained for each student enrolled, as required by the Pennsylvania Department of Health.

### Attendance

The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.

## Education

Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in such instruction.

## **APPENDIX M - Health Examinations/Screenings (Policy 209)**

### **Authority**

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order:

1. To protect the school community from the spread of communicable disease.
2. To ensure that the student's participation in health, safety and physical education courses meets his/her individual needs.
3. To ensure that the learning potential of each student is not lessened by a remediable physical disability.

### **Guidelines**

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by the school physician.

Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dentist.

A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination.

The district will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable, at intervals established by the district.

The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a

private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school may conduct further examinations.

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.

### **Delegation of Responsibility**

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.

The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the district.

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

## **APPENDIX N -Use of Medications (Policy 210)**

### **Purpose**

Ideally, all medication should be given at home. In some situations, however, the attendance and education of a student is dependent upon receiving medication while at school. If a student is required to take medications during school hours, the parents/guardians and student must comply with the required procedures.

This policy and procedures affected by this policy are effective for the regular academic year, field trips, and before/after school programs and summer programs.

### **Definitions**

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter (OTC) medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

### **Authority**

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

This policy prohibits the administration of homeopathic remedies, herbal preparations, enzymes, vitamins and minerals by Connellsville Area School District personnel to students.



## Delegation of Responsibility

The administration of medication to students at school is a closely controlled situation.

The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop procedures for the administration and self-administration of students' medications.

The Certified School Nurse shall collaborate with parents/guardians; district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[1][2]

Building administrators and the Certified School Nurse (CSN) shall review regularly, at least every two (2) years, the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

Connellsville Area School District personnel are not permitted to engage in the practice of pharmacology. This includes the evaluation of prescription orders and the preparing, compounding and dispensing of drugs and devices and taking medication from the original container and placing it in another container or relabeling it for administration.

Connellsville Area School District personnel are not permitted to engage in the practice of medicine which includes the science and skill of diagnosis and treatment in any manner whatsoever of disease or any ailment of the human body.

The treatment of illnesses and injuries is permitted in accordance with guidelines approved by the school physician by appropriate Connellsville Area School District personnel. Only Certified School Nurses (CSN) or licensed nurses (RN, LPN) employed by the Connellsville Area School District may administer medications as part of the treatment of these illnesses and injuries as prescribed by the school physician or student's private health care provider.

The Connellsville Area School District CSN or other licensed nurse cannot lawfully delegate the nursing function of medication administration to the principal, teacher, administrative personnel, and paraprofessionals.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.

## Administration of Medication

### *Individual Orders –*

1. Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration:
  - a. the parent/guardian shall request such administration, give permission for such administration and relieve the Board and its employees of liability for the administration of medication, and
  - b. the parent/guardian shall provide a medication order from the prescribing physician, podiatrist, dentist, optometrist, certified registered nurse practitioner and physician's assistant.

2. Medication orders must include:
  - a. Name of student.
  - b. Name of condition for which the medication is being prescribed.
  - c. Name and signature of the licensed prescriber and phone number.
  - d. Name of medication.
  - e. Route and dosage of administration.
  - f. Frequency and time of administration.
  - g. Date of order and discontinuation.
  - h. Specific directions for administration, if any.
  - i. Any special circumstances under which the medication is being prescribed.
  - j. Any specific side effects, contraindications and adverse reactions to be observed.
  - k. Any other medications being taken by the student.
2. Medication orders must be provided to the CSN in writing, with an original signature or an authorized electronic signature. These orders can be accepted from a licensed prescriber on his/her letterhead, prescription pad or on a form provided by the school for this purpose and signed and dated by a licensed prescriber.
3. The CSN or RN may accept a verbal (oral) medication order from a prescriber when circumstances warrant such as an immediate change in medication dosage or discontinuation of medication. Parents/Guardians must provide a written order within five (5) school days.
4. Parent/Guardian permission for administration of individually ordered medications must be renewed at the start of each school year and with any changes. The written permission must include:
  - a. Parent's/Guardian's printed name and signature.
  - b. Parent's/Guardian's emergency phone number.
  - c. Approval of the CSN or other licensed school health staff to administer the medication.
2. The certified school nurse must be notified in writing of any changes in medication from both the parent/guardian and the physician. Otherwise, medication orders are valid for the current school year and subsequent summer school session.

*Standing Orders –*

1. The School Physician Consultant may authorize the administration of specific over-the-counter medications and/or emergency medications according to a defined protocol. These orders will be reviewed, updated and renewed annually as evidenced by the School Physician Consultant's

signature.

2. Parent/Guardian consent is needed for the administration of over-the counter medications covered by the standing orders. Parent/Guardian consent is not needed for the administration of emergency medications covered by the standing orders. This consent will be provided annually on the Connellsville Area School District Health Room Emergency form.
3. Each health office will maintain a copy of the signed standing orders.
4. All medication will be administered by the certified school nurse or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy during the school day with the exception of some emergency medications (see below).
5. Prescription medication must be brought to school in the labeled prescription container which includes:
  - a. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
  - b. Student's name.
  - c. Name of medication and amount dispensed.
  - d. Directions for use (dosage, route, frequency/time of administration, special instructions).
  - e. Name and registration number of the licensed prescriber.
  - f. Prescription serial number
  - g. Date originally filled.
  - h. Controlled substance statement, if applicable.
6. Nonprescription medication which is ordered by a licensed prescriber must be brought to school in the original container with an attached label, which includes the child's name, name and purpose of medication, dosage, and time to be given.
7. The parent/guardian shall supply all equipment associated with the proper administration of the medication (spacers, tubing, masks, mouthpieces, syringes, glucometers, etc.). This equipment must be in a container labeled with the student's name.
8. No more than a thirty (30) day supply of any one (1) medication should be stored at school.
9. The parent/guardian or designated adult shall hand deliver the medication and associated equipment, along with medication forms, to the nurse's office. If it is impossible to hand deliver the medication to the nurse's office, special arrangements should be made with the certified school nurse and principal.
10. All medication and associated equipment to administer the medication will be counted by the CSN or other licensed school health personnel and the parent/guardian or designated adult each time the medication container or equipment is brought to school. The date, amount of medication, description of equipment, signatures of parent/guardian or designated adult and CSN or licensed school health personnel will be noted on the Connellsville Area School District Medication/Equipment Sign-In.

11. All medication will be kept in a secured, locked place used exclusively for medications in the nurse's office.
12. All controlled substances must be kept in a double locked cabinet. The second set of keys for that cabinet must be kept in the principal's office.
13. Medications that require refrigeration should be stored and locked in a refrigerator designated for medications only. Food should not be stored in the same refrigerator as medications.
14. Access to all medication will be limited to the CSN and licensed school personnel except that in life threatening emergencies, designated personnel may have access.
15. Any medication given during school hours must be documented in an individual student medication record. The following information must be included:

- a. Student name.
- b. Name of medication.
- c. Date and time of administration.
- d. Dose of medication.
- e. Route and site of administration.
- f. Signature/initials of licensed person administering/observing medications being taken.

The medication record, the parent's/guardian's authorization form authorizing school medication administration, the licensed prescriber's orders, and any other related medication documents shall be kept in the student's health record in the office of the school nurse in the student's current building of attendance.

2. Parent/Guardian will be notified orally and in writing when the student does not receive medication due to lack of physician and/or parent/guardian permission, medication brought to school not in original and/or improperly labeled, and/or failure to follow medication administration procedures.
3. The CSN, RN, LPN may refuse to administer the medication if s/he completes an assignment and makes a professional judgment that administration of the medication to the student would be harmful, dangerous and/or inappropriate. The nurse must notify the parent/guardian and licensed prescriber immediately and explain the reason for refusal to administer the medication.
4. Information about these medication procedures will be updated for the student handbooks. Information will be made available to the faculty and to the parent/guardian at the beginning of the school year and as necessary.
5. A parent/guardian or designated adult must pick up expired or discontinued medication within five (5) days. A parent/guardian or designated adult must pick up any unused medication at the end of the school year. Documentation of the returned medication should be noted on the Connellsville Area School District Medication/Equipment Sign-In log.
6. Any unclaimed medication remaining in the nurse's office at the end of the school year will be destroyed by the CSN and a witness. Documentation of the disposal will be noted in the student's

health record per procedure.

7. In no case will medication be kept in the school building and made available for administration without accompanying medication orders and parent/guardian permission as noted above. Medications found without accompanying orders and forms according to the above procedures may be confiscated by building administration.
8. Students violating this policy may be referred to administration. Consultation between administration and the certified school nurse shall occur to determine if further action is indicated due to possible policy violations.

## **Guidelines**

### Confidentiality

All student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.

The CSN is required to safeguard the students' right to privacy and confidentiality of student health information.

Information about medications within the student health records will be shared with Connellsville Area School District personnel who need to know to benefit the student and who have the expertise to understand and interpret the health information in relation to school and education needs.

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.

### Medical Plans of Care/Emergency Response

1. The CSN will collaborate with school administration, faculty and staff to develop plans that best meet the students' needs and serves as an advocate for the students. These needs are best communicated through written plans of care such as the:
  - a. Individualized Health Care Plan (initiated by the CSN).
  - b. Emergency Care Plan (initiated by the CSN).
  - c. Chapter 15 Service Agreement (504).
  - d. Individualized Education Plan (IEP) with medical component.
2. The CSN will:
  - a. Communicate health conditions of students with health needs that may lead to a health emergency with staff who are providing academic and related services to students.
  - b. Provide opportunities for CPR and first aid certification to all building staff in collaboration with the building administrators.
  - c. Teach appropriate staff to assist student in using emergency medication.

- d. Teach appropriate staff to administer emergency care, including use of inhalers and Epi-pens, according to current first aid standards.
2. School staff are immune from civil liability when rendering emergency care, first aid or rescue to a student requiring such care, including use of an inhaler or epinephrine injection.

### Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the district shall require the following:

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

### Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available,
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing service.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.

6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

PARENT/GUARDIAN REQUEST FOR MEDICATION IN SCHOOL

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Student Name

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School

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Grade

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Room

To: Building Principal

Please comply with the attached written instructions from our physician, certified registered nurse practitioner or physician assistant regarding the administration of medication for our child.

As the parent/guardian of above named student, I relieve the school district and its employees of any responsibility for the benefits or consequences of the prescribed medication. I acknowledge that the school is not responsible for ensuring the medication is taken.

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Date

---

Signature of Parent/Guardian

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Telephone Number

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PHYSICIAN'S AUTHORIZATION FOR MEDICATION

**Authorization For Medication During School Hours**

\_\_\_\_\_ should receive the following prescribed

(Student's Full Name)

medication during school hours:

Name of Medication \_\_\_\_\_

Prescribed Dosage \_\_\_\_\_

Time Schedule \_\_\_\_\_

Length of Time (Days/Weeks) \_\_\_\_\_

Diagnosis/Reason for Medication (Unless Confidential) \_\_\_\_\_

Potential Reaction/Side Effects \_\_\_\_\_

Emergency Response \_\_\_\_\_

Is child qualified and able to self-administer? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Physician Prescribing Medicine

\_\_\_\_\_

Physician's Telephone Number

## **APPENDIX O - Head Lice (Policy 209.1)**

### **Purpose**

The Board is committed to maintaining a healthy environment for students and staff. To fulfill that commitment, the Board establishes this policy to provide guidelines for the prevention and control of head lice in students.

### **Guidelines**

At any time during the school year, the school nurse may examine a student for head lice. If nits or lice are identified, the following procedures shall be implemented:

1. The school nurse will provide information to the parent/guardian regarding treatment.
2. The school nurse will examine the student's siblings.

### **Readmission**

After treatment has been completed and all live head lice have been removed from the head, the following procedures shall be implemented:

1. The student shall not attend classes or ride the bus until examined by the school nurse.
2. After contacting the school nurse for an appointment, the parent/guardian shall accompany the student to school.
3. If upon examination the student is found to have live head lice, the student will be denied admission.

## **APPENDIX P - TITLE I - Complaint Resolution (Policy 906.1)**

### **Title I Complaint Resolution**

#### **Purpose**

The No Child Left Behind Act of 2001 (NCLB) legislation requires State Educational Agencies (SEAs) to adopt written procedures for "receiving and resolving any complaint alleging violations of the law in administration of programs." In accordance with this legislative requirement, the Pennsylvania Department of Education (PDE) has also required Local Educational Agencies (LEAs) to adopt written procedures for resolving complaints filed.

#### **Definition**

A **complaint** is a written, signed statement filed by an individual or an organization. It must include:

1. A statement that a school has violated a requirement of federal statute or regulation that applies to Title I.

2. The facts on which the statement is based.
3. Information on any discussions, meetings or correspondence with a school regarding the complaint.

## **Guidelines**

### **Complaint Resolution Procedures**

1. **Referral** – Complaints against schools should be referred to:  
  
**Laura Jacob, Ed.D – Director of Federal Programs**  
  
**ljacob@casdfalcons.org 724.628.3300**
2. **Notice to School** – The Federal/State Programs Office will notify the school Superintendent and Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.
3. **Investigation** – After receiving the Principal’s response, the Federal/State Programs Office, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal/State Programs Director and the Superintendent may do an onsite investigation at the school.
4. **Opportunity to Present Evidence** – The Federal/State Programs Director may provide for the complainant and the Principal to present evidence.
5. **Report and Recommended Resolution** – Once the Federal/State Programs Director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.
6. **Follow up** – The Federal/State Programs Director and the Superintendent will ensure that the resolution of the complaint is implemented.
7. **Time Limit** – The period between the Federal/State Programs Director receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.
8. **Right to Appeal** – Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

**Ms. Susan McCrone, Chief  
Division of Federal Programs  
Pennsylvania Department of Education  
333 Market Street, 7th Floor  
Harrisburg, PA 17126-0333**

## **APPENDIX Q - Title I Parent and Family Engagement (Policy 918)**

### **Purpose**

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents/guardians, family members and community.

### **Definition**

**Parent and Family (Family Member)** - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

### **Authority**

The Board directs the district and each of its schools with a Title I program to:

1. Conduct outreach to all parents and family members.
2. Include parents/guardians and family members in development of the district's overall Title I plan and the process of school review and improvement.
3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
  - a. Distributed in writing to all parents and family members.
  - b. Incorporated into the district's Title I Plan.
  - c. Posted to the district's publicly accessible website.
  - d. Evaluated annually with parent and family involvement.
4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.

### **Accessibility**

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.

## **Delegation of Responsibility**

The Superintendent or designee shall ensure that the district's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.

The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format, or upon request, in another format. Such efforts shall include:

1. Providing communications in clear and simple language.
2. Posting information for parents and family members on the district's website.
3. Including a telephone number for parents and family members to call with questions.
4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.
5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.

The building principal and/or Title I staff shall notify parents/guardians and family members of the existence of the Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.
2. A set of goals and expectations to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:

1. Volunteer in their child's classroom.
2. Support their children's learning.
3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

## **Guidelines**

Each district school operating a Title I program shall hold an annual meeting of parents/guardians and family members at a convenient time, to explain the goals and purposes of the Title I programs and to inform them of their right to be involved. Parents/Guardians and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents/Guardians and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.

The schools with Title I programs shall offer a flexible number of meetings, which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.

At these meetings, parents/guardians and family members shall be provided:

1. Timely information about programs provided under Title I.
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels of the academic standards.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

1. Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.
2. Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.
3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.
4. Analyze and share the results of the Title I Parent/Family Survey.
5. Post school performance data on the district's website.
6. Distribute and discuss the School-Parent and Family Compact.
7. Host various parent and family nights at each school building with a Title I program.
8. Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.
9. Actively recruit parents and family members to participate in school review and improvement planning.
10. Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.
11. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

## 12. Other.

If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.

### Building Capacity for Parent and Family Engagement

The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.
2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
  - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.
  - b. Using technology, including education about the harms of copyright piracy, as appropriate.[8]
  - c. Providing information, resources and materials in a user friendly format.
  - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
  - e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.
3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.
4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.
5. Engage the PTA/PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.
6. Train parents and family members to enhance the involvement of other parents and family members.
7. Adopt and implement model approaches to improving parent and family engagement.
8. Establish a district-wide parent and family advisory council to provide advice on all matters related to parent and family engagement in Title I programs.
9. Engage community-based organizations and businesses in parent and family engagement activities.

### Coordinating Parent and Family Engagement Strategies

The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by:

1. Involving district and program representatives to assist in identifying specific parent and family member needs.
2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.

### Annual Parent and Family Engagement Policy Evaluation

The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.

The evaluation shall identify:

1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.
3. Strategies to support successful school and parent and family interactions.

The evaluation shall be conducted through:

1. Establishment of a schedule and process for the policy review and revision by parents and family members.
2. An evaluation of the effectiveness of the content and communication methods through a variety of methods.
3. A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement outcomes.
4. Focus groups. Parents and family members, and community members, unable to attend the focus groups in person shall have an opportunity to participate in an alternate format.
5. Documentation of parent and family member input regarding Title I programs and activities from throughout the year.
6. A parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the district's Title I population.

The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.



The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.

### School-Parent and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents/guardians and family members a School-Parent and Family Compact outlining the manner in which parents/guardians and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district's academic standards.
2. Describe the ways in which parents/guardians and family members will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents/guardians and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

### Title I Funds

Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:

1. Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
2. Supporting programs that reach parents and family members at home, in the community, and at school.
3. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
4. Collaborating or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.

5. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

### Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

## **APPENDIX R - Transportation Video Taping (Policy 810.2)**

### Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

### Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of pre-primary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre-primary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

### Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

### Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio

recording.

2. This policy is posted on the district's publicly accessible website.
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.
4. The district shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.

## Parent/Guardian/Student Handbook Sign Off

We have received a copy of the Connellsville Area School District secondary student handbook for the 2019-2020 school year. We understand that we are responsible for the content, rules, and policies contained herein and must abide by them when involved in any activity or event related to the Connellsville Area School District.

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Student Signature

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Date

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Parent/Guardian Signature

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Date