

## **ADMISSION/REGISTRATION**

### Admission to School

A child is eligible for admission to kindergarten if he/she is of the district's established admission age of 5 years old on or before July 31<sup>st</sup>. The superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit required immunization, proof of age (birth certificate) and proof of residency (any type of utility bill or photo ID that shows current address). The principal or superintendent must approve any other form of proof of residency.

Early admission will be based on the criteria established in the Charleroi Area School District "Procedures for Early Admission to Kindergarten". The student must be five (5) years of age on or before January 1<sup>st</sup>.

### Early Admission to Kindergarten Procedure – Policy #201-AR

The parent/guardian must petition the Board of Directors by writing a letter to the superintendent for the early admission candidate on or before April 15<sup>th</sup> for the following school year. Students must be at least five (5) years of age on or before January 1<sup>st</sup> of the school year in which admission is being sought before consideration will be given for early admission.

A student will be eligible for early enrollment if the following criteria are met:

1. The child must meet ALL of the following assessment criteria in the areas of cognitive ability, school readiness/basic concepts, reading ability, visual-motor integration skills, and adaptive behavior as follows:
  - a. Full Scale IQ score at or above the 95<sup>th</sup> percentile, with no regards to the standard error of measurement, on either of the following cognitive ability assessments:
    - Stanford-Binet Intelligence Scales – Fifth Edition
    - Wechsler Preschool and Primary Scale (SB-V) of Intelligence – Third Edition (WPPSI-III)
  - b. School Readiness Composite or Total Test Score at or above the 95<sup>th</sup> percentile, with no regard for the standard error of measurement, on the following assessment:
    - Bracken Basic Concept Scale – Revised (BBCS-R)
  - c. Total overall reading composite score at or above the 95<sup>th</sup> percentile, with no regard for the standard error or measurement, on the following assessment:
    - Test of Early Reading Ability – Third Edition (TERRA-3)
  - d. Score of at least 116 with no regard for the standard error of measurement, on the following visual/motor skills assessment:
    - Beery-Buktenica Development Test of Visual-Motor Integration (VMI)
  - e. Domain Quotient scores of 116 or higher in Conceptual, Social and Practical skill domains AND an Adaptive Skills Quotient score of 116 or higher, with no regard to the standard error of measurement, on the following assessment:
    - Adaptive Behavior Evaluation Scale – Revised, Second Edition (ABES-R2)

All tests must be completed, evaluated and returned to the elementary principal prior to June 1st.

Parents/Guardians will be contacted to review results of the evaluation and determine whether the child is eligible to participate in the Charleroi Elementary kindergarten assessments.

Early admission candidates must score in the 95<sup>th</sup> percentile or higher in order to be considered for early enrollment.

### First Grade

Beginners are described as students entering the lowest grade of the primary school above the kindergarten level. Beginners shall be admitted to school only during the first two weeks of the annual school term, with the exception of a child who is eight years of age. Those students may begin school at any time during the school year. The board is not required to admit, as a beginner, any child whose age is less than the district's established admission age for beginners.

## **STUDENT ARRIVAL AND DEPARTURE**

### Reporting Time for Students

Due to the lack of supervision, students are not to report to school before 8:30 a.m. and no later than 9:00 a.m. without prior permission from the principal. Students will be considered tardy at 9:01 a.m.

### Students Arriving to School by Car

Bus service is provided for all students, however, if you choose to drive your child to school, you must adhere to this policy:

- Parents/Guardians can either park in the parking lot and walk their child(ren) to the front entrance, or wait until all buses have cleared the circle and then drive their child(ren) to the front entrance of the building. Staff members will be present to monitor/guide your child into the school.
- All vehicles must stay in the right lane when driving up to the building. Please pull up as far as possible in the circle. PLEASE DO NOT BLOCK THE FLOW OF TRAFFIC.
- There should be no vehicles in the circle, after 8:30 in the morning until all the buses have finished unloading. Also in the afternoon, after 3:00 no one will be permitted in the circle until the busses are gone.

### School Bus Assignment Changes

Students are given one bus assignment. If your child attends a day care center, he/she may have a stop assigned at that facility. Parents must write a note for their child to ride a different bus for the day. Students are expected to abide by the bus regulations adopted by the Charleroi Area Board of Education. Students who do not comply with the regulations will have their riding privileges suspended.

### Riders Pass Dismissal

Students that are being picked up at the end of the day by a parent/guardian must have a written note. If you are planning to pick your child up every day, please send a note stating that you will be picking them up every day all year. These students will be given a "Riders Pass". Riders Pass students will be called to the cafetorium after all buses have been called, approximately at 3:25 p.m. Parents may drive up to the cafetorium entrance for pick-up, but must wait in line for their turn, show a valid photo ID and sign the dismissal sheet in order to claim their child.

### Early Dismissal

Parents are requested to schedule all medical and dental appointments for their children after the regular school day or on days when school is not in session. If it is essential that such appointments be scheduled during the school day, the parent/guardian must present a written request authorizing the school to release their child. This note should state the reason and time of the dismissal, and should be sent to school on the day that the early dismissal will occur. Early dismissals are defined as any dismissal occurring after 12:00 p.m. and before 3:20 p.m. **Only two early dismissals per nine-week period are permitted, unless for medical reasons and accompanied by a medical excuse**

## **ADMISSION TO THE BUILDING**

Residents and visitors are welcome in the elementary center. Please schedule an appointment with the secretary to meet with a teacher or principal.

**A valid photo ID will be required to enter the building.** All parents/guardians and visitors MUST sign in and receive a visitor's pass from the greeter upon entering the building. Academics are a priority in the classrooms and classes should **not** be disturbed.

**Parents/Guardians visiting a classroom, school volunteers, and classroom party parents must have the following clearances approved and filed in the administration office prior to their visit:**

- **Act 126 Mandated Reporter Training**
- **Act 151 PA Child Abuse Clearance**
- **Act 34 PA Criminal Clearance**
- **Act 114 Federal Fingerprint Clearance or 1-888-439-2486**

## **SCHOOL CLOSINGS AND DELAYS**

When it is necessary to close or delay school, it will be announced on KDKA AM radio, and KDKA, WTAE and WPXI television. Please listen to the radio or television for instructions. Parents are requested **NOT** to call the school. The district's automated notification system will also be utilized for delays and cancellations. It is the responsibility of the parent/guardian to notify the elementary office of any changes in regards to the telephone number linked to the automated notification system.

## **HOMEBOUND INSTRUCTION**

Homebound instruction may be obtained for a student that will be out of school for an extended period of time by parental request through the office. The parent must provide written notice from the doctor stating the reason for the illness and the period of time that the student cannot attend school. Once the child has been assigned homebound instruction, he/she will be counted in attendance at school.

## **HOMEWORK**

### Homework Policy

Homework is a necessary part of the educational process. Its purpose is to prepare the student for new material and to reinforce previous material. All parents/guardians should support the homework policies and procedures of their child's individual teacher and the Charleroi Area Elementary Center. Homework will be assigned at the teacher's discretion. The purpose of meaningful homework is to provide the student with an opportunity to independently practice and master skills/concepts that were taught in the classroom that day. It also provides parents/guardians with an opportunity to share in their child's learning and to gain knowledge regarding what their child is doing academically in school.

### Make-Up Work

Students will be allotted two days to make up missed work for each day absent, up to a maximum of five days of make-up time. Unusual circumstances are to be cleared with the elementary principal. Students on suspension will be given a number of days equal to the number of days of suspension to make up work.

## **ATTENDANCE**

### Perfect Attendance

Students are eligible for perfect attendance provided they do not have any full day absences. There will be quarterly and yearly rewards for perfect attendance.

### Excuses

When a student misses any part of the school day, whether they are tardy, absent, or leave early, they are required to hand in an excuse to the office within three days.

### Attendance Policy

It is the policy of the Board of School Directors that all students enrolled in the Charleroi Area School District adhere to the mandate of the Public-School Code and Regulations of the Pennsylvania Department and School District regarding attendance at school.

The Charleroi Area School District bases all attendance policies, regulations and procedures on the belief that regular school attendance is necessary for the fullest intellectual and social development of all students.

### Absences

1. Excused Absences will include the following, and must be accompanied by a parent or doctor note upon the student's return:

- Illness
- Required court attendance
- Death in family
- Family educational trip, with prior principal approval
- Medical

2. Unexcused Absences will include an absence for any reason not listed under excused absences. Absences without a written excuse will be considered to be unexcused. Students do not have the right to make-up work for unexcused days.

At three **unexcused** absences:

- First offense letter will be sent to the parent/guardian
- A referral will be made to Blue Prints Truancy Intervention Prevention Program.

At six **unexcused** absences (for students of compulsory school age):

- A required attendance improvement meeting will be held with the parent.
- Truancy charges could be filed with the magistrate against the parent/guardian.
- A new citation will be cited at every third unexcused absence thereafter.

3. Cumulative Absences (Excused and Unexcused)

After nine cumulative absences:

- First notice for excessive absences will be sent home to the parent/guardian.
- After fifteen cumulative absences:
  - Only a doctor's excuses will be accepted for absences.

At twenty cumulative absences:

- A parent/guardian meeting may be scheduled with one or more of the following:
  - Superintendent
  - ❖ Dean of Students/Counselor
  - ❖ Principal

❖ Teacher

- Retention may be considered.

Tardy Arrivals

Tardies shall be treated as unlawful until the district receives a written excuse within three (3) days after the tardiness explaining the tardiness, to be submitted upon arrival to school.

A maximum of fifteen (15) cumulative lawful tardies verified by parental notification shall be permitted during a school year. All tardies beyond the fifteen (15) cumulative days shall require an excuse from a licensed physician.

1. An excused tardy arrival will include the following, and must be accompanied by a parent or doctor note upon student's arrival:
  - Illness
  - Required court appearances
  - Medical and dental appointments
  - Family emergencies approved by the building principal
  - Other urgent reasons approved by the building principal
2. An unexcused tardy arrival is described as a tardy arrival at school that is not accompanied by a parent/guardian or physician note, or a tardy arrival that is accompanied by a note which does not meet the criteria listed above under excused tardy reasons.

**VACATION ABSENCES**

In accordance with the attendance policy set forth by the school board, the following conditions need to be met in order to be granted approval for an educational trip:

1. The parent/guardian submits a written request for excusal prior to the absence. This notice should be submitted to the elementary office five days before the trip to allow our staff time to get educational materials ready for the student.
2. The student's participation is approved by the assistant principal.
  - If a student's total number of absences combined with the proposed number of days of the educational trip exceed 15 days of school, the trip will be denied for acceptance as excused absences.
  - Vacation requests will be denied during PSSA testing.
3. The teacher will forward a Family Educational Trip Form to the parent/guardian, which documents the student's assignments which should be completed during the student's absence.

## DRESS CODE

- Students must dress in good taste at all times. Students are not permitted to wear the following clothing items: Pajamas, sleeping attire and undergarments as outside wearing apparel
- **All clothing must have a length of mid-thigh or below, (skirts and shorts should be at or below the fingertips when the arms are fully extended at the side).**
- Tank tops, muscle shirts, halter tops, bare chests or midriffs, half shirts, spaghetti straps, or shirts and dresses without sleeves or that are backless, and other provocative apparel are not permitted. Hats, hoods, bandanas or other head coverings are not permitted to be worn in the building. An exception to the wearing of headwear may be granted to an individual student by the administration for medical or religious reasons. Hanging chains and dog collars are not permitted.
- Winter coats/jackets should not be worn inside of the building.
- Shoes are to be worn at all times. **Shoe skates are not permitted.**
- Students are not to wear clothing that could be interpreted as gang related, violent, vulgar, indecent, or obscene, either by wording or visual description. Tee-shirts or other clothing promoting obscene, profane, and other content likely to disrupt the educational process, and messages promoting drugs or alcohol, are not permitted.
- **Baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted. Pants, shirts, shorts, and shorts must be secured and worn no lower than the waist. Undergarments are not to be exposed.**

Students may be required to wear certain types of clothing while participating in physical education classes, practical art, extracurricular activities, or other situations where special attire may be required in order to ensure the health or safety of the student. Students should be encouraged to take pride in their appearance. When students come to school inappropriately dressed, the staff and administration will take necessary steps to correct the situation.

## TELEPHONE/CELL PHONE USE WHILE AT SCHOOL

The office telephones are business phones and should be used by pupils only in an emergency. Students are not permitted to have cell phones in school without permission from the principal. If permission is granted, cell phones are to be turned off while on campus. Telephone calls to the school requesting that messages from parents be delivered to students should be restricted to emergency situations only. Students will not be called from a classroom to use the office phone to call home except in emergencies.

## ELECTRONIC DEVICES

The Charleroi Area School Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities. The Board prohibits **use of** personal communication devices by students **during the school day** in district buildings, on district property, and while students are attending school-sponsored activities. In addition, the Board prohibits **possession and use** by students of any devices that provides for a wireless, unfiltered connection to the Internet. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

### Delegation of Responsibility

The superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletter, posted notices, and other efficient methods. Exceptions to the prohibitions set forth in the policy may be made for health, safety or emergency reason with prior approval of the building principal or designee, or when use is provided for in a student's Individualized Education Program (IEP).

### Guideline

Violations of this policy by a student shall result in disciplinary action and will result in confiscation of the electronic device. The confiscated item shall not be returned until a conference with the parent or guardian is held. Repeated offenses will be deemed as insubordination.

## **ELECTRONIC GAMES**

Electronic games are not permitted unless used for educational purposes approved by the building principal.

## **BUILDING/EDUCATIONAL MATERIALS CARE**

All students are expected to help keep the building neat and clean. Each pupil is responsible for proper care and return of all books and materials which he/she receives from the school.

## **PARTY INVITATIONS/BIRTHDAYS**

Party invitations should **not** be passed out in school unless everyone in the room receives an invitation. Treats are not to be sent to school for birthdays

## **CLASSROOM PARTIES/ CELEBRATIONS**

- Classroom parties / celebrations with food/ beverages shall be limited to no more than 1 per month in each classroom.
- Parents/ guardians shall be informed through newsletters or other efficient communication methods that food/ beverages should only be brought in when requested for scheduled parties.
- Classroom parties shall offer a minimal amount of foods ( maximum 2 – 3 items ) containing added sugar as the primary ingredient ( e.g., cupcakes, cookies ) and will provide the following:
  - Fresh fruits and vegetables
  - Water, 100 percent juice diluted with water, low-fat milk or non-fat milk.
- Teachers will select who will help with parties.

## **RECESS**

Recess is a time for children to socialize and should be considered a privilege. All school rules must be followed.

## **STUDENT PICTURES**

A professional photographer takes individual student pictures and classroom pictures each year.

## **PTA**

The school has an active chapter of the National PTA (Parent-Teacher Association). All parents and teachers are encouraged to support this organization by joining the annual membership drive in the fall of every year. Meetings dates and times will be advertised via the school's digital sign and the monthly student calendar. Attendance at these meetings is encouraged, but not required, of the members. The PTA sponsors the Campbell's label, BoxTops for Education, and the Giant Eagle programs. Your membership enables the PTA to provide yearbooks and field trips for all students.

## HEALTH SERVICES

Facilities are provided for temporary care of students in case of illness or injury. We are unable to adequately care for a sick child for prolonged periods of time due to lack of space and personnel limitations. The nurse is responsible for the general welfare of **all** students, therefore her time is limited. The nurse cannot diagnose a student; however, she can provide information based on her nursing assessment.

**Illnesses or injuries that originate prior to or after school hours should be cared for at home.** Students should not be sent to school if they have signs of illness. For example: fever, nausea or vomiting.

Students will be excluded if a suspected contagious condition exists. Students excluded from school because of any contagious condition shall not be re-admitted to school except with a certificate of recovery from a physician.

**If a student is sent home for head lice, they will need to be re-examined after treatment by the nurse for re-entry. The student must be accompanied by a parent/guardian.** During the treatment process for an active infestation of lice, the child will be permitted one excused absence for the treatment of the infestation. Students must provide a parent note or physician excuse giving reason of absence upon their return to school.

Medication can be administered, with certain restrictions, as outline in the CASD medication policy. **No medication, prescribed or over-the-counter, will be administered without a physicians order. Forms can be obtained in the nurse's office. Students are not permitted to bring medication to school. It must be delivered by a parent/guardian, and it must be in the original prescription bottle listing dosage instructions.**

An emergency card is sent home with the student each year. It is the parent's responsibility to update and inform the health office of any physical/mental problems, allergies or disease that the child may have. Please notify the school office or health office of any phone number change.

The Pennsylvania School Law requires the following schedule of examinations:

### Physical Examination

- Kindergarten
- 6<sup>th</sup> Grade
- 11<sup>th</sup> Grade

The school will provide an examination, or you may take your child to their family doctor at your cost. Private physical forms can be obtained in the nurse's office.

### Dental Examination

- Kindergarten
- 3<sup>rd</sup> Grade
- 7<sup>th</sup> Grade

The school provides the facilities for Smile Dental to conduct dental examinations. Financial forms will be provided, or you may take your child to their family dentist at your cost.

Private dental forms can be obtained in the nurse's office.

### Vision, Height, Weight and Body Mass Index Screening

- Kindergarten through 12<sup>th</sup> Grade



### Hearing Test

- Kindergarten
- 1<sup>st</sup> Grade
- 2<sup>nd</sup> Grade
- 3<sup>rd</sup> Grade
- 7<sup>th</sup> Grade
- 11<sup>th</sup> Grade
- Any child that has a prior hearing loss

### Scoliosis Screening

- 6<sup>th</sup> Grade
- 7<sup>th</sup> Grade
- 8<sup>th</sup> Grade

Each child, upon entering school, must have the following immunizations:

- Four doses of tetanus, diphtheria and acellular pertussis; one dose must be given at the age of four or older\*
- Four doses of Polio; the last one must be given at the age of four or older, and at least six months after previous dose\*\*
- Two doses of measles, mumps, rubella \*\*\*
- Three doses of hepatitis B
- Two doses of Varicella (or history of the disease)

\*Usually given as DTP or DTaP or if medically advisable, DT or Td

\*\*A fourth dose is not necessary if the third dose was administered at age of four or older and at least six months after the previous dose.

\*\*\*Usually given as MMR

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or 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.

### **PROGRESS REPORTS/REPORT CARDS**

The curriculum in the Charleroi Area School District is designed to parallel the state's core standards. It is recognized that each student varies in background knowledge, readiness, language, preference in learning, and interests. All children don't reach the same level of achievement at the same time. To insure the maximum progress of the student, the home and school must work together in the learning process.

Kindergarten receives report cards at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Grades 1-5 receive report cards at the end of each quarter. Progress reports will be sent home, at the midpoint of the quarter when necessary.

### **RETENTION POLICY (ELEMENTARY)**

#### Kindergarten

Teacher recommendation and at the discretion of the parent(s)/guardian(s)

#### 1<sup>st</sup> and 2<sup>nd</sup> Grades

A student must receive a failing grade of 59% or below in Reading and/or Mathematics for the year.

3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades

A student must fail reading and math. To fail a subject, a student must receive a final grade of 59% or below. The average grade will be determined in accordance with the grading system.

Major Subjects

- Grades 3, 4 & 5 – Reading and Mathematics

A student will only be retained once at the elementary level. Exceptions will be considered on an individual basis through Multiple Disciplinary Team meetings. Parents will be notified, as needed, to discuss the possibility of retention.

Elementary Grade Scale (Grades 1-5)

90-100	A
80-89	B
70-79	C
60-69	D
59 or Below	F (Failing)

The lowest grade that can be reported on the student report card for the first three grading periods is 52%, unless permission is obtained from the building principal and/or his designee. During the fourth nine weeks, students will receive the grade that they earn.

**Retention will be considered when excessive (20 days) absences occur.**

**PARENT-TEACHER CONFERENCES**

Conferences may be held any time during the year, as needed. One day per year is set aside on the school calendar for conferences. This usually occurs in November. The purpose of the conference is to meet and discuss academics and expectations.

**GUIDANCE**

A guidance counselor will be available for services in social, academic, and personal development. To contact a guidance counselor, please call the office.

**PUPIL PERSONNEL SERVICES**

Provisions for children with special needs are the responsibility of the school district. Parents requesting services should contact the Program Director at 724 483-3509 x8-1217.

**TESTING**

Tests provide the teaching staff and administrators with a general idea of the pupil’s progress, mental ability, and academic achievement. Testing is done according to the Charleroi Area Board of Education policy. Please try to schedule vacations around state testing windows.

## PRELIMINARY PSSA TESTING WINDOW FOR 2023-2024 & 2024-2025

Assessment	Dates	Grades
English Language Arts	April 22-26, 2024	Grades 3-8
Mathematics	April 29 – May 3, 2024	Grades 3-8
Science	April 29 – May 3, 2024	Grades 4 & 5
Make-up	April 29 – May 3, 2024	Grades 3-8
Early Reporting Deadline	May 3, 2024	Grades 3-8
PSSA Math, Science, Make-ups (Optional)	May 6-10, 2024 (No early reporting)	Grades 3-8

Assessment	Dates	Grades
English Language Arts	April 21-25, 2025	Grades 3-8
Mathematics	April 28– May 2, 2025	Grades 3-8
Science	April 28 – May 2, 2025	Grade 5 only
Make-up	April 29 – May 3, 2025	Grades 3-8
Early Reporting Deadline	May 2, 2025	Grades 3-8
PSSA Math, Science, Make-ups (Optional)	May 6-10, 2024 (No early reporting)	Grades 3-8

### SCHOOL RECORD CHANGES

It is the responsibility of the parent/guardian to immediately notify the school of any changes such as family status, address, telephone number, health information, etc.

### SPECIAL CLASSES

Special classes such as Physical Education, Art, Music and Library are provided to all students in the Charleroi Area School District. Instrumental music and chorus is offered to students in grades 4 and 5. The student is responsible for providing his/her instrument.

#### Library

- If a student has not returned a library book, they will not receive a report card until the book is either returned or payment is made to replace the book.
- If a student doesn't return a book on their assigned library day, they will not be permitted to take out another book.
- If books are not returned or paid for within 45 days, charges will be filed with the magistrate.

#### Physical Education/Health

- Students in grades 3, 4 and 5 are to wear appropriate clothing for physical education class. Students are permitted to change into sweatpants, shorts or casual clothing. Appropriate shoes must be worn.

#### Band/Chorus

- Band and chorus is available to 4<sup>th</sup> and 5<sup>th</sup> grade students.

### LUNCH PROGRAM

As a participant in the National School Lunch Program, the Charleroi Area School District provides a well-balanced nutritious lunch. Lunch information will be sent home at the beginning of each school year. Please fill out the Free and Reduced Application which can be found at [www.schoolcafe.com](http://www.schoolcafe.com) Students can either bring a bag lunch or buy their

lunch. A free lunch will be provided to all students through this school year. Appropriate conduct is expected of children in the cafeteria.

**POSITIVE BEHAVIOR**

Positive behavior is rewarded throughout the day and monthly for students that have completed all homework, classroom assignments and follow classroom and school rules.

Rewards for positive behavior include praise, stickers, stamps, Gotcha Tickets, prize tickets, extra recess time, fun lunch with teacher, positive note, phone call home or assembly.

**RULES**

Classroom Expectations

Students are expected to be courteous, prompt, honest and respectful. General rules that cover these areas are as follows:

<b>Behavior Expectations</b>				
<b>Respect</b>	<b>Ownership</b>	<b>Attitude</b>	<b>Responsibility</b>	<b>Safety</b>
Listen to adults and accept direction.  Treat others the way you want to be treated	Be ready learners  Be prepared with materials.	Keep a positive focus on learning.	Have everything you need.  Ask permission.  Make smart choices. Use and return materials.	Safe hands  Safe feet  Quiet voice

Hallway Expectations

Hallway expectations are established to ensure that everyone remains safe and classroom instruction is not disturbed.

General rules that cover these expectations are:

<b>Behavior Expectations</b>				
<b>Respect</b>	<b>Ownership</b>	<b>Attitude</b>	<b>Responsibility</b>	<b>Safety</b>
Voice level 0  Walking feet	Stay in line  Know your destination	Be polite to others  Be considerate of hallway displays	Hands and feet to yourself.  Leave and arrive on time.  Voice level 0	Walk at all times  Keep hands/ feet to yourself  Report concerns  Be aware of others  Use appropriate space

- Generally, it should not take a student any longer than five minutes to go somewhere and report back to class.

Restroom Expectations:

<b>Behavior Expectations</b>				
<b>Respect</b>	<b>Ownership</b>	<b>Attitude</b>	<b>Responsibility</b>	<b>Safety</b>

Show respect for school property	Be quick and quiet	Use manners	Go, Wash, Leave	Take care of your business properly
Honor the privacy of others	Plan restroom breaks for appropriate times	Be polite	Keep restrooms clean	Keep the restroom clean
Voice level 0		Allow others their privacy	Wash hands	
			Allow others their privacy	
			Report any concerns	

Cafeteria Expectations:

<b>Behavior Expectations</b>				
<b>Respect</b>	<b>Ownership</b>	<b>Attitude</b>	<b>Responsibility</b>	<b>Safety</b>
Voice level 1	Listen to adult directions	Treat others with kindness	Clean up after yourself	Stay in your seat
Listen to adult directions	Clean up after yourself		Lend a helping hand	Eat your own food
Touch only your food			Lights out – Voice level 0	Walk at all times
Stay in your seat			Hands to yourself	
Use table manners				

Playground Expectations:

<b>Behavior Expectations</b>				
<b>Respect</b>	<b>Ownership</b>	<b>Attitude</b>	<b>Responsibility</b>	<b>Safety</b>
Take turns	Follow directions	Be a good sport	Make safe choices	Walk while you are on the playground
Share equipment	Play by the rules	Include others	Follow playground rules	
Voice level 2				

Bus and Van Expectations:

<b>Behavior Expectations</b>				
<b>Respect</b>	<b>Ownership</b>	<b>Attitude</b>	<b>Responsibility</b>	<b>Safety</b>
	Follow directions	Use kind words	Report issues to the driver	Stay in your seat
	From adults	Greet the bus driver	Make safe choices	Voice level 1
	Make safe choices	Be a role model		Report issues to the driver
		Help others		Keep all items in your backpack

## DISCIPLINE

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct, which in turn creates an atmosphere conducive to learning.

### Administrative Consequences

These consequences occur after teacher/supervisor attempts to change undesired behavior(s) are unsuccessful. In addition, a Student Misconduct Report is sent to the office for the student's file. Some violations may result in the immediate referral of a Student Misconduct Report to the office. Violations are classified as minor and major.

- Consequences for minor violations include:
  - ❖ Verbal warning
  - ❖ Parent notification
  - ❖ Loss of recess
  - ❖ Lunch detention
  - ❖ In-school suspension
  - ❖ Out-of-school suspension (1-3 days)
- Consequences for major violations include:
  - ❖ In-school suspension
  - ❖ Informal hearing/meeting with the superintendent
  - ❖ Out-of-school suspension (4-10 days)

Minor Violations are actions that are a distraction to the educational process, but do not endanger the safety of people or property. These include:

- Excessive noise
- Disturbing class
- Unjustified tardiness to assigned place
- Loitering in halls or restrooms
- Insubordination to staff member
- Lying
- Teasing
- Cheating
- Gum chewing without permission
- Use of radios, headsets, toys and trading cards without permission
- Inappropriate cafeteria conduct
- Any behavior which is a distraction to the educational process, but does not endanger the safety of people or property.

Major Violations are actions that are unlawful and/or constitute a threat to the safety of people or property. These include:

- Fighting in school that disturbs or threatens the safety of others
- Destroying school property. Destruction to be repaired by certified, insured tradesmen at the parent's cost
- Destroying books. Replacement cost to be paid by the student/parent

- Sale of drugs
- Throwing objects at people, vehicles or school property
- Stealing
- Spitting
- Obscene gestures
- Profanity
- Possession of any type of weapon or look-alike
- Persistent insubordination and incorrigibility
- Any behavior that results in unsafe conditions or that infringe on the rights of others

## DISCIPLINE REPORT

Defined as a written report to the office of a violation of the Discipline Code

## POLICIES OF THE DISTRICT

A copy of all policies is available in the building office.

## POLICIES OF THE ELEMENTARY SCHOOL

The following are not permitted:

- Glass objects, tin/aluminum cans
- Selling or soliciting items
- Bicycles, skateboards, wheeled shoes, etc.
- Electronic devices (unless permission granted by principal)
- Gum (unless permission granted by principal)
- Trading/Collector cards

## CHARLEROI AREA SCHOOL DISTRICT RULES FOR STUDENT CONDUCT ON SCHOOL BUSES

- Every student who rides a bus must get ON and OFF at the BUS STOP ASSIGNED.
- Any student who wishes to ride other than his regular school bus must have a written request signed by one of his/her parents and permission from the principal or transportation supervisor. The bus driver has the right to refuse such student entry to the bus if entry causes an overload.
- No shoes with cleats or spikes are to be worn on the bus.
- No animals or rodents of any kind are permitted on the bus.
- Spitting is not permitted on or out of the school bus.
- Smoking is not permitted on the school bus.
- Matches or lighters are not permitted on the school bus.
- Radios or CD players are not permitted on the bus.
- Visible evidence of screwdrivers, knives, water guns, rubber bands, balloons, radios, bean shooters, etc., is not permitted on the bus.
- No vulgar language or vulgarity of any kind shall be used on the bus or at the bus stops.
- Nothing shall be thrown on or out of the windows of the bus.
- Students shall be seated immediately upon entering a bus and remain seated. No one is permitted to stand on the bus at any time.
- The bus driver shall decide when the windows shall be down or up, and how far.
- Each student shall see that his conduct while waiting for the bus, on the bus, or getting off the bus is ladylike or gentlemanly.
- A student must give his name and address in writing to the bus driver when requested.
- Students may be assigned to a special seat by the driver.
- Any student who breaks a window or causes any damage to a bus while on or off the bus, intentionally or unintentionally, with or without malice or forethought, pays for the cost of damage.
- Two students in a seat must permit a third student to sit with them, if requested.
- Eating and drinking on school buses is not permitted, unless the transportation supervisor grants permission. In the event that permission is granted, the adult chaperone, teachers, coaches, etc. are responsible for cleaning up the debris.

- Intentional carrying of snow or ice into a bus and snowballing of buses is not permitted.
  - A student must immediately report to the driver any visible damages to the bus.
  - No student is permitted to open the emergency door except upon direction of the driver or in an emergency in which the driver is incapacitated.
  - No singing, loud talking, or screaming is permitted on the bus.
  - Any unfavorable conduct not specifically covered in the preceding regulations but which is determined by the bus driver, the principal and the transportation supervisor to be detrimental to the safe operation of the bus, shall be cause for suspension of bus privileges.
- 
- Student should arrive at their respective bus stops at least five minutes before bus arrival time. If the bus does not arrive on the pre-assigned time, all students should wait a minimum of twenty (20) minutes before leaving the bus stop.
  - If there is a delay in the opening of school, or school has been cancelled due to weather conditions, the announcement will be made over radio stations KDKA, as well as KDKA, WTAE and WPXI television.
  - No student or unauthorized adult is permitted to use the CB Radio System in the bus.
  - When a delay in opening of school is made, the time for opening will be two (2) hours from the regularly scheduled bus pick-up time. Each school will follow a regularly scheduled opening based on the adjusted time schedule. On days that have a delayed starting time, schools will be dismissed at the regularly scheduled dismissal time.
  - Students should sit on seats properly, not on books or other objects.
  - No aerosol spray cans of any kind are permitted on the bus at any time.
  - No balls or large toys are to be carried on the bus unless requested by the teacher. If permitted, item must be in an appropriate carrier.
  - No walking or putting feet on the seats.
  - No sitting on the backs of the seats.
  - No objects are to be put in the aisle or in front of the emergency door.
  - Nothing is to be stacked above level of the back of the seat.
  - Students must sit facing the front of the bus at all times.
  - Buses are not to be used as dressing rooms.
  - A student must be cooperative with the bus driver and/or principal in ascertaining or giving information concerning any infraction of the above rules and regulations or other misbehavior.

### BUS DISCIPLINARY PROCEDURES AND ACTIONS

All student offences involving discipline must be submitted in writing by the driver to the dispatcher/mechanic. It will also be directed by the dispatcher/mechanic to the proper administrator. The following procedures will be followed.

#### First Offense

- A warning will be imposed, in writing, after an investigation and determination of guilt. The following disciplinary procedure will be followed unless more severe penalty is warranted. The parents of the student involved may request a hearing with the driver, bus committee, coordinator of transportation/designee and building principal/designee.

#### Second Offense

- Three (3) day suspension will be imposed after an investigation and determination of guilt. The parents of the student involved may request a hearing with the driver, bus committee, coordinator of transportation/designee and building principal/designee.

#### Third Offense

- A five (5) day suspension will be imposed after an investigation and determination of guilt. The parents of the student involved may request a hearing with the driver, bus committee, coordinator of transportation/designee and building principal/designee

#### Fourth Offense

- The matter will be referred to the superintendent of schools for disposition; this will result in temporary or permanent suspension of bus riding privileges. The parents of the student involved may request a hearing with the driver, bus committee, coordinator of transportation/designee and building principal/designee.

In any hearing involving the parents of students being disciplined, the driver may request at least two (2) members of the bus drivers' committee and the involved driver be present.



A written copy of the disciplinary action taken will be immediately forwarded to the bus driver involved, before dismissal of school on the day that disciplinary action has been taken.  
All penalties will be accumulative throughout the year.  
If, in any event, the penalty cannot be followed through in a given school year, the penalty will be carried into the next school year.  
Each student is assigned to a particular bus stop and a specific bus. No change relating to the stop or the bus is to be made without the proper procedure being followed. That consists of a written request and details of change. Please specify bus stop and/or bus number that the student will use. This request should be given to the principal's office as much in advance as possible. After the principal's approval, it must then be forwarded to the transportation supervisor for approval. Only after this procedure is followed, and approval given, will a student be permitted to change bus stops/and or buses.

## **Homeless**

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, etc.)

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school or origin.

If you believe your child(ren) may qualify for this service, please contact the principal of your child(ren)'s school. You may also contact Adam Brewer, Homeless Liaison at 724-483-3600 ext. 3089. If your living situation changes during the school year, and you and your children become homeless, please be sure to contact your school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

## **USE OF VIDEO CAMERA ON SCHOOL BUSES (CASD POLICY NUMBER 500-7 May 27, 1997**

### **Purpose**

The purpose of this policy is to establish guidelines and regulations concerning the use of video cameras on school vehicles. It is the goal of the Charleroi Area School District to provide the safest possible transportation system. Incidents or circumstances that may appear to be meaningless or harmless in a normal setting, can create a serious danger on a school bus

### **Rules and Regulations**

Students may be recorded on Charleroi Area School District buses. Recording devices may be used on buses to monitor behavior for security and disciplinary reasons. Recordings may be used as evidence in student discipline hearings, and may be turned over to law enforcement officials, when appropriate.

### **Policy**

The Board of Education authorizes the use of video cameras in any school district bus, contracted or owned, as authorized by the district's transportation director. Such use of video cameras is an aid to monitor students' behavior while riding the school bus. It should not replace established discipline procedures and the basic safety rules for riding the school bus.

### **Procedures**

- The Charleroi Area School District will begin a program of installing video cameras on school buses. All students riding Charleroi Area School District buses shall be made aware that their actions and behavior may be video-recorded at any time while riding the school bus, including athletic, band and field trip transportation. It is hoped that, by making students more conscious of their behavior, distractions for bus drivers will diminish. It is the continuing desire of the Charleroi Area School District to promote and improve the safety of the student transportation system.
- Video cameras may be placed in any Charleroi Area School District school bus, as may be authorized by the district's transportation director. The school bus shall contain a notice that students are subject to being video-

recorded at any time. The actual recording will be both audio and video. All parents and students shall be notified of this policy by its being in each "Student Handbook".

- The transportation director shall determine the rotation of cameras in school vehicles. Knowledge of camera installation is to be kept confidential and shall be limited to the transportation director and bus garage dispatchers. Based upon the number of incidents of misconduct or the seriousness of such reports, video-recording of a bus route may be done on a more consistent basis.
- 
- The requesting party must have made a valid request to view a particular video. Arbitrary viewing of video-recordings will not be permitted. A request for viewing a video may only be made by the following:
  - ❖ The school bus driver
  - ❖ School building principal or administrator
  - ❖ Transportation director, bus garage dispatcher or assistant bus garage dispatcher
- A request for viewing a video-recording may only be made with the intent to observe a given situation and in an effort to work towards a resolution of that incident or situation. All requests must be made in writing to the transportation director by completing a "Request to View School Bus Video Form". The request must state the purpose or reason for viewing the video.
- After the video-recording of a bus route has been conducted, the recording shall be stored at the bus garage dispatcher's office for a period of ten (10) days. The transportation director and bus garage dispatcher may periodically review videotapes on a random basis to assure proper school bus conduct. If no incidents are viewed or reported within ten (10) working days, a video-recording will be recycled. If an incident is reported, and has been captured on video, the recording will be maintained until such time as the matter has been reviewed and resolved.

#### **NOTICE OF PRIVACY PRACTICES**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS INFORMATION CAREFULLY.

#### Purpose Of This Notice

Pursuant to the Health Insurance Portability and Accountability Act of 1996, this notice explains how the Charleroi Area School District may use and disclose YOUR PROTECTED HEALTH INFORMATION. This NOTICE describes the types of information that is collected and YOUR rights with regards to that information.

#### Definitions

As used in this NOTICE, the following capitalized terms shall have the meanings ascribed to them unless the context clearly indicates otherwise.

- INCLUDES and/or INCLUDING means inclusive of and not limited to and by way of example and not limitation.
- NOTICE means this Notice of Privacy Practices.
- PROTECTED HEALTH INFORMATION means your individually identifiable health information maintained in any form for medium by the Charleroi Area School District. PROTECTED HEALTH INFORMATION INCLUDES the following: health history, medical records, name, address, and date of birth, marital status, sex, social security number, information regarding dependents, and other similar information that relates to past, present or future medical care. PROTECTED HEALTH INFORMATION does not include individually identifiable health information maintained in education records, as defined by the Family Education Rights and Privacy Act.
- PROVIDER refers to all employees, agent and subcontractors of the Charleroi Area School District who provide medical care of health services for which the Charleroi Area School District seeks reimbursement through electronic means. For the

purposes of this NOTICE and YOUR rights under the Health Insurance Portability and Accountability Act of 1996, PROVIDER refers to the health care component designated as the provider by Charleroi Area School District.

- YOU and YOUR refers to the individual whose PROTECTED HEALTH INFORMATION is covered by this NOTICE. In the case of an un-emancipated minor, or the parents or other legal guardians entitled to exercise rights under this NOTICE, as the context requires.

#### Permitted Uses and Disclosures of Protected Health Information

##### Uses and Disclosures for Treatment

The PROVIDER may use or disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for all treatment purposes as allowed by law, INCLUDING to doctors, nurses, laboratory technicians, medical students, psychologists, physical therapists, speech therapists, and other health care and personnel involved in YOUR treatment.

##### Uses and Disclosure for Payments

The PROVIDER may use and disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for its own payment activities as allowed by law, INCLUDING to obtain reimbursement for eligible medical and health services under the Medical Assistance program.

##### Uses and Disclosures for Operations:

The PROVIDER may use and disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for all of its own health care operations as allowed by law, INCLUDING the provision of “related services” as required by the Individuals with Disabilities Education Act.

#### Other Uses and Disclosure for Which Your Authorization is Not Required

In the situations described below, Charleroi Area School District may disclose YOUR PROTECTED HEALTH INFORMATION without obtaining YOUR authorization:

- When requested by a public health authority for the purpose of preventing or controlling disease, injury or disability
- When requested by a public health authority in connection with reporting of child abuse or neglect
- To a government authority of the PROVIDER:
  - ❖ Reasonably believes that YOU may be the victim of abuse, neglect, or domestic violence
  - ❖ Is required by law to make the disclosure
  - ❖ YOU are unable to consent to the disclosure
  - ❖ The PROVIDER reasonably believes, in the exercise of professional judgment, that informing YOU of the disclosure would place YOU at risk of serious harm
- To a health oversight agency for oversight activities authorized by law, including: audits, civil, administrative, or criminal investigations, licensure or disciplinary actions, civil, administrative, or criminal proceedings or actions, or other activities necessary for appropriate oversight of the health care system.
- In a response to an order of court or administrative tribunal, but only to the extent required by the order
- In response to a subpoena, discovery request, or other lawful process, if the requesting party demonstrates that it made a good-faith attempt to notify you of the request
- To a law enforcement official, as required by law, pursuant to a warrant, subpoena, or other administrative summons
- To a law enforcement official, upon request, for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person

- To a law enforcement official, upon request, for identification of a victim of a crime, where you are unable to consent, where such information is not intended to be used against you, where immediate law enforcement activity depends upon the disclosure, and where the PROVIDER determines that it is in YOUR best interest to make the disclosure
- To a law enforcement official, for the purpose of alerting law enforcement of the death of the individual if the PROVIDER has a suspicion that such death may have resulted from criminal conduct
- To a law enforcement official, where PROVIDER believes in good faith that the protected health information constitutes evidence of criminal conduct that occurred on the premises of the Charleroi Are School District
- To a law enforcement official to avert a serious threat to health and safety
- To a coroner, medical examiner or funeral director as required by, or consistent with, applicable law
- To organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of cadaveric organs, eyes, or tissue for the purpose of facilitating organ, eye, or tissue donation and transplantation
- To military, national security, and intelligence officials, as required by law

Statement of Privacy Policy and Practices

It is the policy and practice of the Charleroi Area School District to maintain YOUR PROTECTED HEALTH INFORMATION confidentially and to not use or disclose YOUR PROTECTED HEALTH INFORMATION unless YOU authorize such use or disclosure, or such use or disclosure is permitted or required by law as described in the “Permitted Uses and Disclosures of Protected health Information”. Any use or disclosure of YOUR PROTECTED HEALTH INFORMATION by the Charleroi Area School District other than as listed in the “Permitted Uses and Disclosures of Protected Health Information” or “Other Uses and Disclosures for Which Your Authorization is Not Required” sections of the NOTICE will only be made with YOUR prior written authorization. Such revocation must be in writing to the Contact Person designated in this NOTICE. If YOU provide proper written notice of revocation of authorization, the Charleroi Area school District is bound by that revocation except to the extent that it has acted in reliance on the authorization.

The Charleroi Area School District has adopted appropriate administrative, technical and physical safeguards to prevent unauthorized uses and disclosures of YOUR PROTECTED HEALTH INFORMATION.

Your Rights Under the Health Insurance Portability and Accountability Act of 1996

**Restrictions**

YOU have the right to request restrictions on how the PROVIDER uses or discloses YOUR PROTECTED HEALTH INFORMATION. Such requests must be in writing to the Contact Person designated in this NOTICE. The Charleroi Area School District is not bound by YOUR request, and may refuse to accept the requested restriction. If the Charleroi Area School District agrees to YOUR request for a restriction, the Charleroi Area School District will notify YOU in writing of its acceptance of the restriction.

**Communication**

YOU may request to receive communications of YOUR PROTECTED HEALTH INFORMATION by reasonable alternative means or at reasonable alternative locations, if disclosure of all or part of that information could endanger YOU. Such request must be made in writing to the Contact Person designated in this NOTICE, must specify how the alternative communication is to be made, and must explain that the reasonable alternative means or reasonable alternative locations are requested because disclosure of all or part of the information could endanger YOU.

**Right to Inspect**

YOU have the right to inspect and/or copy YOUR PROTECTED HEALTH INFORMATION that is maintained in a designated record set by the Charleroi Area School District. A request to inspect or copy must be made in writing to the Contact Person designated in this NOTICE. The Charleroi Area School District will act on YOUR request within 30 days of receipt. If the Charleroi Area School District grants YOUR request, YOU may be charged a reasonable fee for copying and postage. If the Charleroi Area School District denies YOUR request, the Charleroi Area School District will inform YOU in writing and will explain how YOU may contest the denial.

**Right to Amend**

YOU have the right to request an amendment of YOUR PROTECTED HEALTH INFORMATION maintained by the Charleroi Area School District. A request for an amendment of YOUR PROTECTED HEALTH INFORMATION must be made in writing to the Contact Person designated in this NOTICE and must explain in sufficient detail the reason for amendment within 60 days of receipt. If the Charleroi Area School District denies YOUR request for amendment, the Charleroi Area School District will inform YOU in writing of the denial and will explain how YOU may contest the denial.

**Right to an Accounting**

YOU have the right to request an accounting of all disclosures by the Charleroi Area School District of YOUR PROTECTED HEALTH INFORMATION in the six years prior to the date on which the accounting is requested, or since April 14, 2004, whichever period is shorter. A request for an accounting must be made in writing to the Contact Person designated in this NOTICE. The Charleroi Area School District will provide an accounting of all disclosures of YOUR PROTECTED HEALTH INFORMATION, except those that it is not required by law to disclose.

**Right to Receipt of this Notice**

YOU have the right to receive a written copy of this NOTICE by requesting a copy from the Contact Person designated in this NOTICE.

**Duties**

The Charleroi Area School District is required by law to maintain the privacy of PROTECTED HEALTH INFORMATION and to provide individuals with notice of its legal duties and privacy practices with respect to PROTECTED HEALTH INFORMATION.

**Right to Change Notice**

The Charleroi Area School District reserves the right to change the terms of its NOTICE and to make the new NOTICE provisions effective for all PROTECTED HEALTH INFORMATION that it maintains. If the Charleroi Area School District revises its NOTICE in any substantive manner, the Charleroi Area School District will notify YOU by regular mail of the revision. YOU may obtain a copy of the revised NOTICE by requesting it from the Contact Person designated in this NOTICE.

**Complaint Procedure**

You may complain to the Contact Person and to the Secretary of the United States Department of Health and Human Services if YOU believe that the Charleroi Area School District has violated YOUR privacy rights. If YOU wish to initiate a complaint with the Charleroi Area School District, YOU may do so by writing to the Contact Person designated in this NOTICE, stating the grounds for YOUR privacy rights. The Contact Person will investigate YOUR complaint and will take appropriate action.

The Charleroi Area School District will not retaliate against YOU for filing a complaint, either with or without the Secretary of the United States Department of Health and Human Services.

**Contact Person**

The Contact Person for the Charleroi Area School District designated by this NOTICE is Dr. Edward Zelich, Superintendent.

**Effective Date**

The effective date of this NOTICE is April 14, 2004.

NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS  
CHILD FIND  
CHARLEROI AREA SCHOOL DISTRICT

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children and to offer assistance to parents.

At the elementary and secondary level, screening information is used by the building principal to address the specific needs of the student and/or document the need for further evaluation. If it is determined that the child may need additional services, the child is referred to the Child Study Team. The team includes the guidance counselor, parent, teachers, principal and other professional staff, as warranted. The team will consult, and the necessary adjustments relative to such areas as learning, behavior and physical

performance will be attempted to keep the child involved with traditional classroom experiences. If the student does not make progress within 30-60 calendar days, parents will be asked to give written permission for multidisciplinary evaluation.

Parents with concerns regarding their student may contact the building principal at any time to request a screening or evaluation. The request shall be in writing. If the request is made orally, the parent will be asked to make the request in writing, and will be provided with the proper form. Communication with parents and student shall be in English or their native language. For parents with hearing impairment, the school district will provide a person to communicate in sign language.

The evaluation is completed with 60 calendar days of receipt of signed parent permission. The Evaluation Report (ER) is compiled with parent input and states if the student has a disability and is in need of special education and related services. An Individual Education Plan (IEP) is developed within 30 calendar days of the ER date for those students qualifying for special education services. The IEP Team consists of the following: the parents, building principal/LEA, a special education teacher and a regular education teacher. Other team members may include: the student (when appropriate), the school psychologist, public agency representative, other teachers or specialists, other administrative staff, etc. Parents are an integral part of the IEP Team and are encouraged to be physically present at the IEP meeting. The district makes every effort to ensure parent participation. The district notifies the parent in writing and makes documented phone calls to make parents aware of the IEP conference and the importance of parent participation. Parents are then presented a Notice of Recommended Educational Placement (NOREP) with which they agree or disagree. If the parents agree, the IEP is implemented within 10 calendar days.

The content of this notice has been written in English. If a person does not understand any of this notice, or wants further information on screening or evaluation procedures and provisions of services to protected handicapped students, he or she should contact the school district's Special Programs Director, Carla Herrnberger by calling 724 483-3509 x8-1224.

#### NOTICE OF IDENTITY OF PRIVACY OFFICER

If you have a question about your rights to the privacy of your medical records, which are maintained in this office, or have a complaint about this school district's maintenance of your medical privacy, please contact our Privacy Officer.

The Designated Privacy Officer for the school district is:

Dr. Edward Zelich, Superintendent  
724 483-3509 x8-1225

We promise to address any privacy concerns you might have promptly and with your right to medical privacy in mind. If you want to speak personally with our Privacy Officer while visiting our offices, please make your request with our receptionist.

#### THE CHARLEROI AREA SCHOOL DISTRICT

#### ACCEPTABLE INTERNET USE – POLICY 815

The board recognizes that telecommunications and other new technologies have changed the ways that information may be assessed, communicated, transferred and exchanged by members of society. The board is committed to the effective use of technology as a tool to advance the district's educational program and curriculum, and to enhance the quality of student learning, as well as to promote the efficiency of district operations.

The students and staff are expected to act in a responsible, ethical and legal manner in accordance with board policy, accepted rules of network, etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Facilitating illegal activity
- Commercial or for-profit purposes

- Non-work or non-school-related work
- Product advertisement or political lobbying
- Hate mail, discriminatory remarks and offensive or inflammatory communication
- Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials
- Access to obscene or pornographic material
- Inappropriate language or profanity on the network
- Transmission of material likely to be offensive or objectionable to recipients
- Intentional obtaining or modifying of files, passwords, and data belonging to other users
- Impersonation of another user, anonymity and pseudonyms
- Fraudulent copying, communications or modification of materials in violation of copyright laws
- Loading or using of unauthorized games, programs, files or other electronic media
- Disruption of the work of other users
- Destruction, modification or abuse of network hardware and software
- Quoting personal communications in a public forum without the original author's prior consent

### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

- Employees and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student's or teacher's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

### Consequences For Inappropriate Use

Inappropriate use of the network may result in suspension or cancellation of network privileges. The district reserves the absolute right to define inappropriate behavior or improper use of the network, adopt rules and regulations applicable to network use, determine whether an activity constitutes inappropriate use of the network and determine the consequence of such inappropriate use.

Network use shall not involve obscene, pornographic or offensive matter, vulgarity, harassment, intimidation, insult or ridicule of another, damage or waste of property, use of another's password or misrepresenting one's identity, use for commercial purposes, or any other use deemed inappropriate by the district.

In addition to suspension or cancellation of network privileges, inappropriate use of the network may result in disciplinary action up to and including suspension or expulsion, in the case of a student, or suspension or termination of employment, in the case of an employee.

For complete review of Policy #815, you can go to our website [www.charleroisd.org](http://www.charleroisd.org) under Administration, District Policies, Operations and then Acceptable Use of Internet.