

2022-2023
CAMBRIDGE SPRINGS
ELEMENTARY SCHOOL
PARENT-STUDENT HANDBOOK



BE PROUD BE BLUE

Brave **L**eaders who are **U**nderstanding and striving toward **E**xcellence

130 Steele Street

Cambridge Springs, PA 16403

PRINCIPAL: Jennifer Stevens

ASSISTANT PRINCIPAL: Jackie Sada

Phone: 814-398-4636

Fax: 814-398-4593

PENNCREST School District

Vision Statement

The PENNCREST School District will be a dynamic educational community that inspires optimal student achievement and lifelong learning.

CSES Mission Statement

Cambridge Springs Elementary School's mission is to provide resources and opportunities that challenge students, assist their educational progress, provide a system of support, and empower all to become confident lifelong learners.

The PENNCREST School District will not discriminate in its educational program, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age religion, ancestry, union membership, or any other legally protected category. Announcement of this policy is in accordance with State law, including the Pennsylvania Human Relations Act, and Federal Law, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the American.



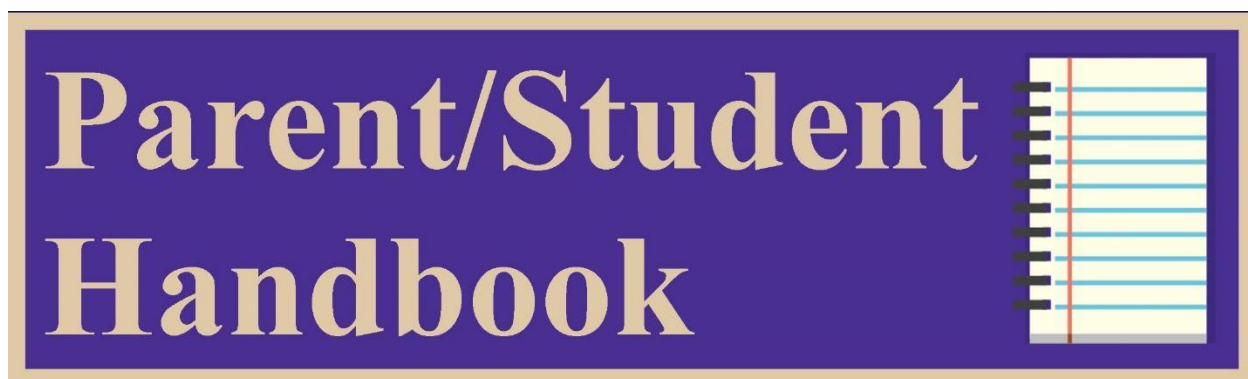


Cambridge Springs Be Proud Be Blue

ACADEMIC STANDARDS

<http://www.penncrest.org/pages/penncrest>

The requirements established by Chapter 4 of the Pennsylvania Department of Education Curriculum Regulations clearly require that all school districts must strongly emphasize the attainment of Pennsylvania Academic Common Core Standards for students may be reviewed on <http://www.pdesas.org/Standard/PACore>.



ACCIDENTS

There is a possibility that your child could be involved in an accident at school. In such a case, parents will be contacted immediately. Please make sure that all information on the school emergency card is correct and includes home, cell (if applicable), work phone numbers and the number of an emergency contact person. Please also understand that your private health insurance is responsible for medical costs if an accident happens at school. School insurance can be purchased for persons interested. Please remember to always update us if you move or

change any of your phone numbers.

ARRIVAL & DEPARTURE

Morning Drop-off Procedures

Student arrivals (walkers / car riders / bus riders) 7:55 a.m.-8:10 a.m.

Arrival A.M. Drop offs will exit cars in designated area and enter CSES on the playground side through the Gym lobby doors only. Students are to exit the vehicle in the designated area and walk down steps into gym lobby on the playground side. Parents should remain in their vehicle, and are not permitted to enter the gym lobby for morning drop offs. Drop off students should proceed to their classroom or if eating breakfast to the cafeteria.

Breakfast will be available in the cafeteria from 7:55 a.m. to 8:15 a.m.

All students may report to their classrooms beginning at 7:55 a.m. If for some reason, the teacher may not be in the room, students should line up in hallway to wait outside the door. Students may not enter the classroom until directed to do so by a teacher. Students should not be in their classroom without adult supervision.

Student instructional day begins at 8:15 a.m. in their classrooms.

Students arriving after 8:15 a.m. will be considered late.

After 8:15 a.m. students MUST be accompanied to the front office and signed in by a parent.

Parents must ring the doorbell, show ID, and wait for admittance by office staff.

Dismissal P.M. Drop offs: Parents/guardians will pull up in the designated area. Parents will remain in their vehicle and display their student car visor tag. Faculty and staff will communicate and students will be sent out to vehicles for dismissal.

Dismissal times: *Note bus traffic patterns reverse direction for afternoon run

2:52 First Bell: K-2 Classes, K-6 Apples of Gold and K-6 Car Riders

2:52 K-2 teachers walk their walker and bus rider students out of the building

2:57 Second Bell: 3-6 Classes

2:57 3-6 teachers walk their walker and bus rider students out of the building

3:00 Bus departure to CSHS

ATTENDANCE

A strong relationship exists between good attendance and achievement. Absences limit the opportunity for learning. Regular attendance is important to your child and we ask all parents to cooperate in seeing that all children are in school, and on time.

Pennsylvania school law requires that a **WRITTEN EXCUSE** be submitted for all absences. Each child is expected to bring a written excuse concerning their absence to school within three days of that absence.

NOTE: *If your child is absent, the school can only accept ten (10) parent excuses during the year. All additional excuses must be from a medical doctor or will be marked illegal.*

Parents are requested to call the school at 398-4636 to report their child being absent for the day. Parents who would like books and/or assignments to be sent home because of an absence should call the school before noon. This allows teachers adequate time to gather their work. These books and assignments can be picked up at the end of the school day or could be sent home with a neighbor or friend at school.

BAD WEATHER

Weather may sometimes force an emergency closing of school or may cause bus transportation routes to be changed. In the event of a school closing, a phone call will be made to all registered phone numbers via the district Global Connect Phone System. In addition, announcements are posted to the school district's website, as well as local radio and TV stations as early as possible. When a bus is forced to change its route and your child is not picked up, this is a legal school absence. If you decide to bring your child to school in this case, then also plan to pick up your child since we assume the bus will follow the same emergency route at the end of the day and will take home only the students they picked up that morning. (Also see: LATE START)

BIRTHDAY CELEBRATIONS

Birthdays are a great time to celebrate and we realize that students like to bring in treats and invitations to parties. With regard to invitations, the student must provide an invitation to each student in the class or provide one to all of the boys or all of the girls if distributed at school. Students are not permitted to pass out individual invitations to selected students. Birthday treats **must be individually wrapped**, adhere to the Wellness Policy (see the section on WELLNESS) and will be distributed in the cafe during lunch.

BUILDING SECURITY - ENTRY TO CSES

We recognize the need to maintain a secure environment to facilitate learning and safety for all students. Please only enter through the main school entrance (near the office). Visitors are limited during the school day.

All visitors need to ring the doorbell and show I.D. (I.D. will be requested, if you are not known by the staff), then sign in at the office and pick up a visitor's badge, which is only for the designated area being visited. The visitors badge gives you permission to go to the appointment and then you need to sign out in the office.

All other doors will be secured, locked or manned by a faculty or staff member during the school day.

OLWEUS BULLYING PREVENTION Is Part of our PBIS Program

Each classroom teacher reviews this program in the classroom.

We will not bully others.

We will try to help others who are being bullied.

We will try to include students who are left out.

If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

BUSING

Safety is our priority. Transportation is provided by P.M Bus, Inc. (967-3439)

It is extremely important that your child is at his/her bus stop at the appropriate time and he/she is visible to the driver. All bus drivers have been instructed to keep all kindergarten students on the bus unless a parent/guardian is visible at home.



BUS CONDUCT

Students who violate school bus policy and rules can be removed/suspended from the bus for a short or extended time period. Severity of the problem or number of problems could be a cause for permanent suspension from bus privileges. If this occurs, parents would be responsible for transportation.

Students will be provided with direct instruction and re-teaching when necessary in order to support their following the bus rules. On the school bus, safety is the number one priority. Students failing to follow bus guidelines will be suspended from the bus if necessary. Please remember that riding the school bus is a privilege.

BUS PASS

Bus passes are not an option. Your child may only ride their own bus and get on and off at their own stop during the school year.

Occasionally, emergencies arise during the day. In those rare situations, the office will accept a phone call prior to 2:00pm for a parent who needs to change their students' end of the day routine and be picked up as a car rider from the playground area. Please review the district's [transportation procedures](#).

[Alternate Bus Route Request 5 Days a Week Form](#)

[Principal Agreement Form - Parent Responsible for Transportation](#)

[Second Stop Request - Same Bus Route](#)

[Split Custody Transportation Request Form](#)

BOARDING OF A SCHOOL BUS (UNAUTHORIZED)

Pennsylvania law makes it a crime for any person to enter a school bus without the prior authorization of the driver or a school official or to refuse to leave a school bus after being ordered to do so by the driver. Under no circumstances may a parent board a PENNCREST school bus without the permission of the driver or the school principal. Charges will be filed with the Pennsylvania State Police against any person(s) who violate(s) this law.

CAFETERIA

Students may carry breakfast/lunch to school or may obtain breakfast/lunch in the cafeteria.

Breakfast	Free: \$	Reduced: \$
Lunch	Free: \$	Reduced: \$

COMMUNICATION

Please try to 'keep in touch' with the principal, our counselor, and our teachers. We certainly



want to cooperate with you to solve problems and answer questions. Here are some suggestions for parents when communicating with the school.

Please call or email to ask a question or express your concerns. If you desire a meeting, please call ahead for an appointment. Please be candid about your situation and provide enough background information so that we can review any records or referrals before a meeting is scheduled.

It is always recommended that you discuss a classroom problem with a teacher before coming to the principal. If you would like to discuss further the teacher's decision, we will set up a meeting in which we can all talk openly about the situation.

Remember to bring any pertinent papers or materials to meetings.

Schools have a well-defined code of confidentiality. We will not discuss other children or reveal other names.

There will not always be an immediate resolution to all problems. Often, a number of people are involved and an effective solution may take time.

We want to work together to help all children succeed.

Be sure to check out your child's Class Dojo and look for opportunities to follow your child's Google Classroom.

CURRICULUM MAPS

Curriculum maps are always available at the school office and on the internet <http://www.penncrest.org> for interested parents and community members. Please call for an appointment if you would like assistance accessing these curriculum descriptions or if you have any questions.

DAILY SCHEDULE 7:55- 8:10 Arrival 8:15-2:52 School Day 2:52-3:00 Dismissal

School doors will open at 7:55 AM. Children arrive by bus at 7:55-8:10.

Parent drop off is 7:55-8:10 AM. Dismissal occurs at 2:52 - 3:00.

Dental

Kindergarten, Grade 3 and 6 will be examined by a professional dentist if dental forms are not returned by the student's personal dentist.

DISCIPLINE/A POSITIVE VIEW OF CONSEQUENCES

Discipline will take different forms depending upon the infraction violation. Possible Consequences including the following:

1. **Warning-** There is an identification of the improper behavior/desired behavior between the student and the staff member. Parents will be notified.
2. **ReFocus-** Time spent away from others in order to re-teach procedures and provide support and guidance for restorative practices.
3. **Referral to Counselor, Principal and / or ESAP.**
4. **Office Discipline Report (Minor or Major ODR)** - May be completed for any offense.

Action concerning discipline that will be employed by the school principal includes:

Problem solve the situation

Write an apology note

Talk about what happened

Re-teaching of expectations

Practice appropriate behavior

Have a student call parents

Help clean up

Use of social stories

Role Play proper choices to a situation
Individual Positive Behavior Support Plan created and monitored
Referral to Guidance/ESAP
Be suspended from school in accordance with PENNCREST School District Policy

The following rules were created in response to the PBIS Program, and they will be posted throughout the school. We encourage parents to review these rules and positively reinforce them with your child(ren). Our goal at Cambridge Springs Elementary is to ensure student safety and maintain a positive learning environment. Students will show respect, encourage safety and show responsibility.

*Each Classroom will have its own set of rules and consequences in addition to our school wide expectations.



BE PROUD BE BLUE

Brave Leaders *who are Understanding and striving toward Excellence*

Steps in meeting a discipline problem may involve:

- Thorough investigation and diagnosis by the teacher.
- Plan a tentative procedure for meeting the problem.
- Guidance for the child in recovering from the wrong doing.

Some general guides in discipline are:

- Do not make rules you cannot enforce.
- Making threats serves no constructive purposes.
- Punishment should be administered in private, when possible.
- Make only a few class rules and enforce them consistently.
- Be sure the students understand the purpose of each rule.
- Avoid shouting and screaming at the children.
- A sense of humor will solve many petty classroom disturbances.
- Do not administer punishment when you are angry.
- Do not use repetitive sentences as a form of punishment.

Do not use ridicule.
Do not tolerate insolence (glaring, muttering, whistling, and defiance).
Neat desks, windowsills and floors are a sign of good classroom management and discipline.
Follow district policies on discipline.
Keep in mind "Due Process" procedures as dictated by the Federal Courts.

Some specific steps to follow in dealing with a discipline problem.

1. Warning – identification of improper behavior and desired behavior. (Social Skills instruction documented)
2. Individual counseling between teacher and child.
3. Communication with parent/guardian concerning the problem.
4. Re-focus (time out) in classroom.
5. Loss of student privileges in the school (logical consequences).
6. Referral to the guidance counselor and or IST.
7. Positive Behavior Plan in place.
8. Referral to the principal or assistant principal.
9. School Conduct Reports.

Teachers may also use behavior contracts, behavior modifications, and parent conferences. When all else fails:

The principal will employ a variety of measures to adjust student behavior.

Recommended counseling
Communication by phone and/or in writing with parents
Home visits
Suspension
Alternative Education
Parent/teacher conference
Referral to social service agency

School Wide Positive Behavior Intervention Support (SWPBIS)

School Rules have been created and are specifically taught for a variety of locations / situations. See hallway, voice level and cafeteria examples below.

Cambridge Springs Elementary

Be PROUD Be BLUE!

(Brave Leaders who are Understanding and Excellent)



Voice Levels

<i>(0) Silent</i>	<i>(1) Whisper</i>	<i>(2) Inside</i>	<i>(3) Outside</i>
<ul style="list-style-type: none"> • Lights out • Announcements • Lined up • Hallways • Fire Drills • Weather Drills • Lock Downs 	<ul style="list-style-type: none"> • Partner work • Restrooms • Library 	<ul style="list-style-type: none"> • Bus • Cafeteria • Sharing • Greeting 	<ul style="list-style-type: none"> • Playground/ Recess • Field Day • Assemblies when asked

Hallway Expectations

<i>I will be BRAVE</i>	<i>I will be a LEADER</i>	<i>I will be UNDERSTANDING</i>	<i>I will be EXCELLENT</i>
<ul style="list-style-type: none"> • Staying single file on the colored line • Staying to the right at all times 	<ul style="list-style-type: none"> • Going to my destination • Having permission • Being an example 	<ul style="list-style-type: none"> • Quietly moving through hallways • Listening to adults • Holding doors 	<ul style="list-style-type: none"> • Walking • Facing forward • Hands & Feet to myself • Not touching displays

Cafeteria Expectations

<i>I will be BRAVE</i>	<i>I will be a LEADER</i>	<i>I will be UNDERSTANDING</i>	<i>I will be EXCELLENT</i>

<ul style="list-style-type: none"> • Waiting my turn • Walking in cafeteria • Sitting down and staying seated • Volunteering as a cafeteria helper 	<ul style="list-style-type: none"> • Listening to adults • Lights off/ voices off • Asking to leave the cafeteria • Picking up after myself and others • Recycle Responsibly 	<ul style="list-style-type: none"> • Eating and touching my food only • Using good manners “Please” and “Thank You” • Using napkins and utensils properly 	<ul style="list-style-type: none"> • Using a #2 (inside) voice • Keeping my hands and feet to myself • Asking to leave the cafeteria • Carrying my tray with two hands
--	---	--	--

Dress Code

While student dress is, to a degree, a matter of personal expression and choice, Cambridge Springs Elementary School strives to promote an educational atmosphere and encourages all students to “dress for success”. Commonly accepted workplace standards will be the guideline for dress and appearance (including masks). The following are not appropriate attire for wear during the school day:

- Clothing, piercings, or sticker tattoos that are distracting, offensive, or interfere with the educational process
- Spaghetti straps or strapless tops (a minimum of a 2” strap on sleeveless fashion clothing is permitted, if the apparel is not otherwise revealing)
- No halter tops, razor back tops or halter top dresses (unless a jacket or sweater is worn covering the shoulders)
- Wide mesh shirts (unless over a solid shirt)
- Excessively torn or frayed, or unlaundered clothing, clothing with vulgar or inappropriate language.
- Clothing with graphics of drugs, alcohol, gang related, or tobacco subject matter (or other clothing which includes such graphics or sayings with double meanings)
- Hats, or fabric / bandanas covering the bulk of the head
- Bare midriffs, low-cut tops exposing cleavage
- Shorts and skirts shorter than “fingertip” length
- “Hip Hugger” pants that are below the navel
- Otherwise revealing clothing
- Sunglasses
- Flip Flops/Slippers or High Heels- due to recess safety
- Pajama Pants (with or without pockets)

EXCEPTIONAL STUDENTS

In Pennsylvania, all “exceptional” children have the right to a free appropriate public education. The term “exceptional” includes children with physical, emotional, or mental disabilities as well as kids who are mentally gifted. Cambridge Springs Elementary School services all exceptional children and designs educational programs to meet their unique learning needs.

FIRE AND EMERGENCY DRILLS

A fire drill is conducted at the school each month and an emergency weather drill is conducted twice during the year. In addition, other safety drills may be practiced.

GUIDANCE AND COUNSELING

The goal of the school counseling office is to help all children have a successful school experience. As kids grow they experience a series of physical, intellectual and emotional changes. Mr. Burick, School Counselor for Grades K-6, will help and assist students to work through minor barriers so that they can have successful experiences at CSES.

HEALTH SERVICES

The school nurse provides services to both Cambridge Springs Elementary and Cambridge Springs High School which include:

- physical exams to all kindergarten and grade 6 students
- hearing, visual, and weight screenings
- exams of individual students
- monitoring students with special needs
- administering first aid
- consulting with staff and parents concerning student welfare
- identifying students at-risk
- maintaining comprehensive school medical records
- preparing required district health reports

The school nurse or Health Room Tech also administers medicine at CSES. The PENNCREST Medication Policy is very strict and specific. Medication during school hours is discouraged but if absolutely necessary, the following conditions must be met:

1. A written doctor's order (prescription) must be obtained for any medication (including over-the-counter medication).
2. Parental permission must be in writing (consent and/or release).
3. Medication is brought to the school premises by the parent/guardian or responsible adult designated by the parent/guardian, the medication must be in a pharmacy or original container in dosages not to exceed a ten (10) day supply. (This method is strongly advised).
4. If the medication is brought to the school premises by the student, it must be sent in a sealed envelope with the number of doses clearly designated not exceeding five (5) days (one week's supply) and with the signature of the parent/guardian attesting to the number of doses sent.

The sealed envelope must be given to the nurse or school personnel immediately upon arrival at school.

The school nurse also examines students and recommends treatment for head lice. There are also specific treatments to kill lice and school procedures concerning kids with body lice.

1. Contact the school or the nurse if you suspect a head lice problem.
2. Children will be sent home from school (not on the bus) if there is a head lice problem.
3. Children can only be readmitted to school after an examination by the school nurse.

Homeless Students (policy 251)

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:

- A. Sharing housing of other persons due to loss of housing or economic hardship.
- B. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
- C. Living in emergency, transitional or domestic violence shelters.
- D. Abandoned in hospital.
- E. Awaiting foster care placement.
- F. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.

- G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- H. Living as migratory children in conditions described in previous examples.
- I. Living as run-away children.
- J. Abandoned or forced out of homes by parent(s)/guardian(s) or caretakers.
- K. Living as a school aged unwed mother in houses for unwed mothers if they have no other living accommodations.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational service for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, gifted and talented students.

The PENNCREST School District has procedures in place to assist families experiencing homelessness. For further information on the McKinney-Vento Homeless Act programs and resources, contact Patti Fiely, Director of Student Services/ Homeless liaison, PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600.



HOMEWORK

Homework is an integral part of the educational process that reinforces, extends, and enriches classroom instruction. The educational value of homework is enhanced whenever parents, students, and teachers share the responsibility for each assignment. Assignments will be posted and available in Google Classroom.

***The teacher is responsible for:** homework assignments that are: relevant to the curriculum, stated clearly, gives practice related to academic skills, involves processes or operations that have been introduced in class, and that are reviewed and evaluated upon completion.

***The student is responsible for:** understanding the assignment, taking book, paper and other materials home, completing assignment clearly, legibly, and on time.

***The parent is responsible for:** providing time and place in which homework can be done be aware of the students' assignments by checking assignment books, encourage student to be independent and strive for excellence, and refrain from doing assignments for the student. If there are concerns, please contact your child's classroom teacher.

CSES recommended time guidelines for homework are:

Grades K-1-2	Daily assignments should not exceed 10—20 minutes.
Grade 3	Daily assignments should not exceed 30 minutes.
Grades 4-5-6	Daily assignments should not exceed 30-40 minutes.

INSTRUCTIONAL SUPPORT TEAM

This intervention approach attempts to meet the target zone of all children having academic or behavior problems in school. This team screens all referred students and designs interventions that help provide an effective educational program. Parents are essential participants in this team approach.

INTERIM REPORTS

Interim reports are updated in the middle of the grading period to parents for teachers to communicate any successes, concerns and/or recommendations regarding your child in PowerSchool.. These are available in PowerSchool and will not be mailed. Communication is vital and parents are encouraged to play an active role in their child's education by staying in contact in PowerSchool, DoJo and Google Classroom..

LATE START – 2 HOUR DELAY

There may be a two hour delay during bad weather. In this case, all transportation will be delayed two hours. School will also be delayed two hours and will open at 10:10 AM. Do not drop your children off at school before 10:10 AM – as there will not be anyone here to supervise them.

LIBRARY

Student Book Selection will be available from their classroom libraries and on a monthly basis from the school library.

Kindergarten: Students will select picture books and nonfiction books from the Easy Reader section.

First Grade: Students will select picture, chapter, and nonfiction books from the Easy Reader section.

Second Grade: Students will select picture, chapter, and nonfiction books from the Easy Reader and Graphic Novel sections.

Third Grade: Students will select books from the Easy Reader section, Fiction, Nonfiction, and Biography sections. Students will have to pass a five-finger rule for novels in order to check out the book.

Fourth Grade: Students are able to select books from all sections of the Library.

Fifth & Sixth Grades: Students are able to select books from all sections of the Library.

Students will receive an overdue notice if a book is not returned on the designated class date. Students will need to return it before checking out any other books. The librarian will send a letter to the parent/guardian in instances of a lost book stating the replacement cost of the book. The librarian will refund the parent/guardian the cost of the book if the book has been paid for and is then found and returned. If a book gets damaged in any way, please bring it immediately to the librarian. Do not attempt to repair the book. The librarian will assess the damage. If the book can be repaired, no fine will be attached. If the book is beyond repair, a letter will be sent home with the replacement cost of the book.

LOST AND FOUND

Anyone losing any items should look on the clothes rack in the cafeteria of the school. Misplaced valuables will be stored in the office.

NOTES TO SCHOOL

In the rare emergency situation when you MUST change your child's end of the day dismissal routine -Please send a note with your child for any changes in their normal routine (being picked up after school, going home with Grandpa.) If you send in a note for your child please include **FULL NAME AND ADDRESS FOR BUS. If your child is being picked up other than by a parent, please include persons **FULL NAME**. If there is not a note or phone call to school, we will follow your child's normal routine. **If your child has a change in his/her routine, the office must have written/verbal notification by 2:00 pm.****

OPEN HOUSE

Monday, August 29, 6:00 - 7:30 In Person at CSES.

PARENT TEACHER CONFERENCES

A parent-teacher conference is a very important part of our total school program. Please do not hesitate to contact the school if you would like to schedule a conference at any time during the year.
Parent Teacher Conferences are scheduled for January, 16, 2023

PARENTS TRANSPORTING STUDENTS

Student drop off/pick up occurs in the rear of the building on the recess blacktop. Please wait patiently and pull up as far as possible. Students must enter / exit vehicles on the curb along the building, passenger side. Car visors for student names are available in the office to speed along dismissal procedures. Drivers remain in the car at all times during morning drop off and afternoon pick up. Please be patient as the safety of your children is our number one concern. 7:55-8:10 / 2:52-3:00

PARENT-TEACHER-ORGANIZATION (PTO)

The PTO conducts monthly meetings and all interested individuals are invited to attend these meetings and help is always needed for PTO projects.

POLICY 224 - CARE OF SCHOOL PROPERTY

PolicyIt has come to the attention of Central Administration that (child's name) is in violation of School Board policy 224, Care of School Property. The policy is available at <https://go.boarddocs.com/pa/pncr/Board.nsf/Public#>.

It is alleged by building administration that on _____:

(Date/s) (Student)

_____ accumulated a cafeteria balance in excess of \$50

_____ vandalized district facilities, buses, equipment or similar

_____ lost district property, equipment or similar

_____ stole district property, equipment or similar

_____ repeated unintentionally damaged or lost district property, equipment or similar

The current amount owed to the PENNCREST School District is \$_____.

Policy 224 states: "As to not burden the district's taxpayers, the collection of all monies owed shall be reconciled prior to the beginning of each school year. School administration will notify students and parents of monies owed as it becomes known. Principals must provide the Business Office the contact information of parents/guardians of students who owe more than \$50 at any time during the school year. The Business Office will select the manner in which collection occurs. This may include parent communications, engaging the services of the school solicitor, offer payment plan options, contracting with a collection agency and/or filing a complaint with the local magistrate." Please contact (name) at 814-337-1600 to discuss repayment options. If you do not contact us within 14 calendar days of this letter the District will file a complaint with the local magistrate. In addition to the amount owed to PENNCREST you will be required to pay court costs and receive additional fines according to the local magistrate.

RECESS

All students are expected to go outside for recess everyday if weather permits. In the wintertime, outdoor recess will be determined by the outside temperature, if the temperature is 25 degrees or more at the time of recess students will be outside. Be sure to have your child dress appropriately for the weather.



SMOKING/POSSESSION OF TOBACCO

Smoking and possession of tobacco is prohibited on all busses and school grounds. This includes all tobacco products. This policy is for children and adults. Students violating this district policy will be charged with an offense.

Student Restraint Procedure - Chapter 22 Pennsylvania Code Section 12.5 (B) provides the authority for school officials to utilize "reasonable force/restraint." From time to time, PENNCREST personnel may need to use "reasonable force/restraint" to protect the health, safety and welfare of employees, students or themselves. In these circumstances reasonable force may be necessary to do one or more of the following:

- * To quell a disturbance.
- * To obtain possession of a weapon or other dangerous object.
- * For the purpose of self-defense.
- * For the protection of persons or property.
- * The use of reasonable force/restraint is applicable to all students in the district.

Should a situation occur which involves student restraint, the District will notify parent or guardian of the student involved as soon as possible and describe each instance in detail, outlining what reasonable force/restraint was used in that situation. Should you have any questions regarding this procedure please contact the Superintendent of Schools.

STUDENT'S RIGHTS AND RESPONSIBILITIES HANDBOOK

A district Rights and Responsibilities Handbook is included in this handbook. Each family is asked to return the confirmation page signed by the parent/guardian that states that they have received and reviewed the district's policy and guideline handbook. (The form is located at the end of the district handbook).

TECHNOLOGY

All children in grades K-6 will be issued an iPad for school and home use and may have opportunities to use computers. Computers and iPads are located in the classrooms, computer lab, and on mobile lab carts. Students will also have opportunities to use the Internet. All computer activities are closely supervised by teachers.

- Approved educational sites only.
- No use of camera or recording without teacher permission.
- Students will need to sign an accountability form for use of technology devices.
- Carry devices with both hands at all times.
- No devices in the cafeteria or restrooms at any time.

TELEPHONE

In cases of an emergency, students may use the office phone. Students are permitted to bring a cell phone to school. If students bring a cell phone to school the phone **must be turned off and remain in the students book bag at all time during the day**. Phones may not be used during class time, lunch, outdoor recess or indoor recess. Any student violating this policy will earn an Office Discipline Referral. A parent/guardian may be asked to pick up the phone in the office.



TITLE I

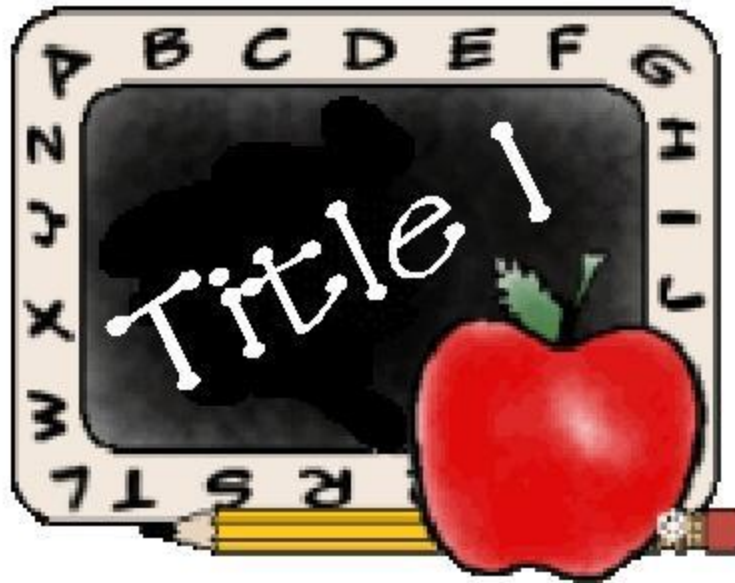
Annual Public Notice of Right to Know Professional Qualifications Title 1 908.1 Policy Plan.

(This notice applies to the parents of children who attend Title 1-funded schools).

In PENNCREST School District, these are the elementary schools. As a parent of a student attending Title 1-funded school in PENNCREST School District and a school that is included under the regulations of the “No Child Left Behind Act” (NCLB) that was signed into law by President Bush on January 8, 2002, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers, and requires us to give you the information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers.

1. Whether the Pennsylvania Department of Education has licensed or highly qualified the teacher for the grades and subjects he/she teaches.
2. Whether the Pennsylvania Department of Education has decided that the teacher can teach under emergency or their provisional status through which Pennsylvania licensing criteria has been waived.
3. The teacher’s baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.
4. Whether the child is provided services by paraprofessionals and if so, their qualifications.

If you would like to receive any of this information, please Programs and Assessment, at PENNCREST Administration, 18741 State Hwy 198, Suite 101, P. O. Box 808, Saegertown, PA 16433. Phone—(814) 337-1615.



**TITLE 1 LEARNING COMPACT CAMBRIDGE SPRINGS ELEMENTARY SCHOOL
2022-2023**

Student

I know my education is important to me. It will help me to become a better person. I know my parents want to help me, but I am the one who has to do the work. Therefore, I agree to the following:

1. Develop a positive attitude about school.
2. Be a cooperative learner and carry out the teacher's instructions/directions.
3. Be responsible for my own behavior.
4. Ask for help when needed.
5. Be respectful to parents, people who work in the school, other students, and school property
6. Let Parent/Care Giver see my daily school work.

Parent/Guardian

I realize that my child's school years are very important. I also understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I join with Cambridge Springs Elementary School by carrying out the following responsibilities to the best of my ability:

1. Go over my child's assignments and assure homework completion.
2. Strive to give my child a quiet place to study.
3. Spend time each day reading to and/or with my child.
4. Encourage my child to demonstrate respect for school personnel, classmates, and school property.
5. Attend school functions and parent conferences.
6. Initiate communication with school as needed.

School

The Cambridge Elementary Staff will provide a high quality curriculum in a supportive and effective learning environment that will enable success for every student. The Staff at Cambridge Elementary will:

1. Treat each child with dignity.
2. Strive to address the individual needs of each student.
3. Assess the needs of each student.
4. Keep the child's parent/guardian updated on progress.

*Revised 5/1/22

Title I School Parent and Family Engagement Policy
PENNCREST School District
Cambridge Springs Elementary School
2022-2023

Revised 05/01/2022

Title I Requirement	Activities/Strategies	Participants	Time /Date	Evidence of Compliance
Parents will be included in the development and implementation of the schoolwide Title I Plan.	Advisory Council Meeting with discussion of needs assessment, school improvement plan and Title I laws.	Administration, Teachers and Parents Parent Advisory Council	Ongoing	Advisory Council Meeting
Communication with parents will include, but not limited to: annual meeting, school performance profile, school-parent compact and individual student assessments.	Annual meeting at the beginning of the school year. The School Performance Profile will be included in the school newsletter. The School-Parent Compact will be developed and/or approved by the Parent Advisory Council in order to share responsibility for improved school achievement. The students' individual assessment results will be shared during parent conferences or included with standards based report cards.	Administration, School Staff, District Staff, Parents, community and business leaders Principal, School Secretary Parent Advisory council and others interested in the development of the Compact School Staff	First nine weeks of school When it is available Conference Day Conferences and/or report cards	Advisory Council Meeting Parent Conferences Conference discussions and parent contacts Schoolwide handbook District website Schoolwide notifications <i>Class Dojo</i> <i>Connect System</i> Presentations at Open House/Back to School Night

Parents will have reasonable access to staff and observation of classroom activities.	Parents will be invited to Open House Activities, Classroom observations, etc. Visits at school and/or video tape lessons and send home.	Teachers and School Staff	Ongoing	Progress Report Night/conferences/ parent contact logs/School calendars/newsletters
Address the importance of communication on an ongoing basis. Through parent-teacher conferences discuss: parent teacher compact, describe the curriculum, form of assessment used, strengths and areas for improvement.	Parents will be invited to the annual Title I Parent Fall Conferences. Parents are encouraged to communicate with the school staff concerning their child.	Parents, regular class teachers, Title I staff	Ongoing	Parent conferences, Curriculum night, all parent contact logs <i>Open House</i> <i>Parent Conferences</i>
To the extent possible, information will be sent home.	Notices, forms, letters, etc., will be made available. Information will be included in Parent Newsletter.	School Staff and newsletter	Ongoing	All notices, notifications etc.
Home visits may be conducted.	Guidance Counselor, Instructional Support Staff, and principal will make home visits, when needed, in coordination with instructional staff.	School Staff	As needed	

<p>Training will be provided for all teachers, staff and parents on how to work together in a joint effort to reach out, communicate with and form partnerships to improve student achievement.</p> <p>Training and materials will be provided to help parents at home to improve their child's achievement.</p> <p>Trainings may include literacy programs and using technology, as appropriate, to foster parent involvement.</p>	<p>Parent Conferences,</p> <p>Title I parent meetings in small groups by grade level</p>	<p>District Staff, School Staff, Parents and Students</p>	<p>Beginning of school year, conferences, as needed</p>	<p>Literacy/ Continuum nights, notes home, individual conferences and communications.</p>
<p>Coordinate and integrate Parent Involvement activities with Pre-K, PTO and other programs.</p>	<p>Annual Pre-school night</p>	<p>District Staff, School Staff, Parents, and students</p>	<p>Ongoing</p>	
<p>Develop partnerships with community based organizations and businesses.</p>	<p>They will be members of the Parent Advisory Council. They will also play a part in the volunteer program of the school and provide recognition and incentive achievement awards for the students, parents, and school staff.</p>	<p>Business and Community Leaders</p>	<p>Ongoing</p>	
<p>Title I funds may be used to pay reasonable and necessary expenses associated with the parent involvement activities.</p>	<p>Title I Parent Expo Conference (October)</p> <p>Parent Advisory Council</p> <p>Annual Title I meetings</p> <p>Title I schoolwide activities</p>	<p>Parents</p> <p>School Staff</p> <p>Title I Staff</p> <p>NHS Student volunteers</p>	<p>Ongoing</p>	<p>Sign-in sheets, notices and notifications of parent involvement activities</p>

Title I School Parent and Family Engagement Policy
PENNCREST School District
Cambridge Springs Elementary School
2022-2023

Principal: Jennifer Stevens

Assistant Principal: Jackie Sada

Title I Team: Nicole DeFrances, Julia Johnson, Leah Hornberger

Title I Coach: Betsy Tautin

Parents/Community Members who reviewed and contributed to policy: S Hale, D Hale

Parents were given Mrs. Johnson's email, (jjohnson@penncrest.org) if they have any questions or changes.

Policy was reviewed at the April 5, 2022 Cambridge Springs Elementary PTO Meeting.

Debbe Plummer	2nd, 5th	Melissa Baker	2nd, 4th
Amber Hannold	1st, 3rd	Sarah Hale	2nd
Melissa Whipple	1st, 4th	Kimberly Duda	4th, 6th
Heather Clough	1st	Bettina Baer	1st

Board Approved: _____

Supervisor of K-12 Curriculum and Federal Programs: _____

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

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

We are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

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

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

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

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

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

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's school's Principal or email me at pfiely@penncrest.org.

Sincerely,

Patti Fiely
Director of Student Services

VACATION/FAMILY TRIPS

Removal of students from school is acceptable and in compliance with attendance policy when **prior** written permission is granted by the school principal. Vacation days are counted as 'parent excuses'. Ten (10) parent excuses are accepted each year. (Example: 7 sick days and 3 vacation days = 10 total parent excuses.)

1. Parents must sign a prepared vacation form and identify the reason and date of the trip.
2. Students will be considered legally absent.
3. Students will be responsible for all missed assignments during this period.

VISITORS / VOLUNTEERS

Visitors and Volunteers will have limited access to school buildings. Volunteers must be pre-approved by the staff member they will be working with. No one will be admitted past the office if his/her name is not listed on the visitor/volunteer roster. This will include special events, such as special presentations in the classroom.. Those wishing to attend must RSVP ahead of time. Volunteers must register at the office. Volunteers/visitors will wear a visitor's badge. Visitors must return to the office as soon as the scheduled visit ends and may not proceed to any other areas of the building without prior approval.

WEAPONS

State law prohibits any individual (child or adult) from bringing a weapon on any school bus or on school property. Weapons shall include, but are not limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun and/or any tool, instrument or implement capable of inflicting serious bodily injury.

A student found in possession of a weapon on school property or on the way to/from school shall be disciplined in accordance with the district policy which may include an expulsion for not less than one year in length.

WELLNESS

PENNCREST School District recognizes that student wellness and proper nutrition are related to students' optimal and physical well-being, growth, development, and readiness to learn. Promoting student health and nutrition enhances readiness for learning and increases student achievement. Nutrition guidelines are in place for class parties. Snacks are to be store purchased. Homemade snacks are NOT permitted at CSES. When bringing in store bought snacks, keep in mind that the first ingredient in the snack should not be sugar. Try to include healthy alternatives such as, apples, carrots, grapes, etc.

The goal is to help encourage and support healthy eating by students.

WHAT TO LEAVE AT HOME

Students love to share their prized possessions with their friends. However, valuables, toys, trading cards, electronics, stuffed animals, etc. should remain at home unless it is an item to be shared for Show-and-Tell. In those instances, the item to be shown should remain in the student's backpack until the designated share time. Gum and candy should remain at home.

Student Rights and Responsibilities

- - - - -

Parent/Student Annual Notices & Student Code of Conduct 2022-2023

The PENNCREST School District is a dynamic educational community that inspires optimal student achievement and life-long learning.

PENNCREST School District's Mission is to provide resources and opportunities that challenge students, assess their educational progress, provide a system of support, and empower all to become confident life-long learners.

AUTHORITY OF SCHOOL DISTRICT (Board Approved August 11, 2022)

The Board of School Directors has the authority and may delegate authority to the administration to make reasonable and necessary rules governing the conduct of students. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers that are enumerated in the statutes of this Commonwealth or which may reasonably be implied or necessary for orderly operation of the school.

The Board of School Directors may not make rules that are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

The Board of School Directors shall adopt a code of student conduct that shall include policies governing student discipline and a listing of student rights and responsibilities. This conduct code shall be published for students and parents/guardians on the PENNCREST School District Website at www.PENNCREST.org.

The Board of School Directors authorizes the Superintendent and the appropriately assigned school administrators to develop procedures to enforce school rules and regulations that effectively implement the policy as stated herein.

All policies, school rules and regulations pertaining to student conduct, rights and responsibilities, and discipline apply at all times during which the school district is considered “responsible” for the well-being of the student. This includes; but, not limited to school buses, walking to and from school and extracurricular activities.

CENTRAL ADMINISTRATION OFFICE

18741 State Hwy 198, Suite 101, PO Box 808, Saegertown PA 16433-0808
814-337-1600

ELEMENTARY SCHOOLS

Cambridge Springs Elementary School 130 Steele Street Cambridge Springs, PA 16403	814-398-4636
--	--------------

Maplewood Elementary School 32695 State Hwy 408 Townville, PA 16360	814-337-1659
--	--------------

Saegertown Elementary School 18741 State Hwy 198, Suite 102 Saegertown, PA 16433	814-763-2314
---	--------------

SECONDARY SCHOOLS

Cambridge Springs Junior Senior High School 641 Venango Avenue Cambridge Springs, PA 16403	814-398-4631
---	--------------

Maplewood Junior Senior High School 30383 Guys Mills Road Guys Mills, PA 16327	814-337-1673
---	--------------

Saegertown Junior Senior High School 18079 Mook Road Saegertown, PA 16433	814-763-2615
--	--------------

2022-2023 Annual Notices

- I. **Section 504 Informational Notice** - Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one of or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such impairment. In order to fulfill its obligation under Section 504, the PENNCREST School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer. For questions, please contact Patti Fiely, Section 504 Compliance Coordinator at (814) 337-1600. A full listing of the public notice can be found on the PENNCREST School District website www.penncrest.org under the Student Services section.
- II. **State Board Regulations, Title 22, Chapter 15 Protected Handicapped Students** - In compliance with state and federal law, the PENNCREST School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation or access to an aspect of the school program. These services and protection for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the provision of services to protected handicapped students, contact Patti Fiely, Director of Student Services, at PENNCREST Administration Office, 18741 State Hwy 198 Suite 101, PO Box 808, Saegertown, PA 16433. Phone – (814) 337-1600.
- III. **Child Find Identification Activities** - The PENNCREST School District conducts identification activities for the purpose of providing a free appropriate education for all children, including those who would benefit from special education. A continuum of special education services and programs is available within the district to meet the needs of exceptional students. Programs are also available outside of the district

through a contract with the Intermediate Unit or with Approved Private Schools. Screening activities are held in the district on an ongoing basis. The purpose of the screening is to identify students who may need further evaluation. Screening or evaluation activities may be initiated through the building principal, parents, teachers, school counselors, administrators, and students. All information obtained through the screening and evaluation process is protected through the Confidentiality of Records Policy of the PENNCREST School District. For further information on the evaluation procedures contact Patti Fiely, Director of Student Services, PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600. A full listing of the public notice can be found on the PENNCREST School District website www.penncrest.org under the Student Services section.

IV. **Identification of Gifted Students** - The PENNCREST School District conducts identification activities for the purpose of providing a free appropriate education for all children, including those who would benefit from gifted education services. Gifted education services and programs are available within the district to meet the needs of gifted students. Screening activities are held in the district on an ongoing basis. The purpose of the screening is to identify students who may need further evaluation. Screening or evaluation activities may be initiated through the building principal. Parents, teachers, school counselors, administrators, and students. All information obtained through the screening and evaluation process is protected through the confidentiality of records policy of the PENNCREST School District. For further information on the identification activities of children with gifted abilities contact Patti Fiely, Director of Student Services, at PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600. A full listing of the public notice can be found on the PENNCREST School District website www.penncrest.org under the Student Services section.

V. **Right-to-Know, Professional Qualifications** - As a parent of a student attending a Title I-funded school in PENNCREST School District and a school that is included under the regulations of the Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. You have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers: Whether the Pennsylvania Department of Education has licensed or highly qualified the teacher for the grades and subject he or she teaches. Whether the Pennsylvania Department of Education has decided that the teacher can teach under emergency or other provisional status through which Pennsylvania licensing criteria has been waived. The teacher's baccalaureate degree major and whether the teacher has any advanced degrees, and if so, the subject of the degrees. Whether the child is provided services by paraprofessionals and if so, their qualifications. If you would like to receive any of this information, please contact the Dr. Timothy S. Glasspool,

Superintendent of Schools at PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600.

- VI. **Title IX Notification** - Non-Discrimination Notice: Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in all federally assisted education programs and activities, including interscholastic and co-curricular athletics. It is the policy of the PENNCREST School District to offer opportunities for participation in interscholastic and co-curricular athletic programs to male and female students on an equal basis and in accordance with federal and state laws and regulations. Title IX further prohibits discrimination and harassment based on sex. The PENNCREST School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For more information regarding Title IX or to report a violation or file a complaint, please contact the District's Title IX Compliance Officer. Title IX complaints must be referred to: Kenneth Newman, Assistant Superintendent, Title IX Coordinator; PENNCREST School District, 18741 State hwy 198; P.O. Box 808, Saegertown, PA 16433-0808; Telephone: (814) 337-1600
- VII. **Safe and Inclusive Learning Environment** - The PENNCREST School District believes in the fundamental convictions that all individuals are entitled to equal protection and equal opportunity to civil liberties. Any and all acts and omissions that discriminate against or profess bigotry, hatred or oppression of any race, ethnicity, religion, gender, or sexual orientation undermine our fundamental beliefs and promise of equal protection and justice. Our collective staff, students and residents will not tolerate prejudicial or discriminatory treatment of any student, employee, volunteer, board member or visitor. We will cooperatively work with individuals, community groups and civic organizations to create and uphold a school community where mutual respect, civility and common decency are demonstrated, enforced and afforded to all.
- VIII. **Transportation Video/Audio Recording (policy 810.2)** - Parents/guardians and students are hereby notified that any student or parent/guardian utilizing PENNCREST School District transportation is subject to being videotaped and audio recorded.
- IX. **Unauthorized Boarding of a School Bus** - Pennsylvania law makes it a crime for any person to enter a school bus without the prior authorization of the driver or a school official or refuse to leave a school bus after being ordered to do so by the driver. Under no circumstances may a parent or any other person board a PENNCREST school bus without the permission of the driver or the school principal. Charges will be filed with the Pennsylvania State Police against any person(s) who violate(s) this law.
- X. [Transportation Guidelines for Safe Student Travel](#) and [Standard Operating Procedure for School Arrival and Dismissal](#) - Parents are encouraged to review these procedures with their children.

- XI. **Covid-19** - For the health and safety of the PENNCREST Community, students and families must follow the PENNCREST Health & Safety Plan and established Covid-19 protocols.
- XII. **School Equipment** - Students are charged to be good stewards of all district property. Replacement costs for lost, damaged, broken, or stolen iPads, textbooks and other equipment issued to or used by a student is his or her responsibility.
- a. [Policy 815.2 iPad Acceptable Use Policy](#)
 - b. [815.2 Attachment A](#)
 - c. iPad Replacement (policy 815.2) - Students will be held responsible for all damage to their iPads. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost. The Board acknowledges that under normal use, or inadvertently, iPads may be damaged. The inadvertent damage of the iPad by students or staff will not require district reimbursement. **Students that lose or damage a second iPad will not be issued another**
 - d. Policy 224 - As to not burden the district's taxpayers, the collection of all monies owed shall be reconciled prior to the beginning of each school year. School administration will notify students and parents of monies owed as it becomes known. Principals must provide the Business Office the contact information of parents/guardians of students who owe more than \$50 at any time during the school year. The Business Office will select the manner in which collection occurs. This may include parent communications, engaging the services of the school solicitor, offer payment plan options, contracting with a collection agency and/or filling a complaint with the local magistrate.

2022-2023 Code of Conduct

The Student *Code of Conduct* is intended to summarize noteworthy parts of the PENNCREST School Board policy manual and the Pennsylvania School Code related to the smooth operation of the normal school routine. It is not intended to supersede the previous referenced documents or impede the rights of any student as outlined in any Federal or Commonwealth Law or Statute. Parents and students are encouraged to read school policies in their entirety.

<https://www.boarddocs.com/pa/pncr/Board.nsf/Public?open&id=policies>

Contents

[Acceptable Use of the Internet, Computers, Network Resources \(Policy 815\)](#)

[Bullying/Cyberbullying Prevention \(Policy 249\)](#)

[Care of School Property \(Policy 224\) In accordance with Act 116 of 2002](#)

[Dating Violence \(Policy 252\)](#)

Defiant Trespassing

[Non-discrimination \(Policy 103\) Title IX](#)

[Drugs, Alcohol and Controlled Substances/Paraphernalia \(Policy 227\)](#)

[Electronic Devices \(Policy 237\)](#)

Exclusion from School

[Family Education Rights and Privacy Act \(FERPA\) \(Policy 216, Student Records\)](#)

[Food Services/Cafeteria \(Policy 808\)](#)

[Hazing \(Policy 247\)](#)

[Homeless Students \(Policy 251\)](#)

[Immunization Requirements \(Policy 203\)](#)

[Medications \(Policy 210\)](#)

[Pledge of Allegiance \(Opening Exercises/Flag Displays, Policy 807\)](#)

Residency Requirements ([Policy 201](#) & [Policy 202](#))

[Searches \(Policy 226\)](#)

[Tobacco Use \(Policy 222\)](#)

School Safety and Security

[Student Accident Insurance \(Policy 211\)](#)

[Student Attendance \(Policy 204\)](#)

[Student Discipline \(Policy 218\)](#)

[Student Expression \(Policy 220\)](#)

Student Responsibilities

[Terroristic Threats/Acts \(Policy 218.2\)](#)

Truancy (Crawford County Truancy Diversion Procedure)

[Unlawful Harassment \(Policy 103\)](#)

Violations of Conduct

[Weapons \(Policy 218.1\)](#)

Acceptable Use of the Internet, Computers, Network Resources (Policy 815)

PENNCREST School District offers Internet access, an email account and equipment for student use. The District Internet system has been established for a limited educational purpose that includes classroom activities, career development, and limited high-quality self-discovery activities. It is not a public access service or a public forum and cannot be used for commercial or political lobbying; therefore, the district has the right to place reasonable restrictions on the content a student accesses or posts through the system. All students will have access to the Internet World Wide Web information resources through their classroom, library, or school computer lab.

Unacceptable Uses: Posting personal information about yourself or other students. Agreeing to meet with someone that you meet online without parent approval. Attempting to gain unauthorized access to the district Internet system or any other district computer system including accessing another person's files, deliberate attempts to disrupt the computer system by introducing a virus or other means. Arranging for drug sales or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, and the like. Sharing your password with another person. Deliberately failing to follow district-operating procedures such as virus protection. Using disrespectful language that is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, harassing, prejudicial or discriminatory language. Knowingly posting false or defamatory information about a person or organization. Reposting a private message without the permission of the person who originally sent the message. Posting chain letters and/or engaging in "spamming" – (the sending of unnecessary messages to a large number of people). Plagiarizing and/or ingrain upon rights of copyright owners. Engaging in cyber bullying activities.

Disciplinary Procedures: Students who use the district computer/network inappropriately will be disciplined in accordance with the "Student Rights and Responsibilities Policies and Guidelines" and may forfeit access to computers and the network.

Bullying/Cyberbullying Prevention (policy 249)

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. Substantially interfering with a student's education
2. Creating a threatening environment
3. Substantially disrupting the orderly operation of the school

Bullying includes cyber bullying and the use of other forms, often technological media, bystander support or encouragement of an act of bullying and more subtle indirect forms of bullying behavior such as exclusion and shunning by other students. 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. The district has implemented a Bully Prevention program and Positive Behavior Intervention and Supports (PBIS) program to educate students, staff and parents about bullying. Consequences for engaging in bullying behavior may include a combination of positive behavioral interventions and disciplinary interventions as deemed appropriate by the building principal.

Care of School Property (policy 224)

Unintentional Damage

The Board acknowledges that under normal use or inadvertently, school items or property may be damaged. The inadvertent damage of equipment by students or staff will not require district reimbursement.

Repeated Unintentional Damage, Lost or Stolen

Students or staff that demonstrate a pattern of inadvertent damage to school equipment or property shall be required to reimburse the district the pro-rated cost and labor.

Policy 815.2

Students will be held responsible for All damage to their iPads. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost. The Board acknowledges that under normal use, or inadvertently, iPads may be damaged. The inadvertent damage of the iPad by students or staff will not require district reimbursement. **Students that lose or damage a second iPad will not be issued another**

Vandalism

Principals shall report incidents of vandalism to the Superintendent and include the number and kind of incident, cost to the district, and related information.

Dating Violence (Policy 252)

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy. Definition: Dating Violence shall mean behavior where a person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

Complaint Procedures: When a student believes that he/she has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, classroom teacher or school nurse. The principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence. 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. If the investigation results in a substantiated finding of dating violence, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.

Defiant Trespassing

In accordance with Act 116 of 2002, a person(s) commit(s) an offense if, knowing that he/she is not licensed or privileged to do so, he/she enters or remains in any place as to which notice against trespass is given by:

Actual communication to the actor(s); or posting in a manner prescribed by law or reasonably likely to come to the attention of the intruder(s); or fencing or other enclosure manifestly designed to exclude the intruder(s); or notices posted in a manner prescribed by law or reasonably likely to come to the person(s) attention at each entrance of school grounds that visitor(s) are prohibited without authorization from a designated school, center or program official; or an actual communication to the actor(s) to leave school grounds as communicated by a school, center or program official, employee or agent or law enforcement officer.

The term “school grounds” means any building or grounds of any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education, any elementary or secondary parochial school, any certified day-care center or any licensed preschool program.

An offense under this subsection constitutes a misdemeanor of the third degree if the offender defies an order to leave personally communicated to him/her by the owner of the premises or other authorized person(s). Otherwise, it is a summary offense.

Non-Discrimination (policy 103)

Consistent with the Pennsylvania Human Relations Act, no student shall be denied access to a free and full public education as a result of race, religion, sex national origin or handicap. (Refer to Policy 103, Nondiscrimination in School and Classroom Procedures)

Non-Discrimination: The PENNCREST School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. Announcement of this policy is in accordance with State law, including the Pennsylvania Human Relations Act, and with Federal Law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

Complaint/Grievance Procedures for reporting incidents of discrimination are specified in the following policies:

103 – Discrimination/Title IX Sexual Harassment Affecting Students

104 – Discrimination/Title IX Sexual Harassment Affecting Staff

Complaints must be referred to:

Kenneth Newman, Assistant Superintendent, Title IX Coordinator

PENNCREST School District, 18741 State HWY 198

P.O. Box 808, Saegertown, PA 16433-0808 Telephone: (814) 337-1600

Drugs, Alcohol and Controlled Substances/Paraphernalia (policy 227)

Situational Category 1 – A student is using or demonstrates symptoms of possible alcohol or other drug (AOD) use.

- Immediate Action – All standard health and first aid procedures will be followed. Students will not be left alone.
- Investigation – The principal or designee will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student's person, locker, desk, vehicle, and all personal property will be searched according to policy. The student will not be left alone.
- Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.
- Notification of Police – Police notification required for any illegal substance.
- Disposition of Substance – If substance is discovered, it must be sealed with the student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.
- Remedial Action – Minimum: Immediate suspension of up to ten days and student referral to e/SAP. Maximum: School Board Hearing in compliance with Students Rights and Responsibilities. Student referral to e/SAP.
- Confidentiality – Confined to those with a need to know as determined by the principal.

Situational Category 2 – The student is in possession of AOD including look alike drugs and alcohol.

- Immediate Action – All standard health and first aid procedures will be followed. School personnel will confiscate any substances, escort the student to the principal's office or summon the principal. The principal will write an anecdotal report of the incident. Students will not be left alone.
- Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student's person,

locker, desk, vehicle, and all personal property will be searched according to policy. The student will not be left alone.

- Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.
- Notification of Police – Police notification required for any illegal substance. Otherwise to be determined by the principal.
- Disposition of Substance – If substance is discovered, it must be sealed with the student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.
- Remedial Action – Minimum: Immediate suspension of up to ten days and student referral to SAP/IST. Maximum: School Board Hearing in compliance with Students Rights and Responsibilities. Student referral to SAP/IST/ESAP.
- Confidentiality -- Confined to those with a need to know as determined by the principal.

Situational Category 3 – The student is found using, in possession of, or suspected to be under the influence of AOD when attending as a participant or spectator, any school sponsored function on or off school property, including any athletic or activity event in another school district, school or public/private location.

- Immediate Action – The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary. Students will not be left alone.
- Investigation – Notify police or security personnel for assistance if deemed necessary. The sponsor or administrator will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student will not be left alone.
- Notification of Parents – A parent/guardian will be contacted immediately and the situation described. (The parent/guardian will be requested to transport the student home. If a parent/guardian is unable or unwilling to transport a student, school personnel in charge will assume this responsibility.)
- Notification of Police – Police notification required for any illegal substance. Otherwise to be determined by the principal.
- Disposition of Substance – Group sponsor will submit any substance to principal in charge for appropriate disposition. If the principal determines that the substance should be submitted to police for analysis, it must be sealed with the student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.
- Remedial Action – Minimum: Immediate out of school suspension of up to ten days and student referral to e/SAP. Maximum: School Board hearing in compliance with Student Rights and Responsibilities. Student referral to e/SAP.
- Confidentiality – Confined to those who need to know as determined by the principal.

Situational Category 4 -- A student distributes or sells AOD including look alike drugs or alcohol to anyone on school property.

- Immediate Action – School personnel will confiscate the substance/s, escort the student to the principal's office or summon the principal. Principal will write an anecdotal report of the incident. Student will not be left alone.
- Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug like substances. Student's person, locker, desk, vehicle and all personal property will be searched according to policy. The student will not be left alone.
- Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.
- Notification of Police – Police notification required for any illegal substance. Otherwise to be determined by the principal.
- Disposition of Substance – If substance is discovered, it must be sealed with the student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.
- Remedial Action – Minimum: Immediate suspension of up to ten days and student referral to e/SAP. Maximum: School Board hearing in compliance with Student Rights and Responsibilities. Student referral to e/SAP.
- Confidentiality – Confined to those with a need to know as determined by the principal.

Situational Category 5 – Student possesses drug related paraphernalia.

- Immediate Action – School personnel will confiscate the paraphernalia, escort the student to the principal's office or summon the principal. Students will not be left alone.
- Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug like substances. Student's person, locker, desk, vehicle and all personal property will be searched according to policy. The student will not be left alone.
- Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.
- Notification of Police – Police notification required for any paraphernalia. Otherwise, to be determined by the principal.
- Disposition of Substance – Paraphernalia must be sealed with the student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.
- Remedial Action – Minimum: Immediate suspension of up to ten days and student referral to e/SAP. Maximum: School Board hearing in compliance with Student Rights and Responsibilities. Student referral to e/SAP.
- Confidentiality – Confined to those with a need to know as determined by the principal.

Situational Category 6 – A student volunteers information about personal AOD usage and asks for help.

- Immediate Action – Student is referred to e/SAP and informed of services available and encouraged to seek assistance.
- Investigation – Follows established procedures for e/SAP

- Notification of Parents – Parents will be notified by e/SAP only with student consent, unless the student's health is in imminent danger.
- Notification of Police – Not applicable
- Disposition of Substance – Not applicable
- Remedial Action – Not applicable
- Confidentiality – Confined to those with a need to know as determined by SAP/IST/ESAP.

Acceptable Use of Personally Owned Electronic Devices (policy 237)

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindles, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs); cell phones and smartphones such as the iPhone, Droid, or any device with similar capabilities.

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high-quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations with designated times only. The district shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.

Exclusion from School

Suspension (one (1) to ten (10) days): Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days. Suspension from school includes suspension from all school related activities whether co-curricular or extracurricular. The length of suspension shall be decided by the principal or his/her appointee in accordance with the specifications set-forth herein. Suspensions may be given by the principal or person in charge of the public school. No student shall be suspended until the student has been informed of the reason for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. ***The parent(s)/guardian(s) shall be notified in writing when the student is suspended, and administration will make every attempt to contact the family prior to the suspension.*** The Pennsylvania School Code requires that when a suspension exceeds three (3) school days, the student and parent(s)/guardian(s) shall be given the opportunity for an informal hearing. This informal hearing will be held before the fourth (4th) day of the suspension to determine the guilt of the accused student or mitigating circumstances surrounding his/her violation of the Code of Student Conduct.

Suspensions may not run consecutively beyond ten (10) school days.

Suspended students will not be permitted to be on school grounds and/or participate in school sanctioned athletics, extra-curricular activities, events, dances or field trips during their time of suspension. Suspended students shall have the responsibility to make up exams and work missed while being disciplined by suspension, and shall be permitted to complete these assignments within guidelines established by the building regulations. A student suspended during examinations or near the end of the school year or at any other period of time critical to his/her educational future may request an immediate hearing even though the suspension is for a short term.

In the event of three (3) suspensions of any individual student in a single school year, the building administrator, at his/her discretion, may recommend to the superintendent expulsion of said student. However, this shall not deter the principal from recommending the expulsion of a student on a first offense. The judgment of the principal in weighing the gravity of the offense shall accompany the recommendation for either suspension or expulsion. It shall be the responsibility of the building administrator to evaluate the nature and gravity of the offense of the student and if, in his/her opinion, expulsion shall be in the best interest of the school, he/she shall make said recommendation in writing to the superintendent who in turn, shall determine if a formal School Board Expulsion Hearing is required.

Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent: Expulsion from school includes expulsion from all school related activities whether co-curricular or extracurricular. All expulsions require a prior formal hearing. While expulsions may be permanent, the behavior and progress of the expelled student should be reviewed periodically, and a decision made by the Board of School Directors at the time on whether the exclusion is to be continued or whether the student is to be readmitted. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance laws, even though expelled, and they must be provided an education. The initial responsibility for providing the required education rests with the student's

parent(s)/guardian(s), through placement in another school, through tutorial or correspondence study, or through another educational program approved by the district's superintendent. If the parent(s)/guardian(s) is unable to provide for the required education, they must within thirty (30) days submit to the school district written evidence stating. The district then has the responsibility to make some provision for the student's education.

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing that is a fundamental element of due process.

Informal Hearings: The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parent(s)/guardian(s) to *meet with the principal* to discuss ways by which future offenses can be avoided.

Formal Hearings: A formal hearing is required in all expulsion actions. This hearing may be *held before the Board of School Directors* or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

Criminal Action: Suspension of a student by school authorities in no way prohibits possible criminal action or civil suit brought by law enforcement authorities or other parties. Following an investigation of the conditions and circumstances surrounding any discipline case, the school district reserves the right to file criminal charges against the accused student. Students may also be turned over to local or state law enforcement authorities for criminal prosecution.

Alternative Education: The purpose of this program is to remove disruptive students from regular school programs in order to provide them with a sound educational course of study and counseling designed to modify disruptive behavior and return them to the regular school curriculum. Students who exhibit to a marked degree any or all of the following conditions: disregard for school authority, including persistent violation of school policy and rules; display of or use of controlled substances on school property or during school-affiliated activities; violent or threatening behavior on school property or during school-related activities; possession of a weapon on school property, as defined under 19pa. C.S. Section 912 (relating to possession of a weapon on school property); commission of a criminal act on school property; misconduct that would merit suspension or expulsion under school policy; and, habitual truancy may be assigned to the district alternative education program. Unless there are extenuating circumstances, students assigned to the alternative education program will remain there for a minimum of forty-five (45) days.

Combination of the above Disciplines: Following an investigation of all the conditions and circumstances surrounding any discipline case, the school district representatives reserve the right to use a combination of the previously mentioned disciplines. As an example: A one (1) to

three (3) day suspension may be extended into a four (4) to ten (10) day suspension after an appropriate hearing is held and then followed with criminal prosecution.

Family Education Rights and Privacy Act (FERPA) (policy 216, Student Records)

FERPA affords parent(s)/guardian(s) and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. Families have the right to inspect and review the student’s education records within forty-five (45) days of the day the District received a request for access. Parent(s)/guardian(s) or eligible students should submit to the building principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. Families have the right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes is inaccurate or misleading. Parents/guardians or eligible students may ask PENNCREST School District to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing. Families have the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. In addition, the District will disclose the contents of student records including grades to the parent(s)/guardian(s) of an eighteen (18) year old student who is listed as a dependent on the parent’s/guardian’s federal income tax return. The District will presume that a student is a dependent unless provided evidence to the contrary.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education,
600 Independence Avenue SW
Washington, DC 20202-4605

Food Service/Cafeteria

Pursuant to the National School Lunch Act and the Child Nutrition Act of 1996, the PENNCREST School District operates a school meal program for all students who wish to engage in a computerized point-of-sale debit food system for the purchase of meals. Each student is assigned an individual Student Meal Account with a unique number that remains with him/her throughout his/her tenure in PENNCREST schools. A student is expected to learn this number and use it for all purchases in the cafeteria. The Student Meal Account is a debit account. A student deposits money in his/her account in advance of purchasing meals. This can be done by cash, check or www.schoolcafe.com. Checks should be made out to the PENNCREST School District Cafeteria Account.

Cafeteria Balances - Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases. Cafeteria balances will not roll over from school year to school year.

Collection of Monies Owed - As to not burden the district's taxpayers, the collection of all monies owed shall be reconciled prior to the beginning of each school year. School administration will notify students and parents of monies owed as it becomes known. Principals must provide the Business Office the contact information of parents/guardians of students who owe more than \$50 at any time during the school year. The Business Office will select the manner in which collection occurs. This may include parent communications, engaging the services of the school solicitor, offering payment plan options, contracting with a collection agency and/or filing a complaint with the local magistrate.

Hazing (policy 247)

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. The Board does not condone any form of initiation or harassment, known as hazing as part of any school sponsored activity. No student, coach, sponsor, volunteer or district employee shall be alert to incidents of hazing and report such conduct to the building principal. District administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the Physical Health shall include, but not 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, 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.

Complaint Procedures:

When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal. The principal shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused and others directly involved as appropriate. If the investigation results in a substantial finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the 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. If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored hazing in any form he/she will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

Homeless Students (policy 251)

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:

<https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx>

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations.

- Living in emergency, transitional or domestic violence shelters.
- Abandoned in hospital.
- Awaiting foster care placement.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as a migratory child in conditions described in the previous examples.
- Living as a run-away child.
- Abandoned or forced out of homes by parent(s)/guardian(s) or caretakers.
- Living as a school aged unwed mother in houses for unwed mothers if they have no other living accommodations.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational service for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, gifted and talented students.

The PENNCREST School District has procedures in place to assist families experiencing homelessness. For further information on the McKinney-Vento Homeless Act programs and resources, contact Patti Fiely, Director of Student Services and Homeless Liaison, PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600.

Immunization Requirements

For attendance in any grade, Pennsylvania requires the following vaccinations:

- 4 doses of tetanus, diphtheria, and acellular pertussis (DTP DTaP) - one dose after 4th birthday
- 4 doses of polio - one dose after 4th birthday
- 2 doses of measles, mumps, rubella (MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

On the first day of school attendance, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.

For attendance in seventh (7th) grade, Pennsylvania requires the following vaccinations:

- 1 dose of Tdap (Tetanus, diphtheria, acellular pertussis) if 5 years has elapsed since the last tetanus immunization
- 1 dose of MCV (meningococcal conjugate vaccine)

For attendance in twelfth (12th) grade, Pennsylvania requires the following vaccinations:

- second dose of MCV (MCV #2 – meningococcal conjugate vaccine)

On the first day of 7th or 12th grade and unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion. The vaccines required for entrance into 7th grade and 12th grade continue to be required in each succeeding school year.

These Pennsylvania requirements allow for the following exemptions: medical reason, religious belief, or a strong philosophical/moral/ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23. Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

iPad Acceptable Use (Policy 815.2)

The Board supports use of the computers, the internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. Students in the PENNCREST School District will be issued iPads for instructional purposes. The use of iPads shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network and iPads or for any information that is retrieved via the Internet. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources. The Board declares that iPad use is a privilege, not a right. The iPads are the property of the district. *Users shall have no expectation of privacy in anything they create, store, send, receive or display on the iPads, including personal files.* The district reserves

the right to monitor, track, and log network access and use or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

iPad Rules and Guidelines: Students will receive their iPads at the beginning of the school year and iPads will be collected at the end of the school year. Students who transfer, withdraw, graduate or are expelled will be required to check in and return iPads before they leave the district. If the iPad is not checked in at the end of the school year or upon exiting the district, the parent and/or student will be subject to criminal prosecution and/or civil liability.

iPad General Use: iPads will be used for educational purposes only. The iPad is school property and can be reviewed by the school at any time. Students will not "jailbreak" the device or attempt to alter the iPad in any way. In the event students leave their iPad at home, they will be responsible to complete their work as if the iPad were present. iPads should never be left in an unsupervised area such as the lunchroom, computer lab, library, unlocked classrooms, unlocked lockers and hallways. Students will be required to enter a passcode on the iPad; Students are not permitted to use another student's iPad unless specifically directed by a teacher. Students will keep the iPads in the protective case. Wireless/Internet access on the iPad will be filtered while at home and school. Students are not permitted to bypass the Internet filter. Students will bring their iPads to school every day charged and ready to use. Clean the iPad with a soft dry cloth. Do not write on the iPad or protective case. Immediately inform the teacher or the school main office of any problems with the iPad. Students will be issued a loaner iPad if there is a technical malfunction as determined by the technology supervisor or designee. Students will be held responsible for all damage to their iPads. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost. Replacement power cords and power bricks can be purchased through the PENNCREST School District. Students also have the option to purchase their own power cord and/or power brick from Apple or an authorized apple reseller.

School Medical and Dental Examination Procedures

Article XIV, School Health Services of the Public School Code and concomitant regulations, 28 Pa. Code 23.1-23.87, Health Services requires physical exams for children entering school (kindergarten or upon entry), and for those in 6th and 11th grades to ensure a periodic assessment of each student's health. Ideally, these examinations are to be provided by the student's personal physician. In this way, the child's coordination and continuity of medical care

is enhanced. In those cases, in which this is not possible, the child's school district will arrange to have these examinations performed by the school's physician. As well, each child shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade. In those cases, in which it is not possible to obtain a private exam, the school district will arrange to have these examinations performed by the school dentist.

Parents/guardians are initially notified of the need for these physicals and dental exams at the time of the child's school enrollment and annually through the PENNCREST Rights and Responsibilities agreement.

In subsequent school years, students' families are notified through a letter sent home with the student in May prior to the year in which exams are required. This letter also includes a private physical examination report form and encourages families to obtain this physical for their child from their family physician. Ideally, this physical will take place prior to the beginning of the school year in which it is required with the report submitted to the school nurse in a timely fashion.

All physical examinations must be completed/dated within one calendar year of the first day of school. Athletic physicals performed by either the school physician or a private physician will also be accepted towards meeting this requirement.

The report of medical and dental examinations will be maintained in the student's individual school health record. All health records are confidential.

Medical Examination

Parent portion to include:

- Past medical, developmental, family, and social history
- Review of immunization records

Medical Doctor portion and assessment to include:

- Head, eyes, ears, nose, mouth, throat
- Neck, chest, lungs
- Abdomen
- Spine
- Musculoskeletal system
- Cardiovascular system, blood pressure, pulse rate
- Skin

Physicals conducted at the school by the PENNCREST School Physician that recommend further medical care or evaluation shall be sent to the parent/guardian by the school nurse.

Dental Examinations

A dental exam shall be conducted with sufficient care and detail to command dental respect and to provide an educational experience for the child and his parents and is to include charting all teeth on the dental health record H514.025.

The District will accept dental examinations that are completed by a private dentist and dated within four (4) months of the first day of school.

Dental exams conducted at the school by the PENNCREST School Dentist that recommend further dental care or evaluation shall be sent to the parent/guardian by the school nurse.

Religious Exemption

In accordance with 24 P.S. (14-1402 and 28 PA Code 23.1-23.2), a student is exempt from the mandated physical examination only if the student or his/her parent(s) or legal guardian(s) object to the procedure based on religious grounds. This religious objection must be recognized unless the student constitutes a “substantial menace to the health of others”.

Medication (policy 210)

Medication (prescribed and/or over the counter) used during school hours is strongly discouraged due to the numerous problems created. It is suggested that every attempt be made to schedule any medications around school hours. You may wish to consult your physician regarding alternatives that will allow medication to be given at home only. If, however, medication use is found to be absolutely necessary during school hours, school district policy requires that the following conditions must be met: A written doctor's order (prescription) must be obtained for any medications, including over-the-counter medications. Parental/guardian permission must be provided in writing (Consent and/or release). If the medication is brought to the school premises by the student, it must be sent in a sealed envelope with the number of doses clearly designated, not exceeding five (5) days (one weeks' supply) and with the signature of the parent/guardian attesting to the number of doses sent. The sealed envelope must be given to the nurse or school personnel immediately upon arrival at school. Forms to provide this information may be obtained from the district [website](#). When this information is completed, your child will be advised to leave his/her medication with the nurse or office each day and to report to the office at the appropriate time for him/her to take the ordered medication. When the nurse is unavailable, person designated by the school administration will supervise the administration of this medication. In the case of other medications, such as enzyme therapy or bee sting kits, self-administration will be considered on an individual basis in consultation with the building principal and the above conditions must also be met.

Parents/guardians may directly administer medication to their child at any time with the nurse and/or principal's knowledge without conforming to the requirements of this policy.

Students are permitted the use of cough drops at the classroom teacher's discretion and their use is not subject to the requirements of this policy. A variety of antiseptics, ointments and other pharmaceuticals are made available to students in the Nurse's office for minor first aid

needs. Parents/guardians should notify the nurse if any limits should be placed on their use for medical and/or other reasons.

Unused medications may be picked up by the parent(s)/guardian(s) or responsible adult designated by the parent/guardian no later than the last day of school. Medication will at no time be sent home with the student, with the exception of eye/ear drops and liquid medications, which require use at home from the same bottle. Any unclaimed medication will be disposed of on the last day of school.

Emergency Medications: Students with a known hypersensitivity that may lead to a severe allergic or anaphylactic reaction should have provisions made in advance when possible in consultation with the parent(s)/guardian(s) and family physician. In case of emergency medications, the previously stated policies with the exception of numbers of dosages, apply. Students are to notify the school nurse immediately following any uses of this medication so that further emergency care can be obtained. In order to make provisions for students with an unknown hypersensitivity that may result in life-threatening symptoms of severe allergy and or impending anaphylaxis, the protocol and standing orders for the administration of epinephrine by injection are reviewed and authorized by the school physicians each school year.

In the event that students exhibit life-threatening symptoms of severe allergy/anaphylaxis, attempts will be made to notify parent(s)/guardian(s) while implementing the treatment as outlined by the protocol. Parents must notify the school in writing of any valid medical reason why their child or children should not receive medication for symptoms of severe allergy or anaphylaxis should this become necessary.

Pledge of Allegiance (Policy 807)

It is the responsibility of every citizen to show proper respect for his/her country and its flag, HB 592 of 2002 amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day and requires a United States flag to be present in each classroom. The legislation allows students to decline reciting the pledge; however, the school district is required to notify parents/guardians in writing of their child's refusal to recite the pledge. Each student shall be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. The classroom teacher will maintain decorum during the exercise.

Parent(s)/guardian(s) of students refusing to salute the flag will be notified by the building principal in writing and the parent(s)/guardian(s) may be required to furnish the school administration with a written statement of the child's conscientious objection.

Residency Requirements (Policy 201 & Policy 202)

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parent Registration Statement, as

required by law and regulations. Proof of residency must include one (1) of the following: Mortgage, Deed, Current property tax record, Lease agreement or Rental agreement.

The Legal residence of the parent/guardian will be presumed to be the residence of the student. Any student whose legal residence is not within the geographical boundaries of PENNCREST School District will be considered a non-resident defined in Section 1302 of the Pennsylvania School Code.

A non-resident student as defined in Section 1302 of the Pennsylvania School Code will only be accepted as a student in PENNCREST School District when: The student is residing with a school district resident who has filed a sworn statement (affidavit) that he/she is solely supporting the student gratis, and he/she will assume all personal and legal obligations for the student relative to school requirements, and that he/she intends to keep and support the child continuously and not merely through the school term. The Board of School Directors has agreed to permit a nonresident student to attend on a tuition-paying basis. This permission will be granted at the discretion of the school board subject to the following considerations: The superintendent shall recommend to the Board of School Directors, for its approval, the admission of qualified applicants. The Board shall not be responsible for transportation to or from school for any student residing outside the school district's boundaries. Tuition rates shall be determined in accordance with applicable statutes. Tuition shall be charged monthly in advance of attendance.

School Safety and Security

Please visit <https://www.penncrest.org/departments/school-safety> for the comprehensive All Hazards & Emergency Operations Plan.

Search and Seizure (Policy 226)

The Board acknowledges that students have the right to be secure in their person and property against unreasonable search and seizure. Nonetheless, the Board recognizes the threat to the health and safety of its students which is created when illegal weapons or contraband substances are brought on to school property. Therefore, in order to maintain order and discipline in the schools, and to protect its students, the Board permits school officials to search a student's person, a student's locker or desk, or a student's vehicle and to seize any illegal, unauthorized or contraband materials discovered in the search.

All lockers, desks, iPads, and computers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers, desks, iPads or computers. The Board reserves the right to authorize its employees to inspect a student's locker, desk, iPad, or computer at any time with or without cause for the purpose of determining whether the locker or desk is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good

order of schools. Students are not permitted at any time to exclude authorized school district personnel from entry into a locker. There can be no personal lock or device of any from to prevent entry by school district personnel. Students are hereby placed on notice that all contents of lockers and desks are subject to search, including coats, bags, gym bags, or any containers found therein.

Personal Searches

Any school official is hereby authorized to conduct a search of a student's person pursuant to the following guidelines:

- When there is reasonable suspicion that a student is carrying any illegal, unauthorized or contraband material, or any article potentially dangerous to the health and welfare of the students or staff on his or her person. Under these circumstances, a student may be asked to voluntarily produce the contents of his or her pockets, pocketbook, handbag, bookbag or other personal articles.
- In the event that a student under suspicion does not comply with a request to produce such items, a school official may cause a pat-down search to be conducted by an adult of the same sex as the student to be performed in the presence of a second adult witness of the same sex as the student.
- In the event that a student under suspicion refuses to submit to a pat-down search, a school official may request the assistance of law enforcement officers. In that event, the student shall be held in the presence of an adult witness until the police officer arrives to conduct the search.
- Search of a student's person or personal belongings may be conducted without prior notice to the student or to the student's parent(s)/guardian(s).

Student Vehicles

Students are allowed to park their personal vehicles on school property only with the permission of school officials. Parking on school property is a privilege not a right. The district retains the authority to conduct routine patrols of student parking lots and to conduct exterior inspections of student vehicles on school property. School officials may look into student vehicles parked on school property at any time. When the school official has reasonable suspicion that a vehicle contains materials which pose a threat to the health, welfare and safety of students in the school, student vehicles may be searched.

Where a school official has reasonable suspicion, or has made observations in plain view, that student shall be notified and given the opportunity to be present for the inspection of the interior of the vehicle. However, where there is reason to suspect that the student's vehicle contains materials which pose an immediate threat to the health, safety and welfare of the students or staff, the student's vehicle may be searched without prior warning or presence of the student.

Drugs, Dogs and Mechanical Devices (policy 226.1)

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, bomb detection dogs, metal detection units or any device used to protect the health, safety and welfare of the school population. It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal or dangerous substances or devices, subject to the following: The administration shall authorize the search and have a designee on hand while the search is taking place. All school property such as lockers, classrooms, parking areas and storage areas may be searched. Individuals(s) shall not be subject to a search by dogs. Actual times or dates of planned searches by dogs will not be released in advance. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal or dangerous substances(s) or devices on school property.

Illegal Items and Contraband

In the event that illegal contraband items are discovered, the school official shall notify the student's parents/guardians that a personal search of the student's possessions, locker and vehicle was conducted as soon as possible after the search has occurred. Any contraband, drugs, controlled substances, weapons, or illegal or unauthorized materials found as a result of searches of the student's person, locker and vehicle may be seized and used as evidence in disciplinary, juvenile or criminal proceedings. Any such materials or weapons will not be returned to the student under any circumstances.

Smoking, Use and/or possession of Tobacco (Policy 222 & Policy 227)

The Board of Directors recognizes that smoking presents a health hazard which can have serious consequences for both the smoker and the nonsmoker and that tobacco possession and/or use is a violation of law. The board endorses a total smoke-free environment in all buildings and grounds at all times.

Pupil – Person between the ages six (6) and twenty-one (21) years of age who is enrolled in school.

Offense – A situation in which a pupil possesses or used tobacco in a school building, on a school bus or on school property owned by, leased by, or under the control of the school district. This includes, but is not limited to, student lockers and student vehicles on school property.

Tobacco – A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form including dissolvable tobacco such as Ariva, Stonewall, Camel Orbs, Sticks and Strips. This also includes items similar to Tobacco as identified in policy 227 electronic cigarettes, vaping products, or similar devices, and the e-liquid or vaporized chemicals these devices utilize.

In accordance with *Act 145 of 1996*, Pupil who commits a tobacco offense shall be subject to prosecution initiated by the building principal or assistant principal.

Violations of this policy is a summary offense, and the pupil will be issued a citation which will result in a fine in accordance with PA law plus court costs for each offense.

Additionally, under certain circumstances at the discretion of the principal or the assistant principal, the pupil may be suspended for up to ten (10) days.

Student Attendance (policy 204)

All pupils are governed by Article XII, "Pupils and Attendance," of the school laws of Pennsylvania. Parents or guardians of all children between the ages of eight (8) and seventeen (17) are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached seventeen (17) years of age if they are fulfilling their responsibilities as students.

A parental excuse will be accepted for any day's absence to a total of ten (10) days throughout the school year. A doctor's excuse will be accepted for any absence during the year and will not be counted toward the ten (10) day maximum on parental excuses.

Following the accumulation of seven (7) days parental excuses, parents will be sent a written notice advising them of the accumulation of the seven (7) days of excuses together with a copy of the district truancy plan.

Following the accumulation of ten (10) days parental excuses, parents will be notified in writing that the district may require a written doctor's excuse for each day's absence from the time of the notice until the end of the school year.

Students are not permitted to attend school activities on or off school property after school or during the evening of the day when they are not in attendance at school. Suspended students may not attend after school or evening activities at any time during the period of suspension.

A student may be excused from school for observance of bona fide religious holidays by particular groups in accordance with the policies of the district's board of school directors. A pupil's absence from school on a bona fide religious holiday will be recorded as an excused absence. There shall be no penalty attached to such an absence.

In the event that a female student becomes pregnant, the building principal in consultation with the school nurse and guidance counselor, are empowered to develop an academic program to fulfill the needs of the pregnant female. Exclusion from school or extracurricular activity will only be permitted if it becomes apparent that the pregnant female's health and/or her safety is/are in jeopardy.

The district reserves the right to charge an unlawful absence against a student when the reason given in a written excuse is either implausible or unbelievable.

If the school does not receive a written excuse within three (3) days of any absence, the absence will be recorded as unexcused or unlawful. Students who are legally absent have an opportunity to make up work.

Crawford County Truancy Protocol - An unlawful absence is defined as:

An absence for which the school district has not received a timely, authentic, valid written excuse; or After ten (10) days of cumulative lawful absences, an absence for which no physician's excuse is timely received by the school. The school district shall immediately inform the parents/guardians in writing upon each incident of unlawful absence.

After the third (3rd) unlawful absence: The school shall send a letter and Children and Youth Services (CYS) will be notified. If the child is open to the Juvenile Probation Office (JPO), the school will notify JPO. The school shall schedule as promptly as possible a school/family conference to discuss the causes of truancy and develop a Student Attendance Improvement Plan (SAIP). A SAIP meeting should occur within three (3) days of the notice by the school scheduling the meeting. The plan shall incorporate strategies to avoid further absences. The plan will be in writing.

Three (3) outcomes can occur after the SAIP meeting:

1. The child has no further unlawful absences this school year (the matter is concluded) or
2. The school is unable to complete the SAIP. If a plan is not obtained, and one additional unlawful day occurs, then the school will: Send a letter; File a citation with the District Judge. Copy CYS with the letter to the parents, a copy of the citation and a copy of the SAIP, or
3. If the SAIP is completed, but the child has further unlawful absences: After each absence, the school will send a notice when the child is absent to the parent/guardian and to CYS and JPO, as appropriate.

On the fourth (4th) unlawful absence or first (1st) unlawful absence following the development of the SAIP, the school will file a citation for original truancy hearing with the District Judge and copy CYS, or JPO as appropriate with the citation. The school will also, if it has not therefore done so, send CYS a copy of the TEP. A school representative will attend and may testify at the hearing before the District Judge. The child will fully participate as a witness in the hearing before the District Judge.

Unlawful absences occurring in subsequent year in a PENNCREST school building. *First unlawful absence* – Principal sends a letter and the school shall schedule a SAIP meeting.

Act 29 of Special Session #1 of 1995 extensively revises provisions for truancy. The law raises the fine placed on parents for truancy to three hundred dollars (\$300) and requires parents to pay court costs or be sentenced to complete a parenting education program. Under the act, both the truant child and the parents/guardians would have to appear at a hearing by the district

justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offence. If the parents are not convicted and the child continues to be truant, the child will be fined up to three hundred dollars (\$300) or be assigned to an adjudication alternative program. Other provisions allow a district justice to suspend a sentence given to the parent/guardian or child if the child is no longer habitually truant. A district justice may order the parents/guardians to perform community service for up to six (6) months. The new law also grants to state, municipal, port authority, transit authority, housing authority or school police officers the same arrest power as attendance officers and home and school visitors. In addition, Act 29 removes from truant juveniles their vehicle operating privileges for ninety (90) days for the first (1st) offence and six (6) months for the second (2nd), while juveniles who are unlicensed are prohibited from applying for the learner's permit for ninety (90) days for their first offense and six (6) months for their second offense, commencing upon their sixteenth (16th) birthday. Finally, students and parents/guardians involved with home education programs are exempt from the provisions of the act.

Student Accident Insurance (policy 211)

PENNCREST School District generally does not provide primary medical/accident insurance for students who attend district schools. Each student's parent(s)/guardian(s) are responsible for providing the primary insurance coverage they believe is appropriate to provide medical care in the event the student becomes ill or is injured while attending school.

The district does, however, provide a secondary insurance policy (called a "\$100 excess policy") for students who participate in interscholastic athletic activities. This policy is generally designed to cover out-of-pocket expenses that are not otherwise covered by the parent(s)/guardian(s) primary insurance policy. The district's policy will pay the first one hundred dollars (\$100) of covered expenses without regard to any other insurance. The parent(s)/guardian(s) primary insurance will pay expenses in excess of one hundred dollars (\$100). The parent(s)/guardian(s) may subsequently submit a claim to the district's carrier for out-of-pocket amounts such as deductibles, co-payments and co-insurance.

PENNCREST School District has also made arrangements for parents/guardians to optionally purchase inexpensive insurance coverage for students. The carrier offers one plan with 24hr coverage and another plan with school time only coverage.

Student Discipline (policy 218)

Detention: For an offense, the building administrator may require a student to report prior to school or remain after school hours. The maximum time to report early or remain after school is one (1) hour per day. Detention is not to exceed five (5) school days for any single offense. In all cases of detention, the building administrator or his/her appointee shall notify the offending student's parents/guardian prior to the designated dates of detention.

Suspension:

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall contact the parent/guardian when a student is suspended.

In-School Suspension: The student will not attend regular classes; but will attend school and be assigned to a designated area such as the Refocus Room for directed study. No student may receive an in-school suspension unless the student has been informed of the reasons for the in-school suspension and has been given an opportunity to respond before the in-school suspension becomes effective. Communication to the parents/guardians shall occur regarding the in-school suspension action taken by the school. The school district has the responsibility to make some provision for the student's education during the period of the in-school suspension. However, it becomes the student's responsibility to complete all assignments in a reasonable length of time established by the school officials for this purpose. When the in-school suspension exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parents/guardians prior to the eleventh (11th) school day in accordance with the procedures in this handbook relating to hearings.

Out-of-School Suspension: Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days. Suspension from school includes suspension from all school related activities whether co-curricular or extracurricular. The length of suspension shall be decided by the principal or his/her appointee in accordance with the specifications set-forth herein. Suspensions may be given by the principal or person in charge of the public school. No student shall be suspended until the student has been informed of the reason for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. ***The parent(s)/guardian(s) shall be notified in writing when the student is suspended, and administration will make every attempt to contact the family prior to the suspension.*** The Pennsylvania School Code requires that when a suspension exceeds three (3) school days, the student and parent(s)/guardian(s) shall be given the opportunity for an informal hearing. This informal hearing will be held before the fourth (4th) day of the suspension to determine the guilt of the accused student or mitigating circumstances surrounding his/her violation of the Code of Student Conduct.

Suspensions may not run consecutively beyond ten (10) school days.

Suspended students will not be permitted to be on school grounds and/or participate in school sanctioned athletics, extra-curricular activities, events, dances or field trips during their time of suspension. Suspended students shall have the responsibility to make up exams and work missed while being disciplined by suspension, and shall be permitted to complete these assignments within guidelines established by the building regulations. A student suspended during examinations or near the end of the school year or at any other period of time critical to his/her educational future may request an immediate hearing even though the suspension is for a short term.

Bus Suspension: Riding the bus is a privilege not a right. The school principal may remove a student from the bus for a period of one (1) to one hundred and seventy nine (179) days. Other consequences may include a verbal warning, written warning, call home, loss of privileges, seating arrangement changes, detention, or suspension.

[PENNCREST Elementary Student Discipline Matrix](#)

[PENNCREST Secondary Student Discipline Matrix](#)

Student Expression (policy 220)

The right of public school students to freedom of speech was affirmed by the United States Supreme Court in 1969. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and other means of common communications, provided that the use of public school facilities shall be in accordance with the regulations of the authority in charge of those facilities. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Identification of the individual student to at least one responsible person in a student group shall be required on any posted or distributed materials. School principals shall require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

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

It is the responsibility of the students to conform with the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.

- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up all work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities. Report accurately and not use indecent or obscene language in student newspapers or publications.
- Students have the responsibility to check and be aware of the contents of items such as pockets, wallets, book bags, purses and gym bags prior to coming to school. From time to time a student is reported and found to be in possession of contraband such as a knife. When “caught”, the student tries to avoid disciplinary action by responding, “I used the knife for hunting yesterday and did not know that I left it in my pocket.” This is not an acceptable excuse after the fact. Once a student realizes that he/she has contraband in his/her possession, it is the student’s responsibility to immediately report the situation to school administrators who will assess the situation and take the appropriate action.

Terroristic Threats/Acts (Policy 218.2)

The Board prohibits any district student from communicating terroristic threats or committing terrorist acts directed at any student, employee, Board member, community member or school building.

Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act shall mean an offense against property or involving danger to another person.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terrorist threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terrorist act, the following guidelines shall be applied: Immediately suspend the student for three (3) days; conduct an informal hearing to consider a full suspension; and report the student to law enforcement officials.

Truancy (Crawford County Truancy Diversion Procedure)

There are three (3) broad, flexible stages of truancy diversion:

Stage 1 Diversion: School Based Diversionary Program

Each school district will develop and enforce a truancy diversionary program. The goal of the program will be to quickly identify a truant student and to resolve the student's truancy "in house" with the student, parents/guardians, teachers, principals and other appropriate support staff.

Stage 2 Diversion: Truancy Citation in Magisterial District Court

If Stage 2 does not resolve truancy, the school will issue a citation for truancy against the student and/or parent. The citation will be filed in the magisterial district court where the school is located. By court order, the case will be automatically transferred to District Court 30-3-01.

When the citation is received, a determination will be made if the student is in 7th grade or below (CYS focused), or 8th grade and above (JPO focused). Hearings for 7th graders and below will occur on a set day (i.e. first Friday of the month) in the Crawford County Judicial Center Juvenile Hearing Room. Hearings for 8th graders and above will occur on another set day (i.e. third Friday of the month) in the Crawford County Judicial Center Juvenile Hearing Room.

If the student is in 7th grade or below, MDJ Stallard will address the citation in a hearing with the student, parents/guardians, school truancy officer, CYS truancy caseworker and any other necessary/desired social services personnel. These hearings will employ traditional procedures (including continuances) and tactics that are currently being used at the various MDJ courts in Crawford County. In these cases, CYS will take the lead to resolve truancy.

If the student is in 8th grade or above, MDJ Stallard will address the citation in a hearing with the student, parents/guardians, school truancy officer, JPO truancy officer and any other necessary/desired social services personnel. In lieu of an immediate finding of guilt and the assessment of fines/costs, the student and parents/guardians will be given an opportunity to voluntarily enter into the JPO truancy program.

Once there is an agreement for the student to enter into the program, the student will be ordered to appear at Crawford County JPO for an intake assessment and the hearing will be continued for ninety (90) days.

If the JPO intake assessment results in the student being **low risk**, the student's school attendance will be monitored and encouraged by JPO for the ninety (90) day period. If truancy is resolved, JPO will communicate the truancy resolution to MDJ Stallard's office 1 week before the scheduled subsequent hearing, the hearing will be cancelled and the truancy citation will be dismissed. If truancy is not resolved, the ninety (90) day hearing will commence, the student will be found guilty, and an appropriate sentence will be issued. Then, the school will be under the direction to immediately file another truancy citation for any other days that the student was truant after the date of the first citation. Then, another hearing will promptly be scheduled. Then, upon a finding of guilt on the second truancy citation, the matter will be formally certified to CYS per the statute.

If the JPO intake assessment results in the student being **high risk**, the student will complete the national truancy curriculum course with the assigned JPO officer and the student's school attendance will be monitored and encouraged by JPO for the ninety (90) day period. If truancy is resolved, JPO will communicate the truancy resolution to MDJ Stallard's office 1 week before the scheduled subsequent hearing, the hearing will be cancelled and the truancy citation will be dismissed. If truancy is not resolved, the ninety (90) day hearing will commence, the student will be found guilty, and an appropriate sentence of fines/costs will be issued (likely certified to JPO for community service). Then, the school will be under the direction to immediately file another truancy citation for any other days that the student was truant after the date of the first citation. Then, another hearing will promptly be scheduled. Then, upon a finding of guilt on the second truancy citation, the matter will be formally certified to CYS per the statute.

Stage 3 Diversion: Petition for Dependency based on Truancy

Upon the MDJ certification to CYS (after the second finding of guilt on a second citation), CYS will have the internal school record of Stage 1 **AND** the internal CYS record (7th grade and below) or internal JPO record (8th grade and above) of Stage 2 **AND** with the docket information of the MDJ proceedings as evidence to be used in a Dependency adjudication hearing. If the Dependency Court adjudicates the student dependent, outside extraordinary circumstances, CYS would recommend a disposition of "in-home adjudication" where the student initially remains at home with the parents/guardians and with appropriate court ordered services to resolve truancy and other identified issues.

Unlawful Harassment (Nondiscrimination in School and Classroom Practices Policy 103)

The School Board prohibits all forms of unlawful harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy, or handicap/disability. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. Such employees include the Title IX coordinator, teachers, counselors, nurses and principals. All employees who receive harassment complaints from a student shall report such to the building principal. The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the districts' legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational environment; has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or otherwise adversely affects an individual's learning opportunities. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. If it is

concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

Violations of Conduct

The Board of School Directors hereby determines that the following types of offenses may lead to suspension or permanent expulsion from school:

- Cheating
- Commission of an immoral act
- Contributing to and encouraging disruptive behavior including, but not limited to, fighting
- Creating a disturbance
- Defiant trespassing
- Gambling
- Inattention in class, study halls, and assemblies
- Intentional or negligent defacing or damaging of school property by any means including the use of graffiti (institutional vandalism)
- Intentional disrespect, disobedience and/or insubordination to faculty, staff and other employees of the district and visitors to the district
- Intentionally giving incorrect information to faculty, staff or other employees of the district
- Leaving school property or assigned educational location prior to specified dismissal time without permission
- Persistent and willful violation of school rules and regulations
- Plagiarism
- Possession and/or use of alcohol and/or drugs (See Drug and Alcohol Policy included herein)
- Possession and/or use of tobacco in any form
- Possession and/or use of or threatened use of a weapon as defined by the weapons policy
- Tardiness
- Terroristic Threats/Acts
- The unauthorized throwing of any object including snowballs
- Theft of property and/or extortion
- Throwing food, liquids or any other article in the cafeteria
- Truancy
- Unlawful Harassment
- Using profane or vulgar language or gesture to faculty, staff, employees or other students
- Violation of School District Policies
- Violations of Federal or State Statutes

- Willful violation of the student responsibilities as established by the PENNCREST Board of Education

Weapons (policy 218.1)

PENNCREST School District shall expel, for a period of not less than one (1) year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

Expulsions shall be conducted pursuant to all applicable state regulations and to all policies of PENNCREST School District. The Superintendent of PENNCREST School District may recommend discipline short of expulsion on a case-by-case basis. The Superintendent, in the case of an exceptional student, shall take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. § 14 et seq.)

The provisions of this section shall not apply to the following:

- A weapon being used as part of a program approved by a school, by an individual who is participating in the program; or
- A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

Nothing in this section shall be construed as limiting the PENNCREST School District to make an alternative assignment or provide alternative educational services during the period of expulsion.

PENNCREST School District will report all incidents involving possession of a weapon prohibited by this section as follows:

- Weapon – As used in this section, the term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.
- Possession – Possession of a weapon, replica of a weapon, or toy weapon on school property, at a school sponsored activity or on school transportation is prohibited. If a student is found in possession of a weapon the matter will be reported to the student’s parents/guardians and to the police. The student will be suspended and a recommendation will be made that the student be processed for expulsion. Under Pennsylvania law, any student who is determined to have brought onto or is in possession of a weapon on school property, at a school sponsored activity or on school transportation must be expelled for a period of not less than one (1) calendar year.

- A student is responsible to check and know the content of his/her pockets, wallet, purse, book bag, gym bag, backpack and car/truck before coming onto school property or before using school transportation. Once a student is discovered to be in possession of a weapon on school property or on school transportation, excuses such as “I used the knife for hunting yesterday and forgot to take it out of my pocket” will not be accepted.