



Welcome back to the Conneaut School District and the 2024-2025 school year!

As we prepare to begin another school year, we know that everyone has questions. In providing you with this handbook, we are hoping to answer many of the day-to-day procedural questions you may have.

The information in the support professional handbook reflects the most current information available and should become an indispensable asset to you throughout the school year.

It is our hope that your school year will be successful and worthwhile. If we can be of any assistance to you as the school year progresses, do not hesitate to contact us.

Educationally yours,

Jarrin Sperry
Superintendent of Schools

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015, and represents good news for our nation's schools. This bipartisan measure reauthorizes the 50 year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007, and, over time, NCLB's prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

The Conneaut School District is committed to ESSA and supporting students to succeed.



ABOUT THE CONNEAUT SCHOOL DISTRICT

The Conneaut School District is located in northwest Pennsylvania's Crawford County and geographically encompasses approximately the western third of the county. The School District is approximately 8 miles west of Meadville, 49 miles south of Erie and 91 miles north of Pittsburgh. Comprised of a total area of approximately 319 square miles, the School District is bordered on the south by Mercer County, on the west by the state of Ohio, on the north by Erie County and on the east by the city of Meadville. Included in the School District are the Boroughs of Conneaut Lake, Conneautville, Linesville and Springboro. Townships comprising the School District include Beaver, Conneaut, East Fallowfield, Greenwood, North Shenango, Pine, Sadsbury, Spring, Summerhill, Summit and West Fallowfield. The School District can be classified as rural with the majority of the work force employed in areas contiguous to that of the School District.

The Conneaut School District is comprised of three areas: Linesville, Conneaut Lake and Conneaut Valley. Each area represents a small diverse community. Linesville is a small community located near the Pennsylvania and Ohio state line. It is a close – knit community. Many tourists visit Linesville because of the town's proximity to Pymatuning Lake. Conneaut Lake is a resort town on the shores of Conneaut Lake. Tourism flourishes here particularly during summer months. Conneaut Valley represents the community of Conneautville and Springboro, small towns in the north-central part of the school district. The Conneaut Valley community is also centered in a predominantly agricultural area of Crawford County.

The Conneaut School District consists of 2 elementary schools, grades kindergarten through 4th grade, 2 middle schools, grades 5 through 8 and 1 high school, grades 9 through 12. The Administration Building, located on the Linesville campus, houses the district's administrative office staff.

The Board of School Directors is comprised of nine members, elected by region. The school board governs the Conneaut School District. As the chief administrative officer, the Superintendent of Schools, is assisted by the professional and supervisory staff which presently includes the Business Manager, Assistant to the Superintendent/Director of Student Services, Director of Curriculum, Instruction & Assessment,/Federal Programs, Director of Technology, Director of Buildings and Grounds and six building administrators.

PROCEDURE TO FOLLOW WHEN ABSENT:

Login to Frontline's URL: <https://absence.frontlineeducation.com> to report your absence. For assistance with the Frontline/Aesop system, contact Frontline at (814) 942-3767 or you may utilize their website at www.frontlineeducation.com.

FAMILY MEDICAL LEAVE ACT (FMLA):

Contact Personnel at 814-683-5900 ext. 5901 with any questions concerning leaves of absence including Family and Medical Leaves. School District Policy 335 outlines FMLA.

EMPLOYEE ASSISTANCE PROGRAM:

The District is offering a confidential Employee Assistance Program for employees and their families. The E.A.P. is provided to you as a benefit to staff. There is no cost to you for any calls or meetings with the E.A.P. Coordinator. This service can provide help with problems before they become disruptive at home or on the job. Problems can include financial, legal, emotional and family, alcohol and drug abuse, job stress or marital discord or any other problem that might concern you and require the help of a professional. Call 814-333-5855 or in an emergency 814-333-5810.

VIDEO SURVEILLANCE SYSTEMS:

Video Surveillance systems are used in each school building to protect the safety and security of the individuals and their property from harm. The use of video surveillance is strictly monitored and controlled to ensure the protection of individual rights and compliance with federal and state laws addressing issues such as wire tapping/electronic surveillance and the privacy and disclosure of student records. School District Policy No 709.1 Video Camera Surveillance addresses video surveillance systems further.

CONFIDENTIALITY:

- It is expected that all professional and support staff shall respect the sensitivity of information and rights to privacy of all parties.
- All information about students' attendance, achievement, discipline and classroom participation should be considered confidential. Information should be shared on a need-to-know basis with other members of the school community.
- General conversation in the faculty room, as in the community, is included in professional confidentiality and teachers need to exercise prudence while speaking to others.
- Refrain from making any statements to news media without discussion with your principal or a central office administrator.

I.D. BADGE PROCEDURE:

As part of the Conneaut School District Safe School Initiative, all employees are required to wear an identification badge while on school property. The badges must be visible and worn in the right or left lapel areas, on the belt, or on a lanyard.

Employees classified as professional, administrative and support personnel will be provided identification tags personalized with his or her name, title and picture. If your tag becomes damaged or lost, contact your building administrator.

LOCKING YOUR COMPUTER:

You are responsible for locking your computer when you step away from the unit. The following methods are available for manually locking your computer; choose whichever method is easiest for you or best serves your needs.

Method 1:

You can use a key combination of the Windows logo key (it is typically located beside your Spacebar and has the flying Windows logo on it) and the “L” key (the letter L) to immediately lock your computer.

Method 2:

Press Ctrl-Alt-Del. In Windows, click Lock computer.

USE OF FACEBOOK & OTHER WEB PRESENCE (Please reference Policy #824)

Caution needs to be taken to those who choose to maintain a Facebook page or other web presence. Your presence in cyber space should be a professional representation as our students, staff and parents can readily access these pages. Care should be taken so as not to include anything that could be professionally or personally embarrassing.

Please be aware most careful employers now check to see if potential employees have an online presence and some employers make judgments from what is contained therein. While we as public employees are certainly entitled to a private life, cyber space is anything but private.

While there are professional application of Facebook and similar applications, it is advisable to be ultraconservative when using them for personal/social reasons.

Devices provided by the school district remain the property of the district and everything done with that device, professional and personal, comes within the purview of the district.

COMPUTER EQUIPMENT – END OF SCHOOL YEAR:

If you are being transferred to another school or another classroom within your current building for the school year, you are not to move your teacher computer. All documents kept in MY DOCUMENTS are stored on the district server and will be able to be accessed by logging in on any district teacher computer using your user name and password.

If you have saved any files locally (on the C Drive) you must save these files on a disc or memory stick or the file(s) will be lost.



CARE OF BUILDING AND KEYS:

Each staff member should contribute to maintaining the appearance and utility of the building.

Check conditions of furniture periodically and hold students accountable for their condition.

At the end of the day, windows must be closed and locked, blinds closed, lights turned off and doors locked.

Secure all audio visual equipment or computer equipment when it is not in use. DO NOT leave any type of equipment near the windows after school hours.

Never duplicate a key. Never give keys to a student. Keys should be turned into the principal at the end of the school year.

SUPERVISION OF STUDENTS:

No student shall be allowed to use equipment and supplies that are potentially dangerous unless they have received safety instructions and are properly supervised.

If teachers suspect that equipment and/or facilities are unsafe, it is their responsibility to remove students immediately from the unsafe environment, immediately inform their building principal who will investigate and determine whether or not students should return to the facility or utilize the equipment.

TEACHERS ARE LEGALLY RESPONSIBLE FOR STUDENTS ASSIGNED TO THEM EACH PERIOD. TEACHERS ARE RESPONSIBLE FOR ACCOUNTING FOR AND SUPERVISING ALL THOSE STUDENTS WHO APPEAR ON THEIR CLASS OR ACTIVITY ROSTER. STUDENTS ARE NEVER TO BE LEFT UNSUPERVISED.

Teachers are expected to be at their doors during class changes. Any teacher having a restroom nearby their classroom should make it a habit to check that restroom periodically. Teachers must lock their classroom door and lock their teacher computer when they are not in the classroom.



SAFETY DRILLS:

During the school term, monthly fire drills and periodic safety/security drills will be held. As a part of the initial orientation to the school term, each student should be instructed about the procedure for leaving each classroom to which they are assigned.

Teachers are required to leave the building with the pupils. Teachers take the class roster and are prepared to have an immediate roll call. It is the responsibility of all teachers to be certain that all students under their supervision at the time of the evacuation have left the building.

LOCK DOWNS:

During the school term, lock downs will be held periodically throughout the school year. As part of your initial orientation to the school term, each student should be instructed about the procedure to follow in a lock down.

ACCIDENT REPORTS:

Student Accident Injury:

School accidents involving students must be reported to the building principal promptly. All accidents must be reported, no matter how minor they may seem at the time they occur. This shall include incidents that occur outside the classroom and while supervising students as a part of a supplemental contract.

Procedure:

- The injury is reported to the teacher by the injured student or by observers.
- The student is referred to the school nurse who completes the accident report in conjunction with the teacher's report, and submits it to the building principal. Contact the building principal for procedure for reporting an incident outside the classroom and/or the regular school day and for incidents that occur during activities or athletic practice and/or competition.
- Building principal promptly submits the report to the appropriate supervisor.

Professional or Support Staff Accident or Injury:

Accidents that involve faculty or support staff members should also be reported to the building principal immediately. Failure to do this may result in loss of compensation benefits. There is a form required to report accidents that involve injury to school district employees. ALL ACCIDENT REPORTS MUST BE SUBMITTED PROMPTLY.

ASBESTOS COMPLIANCE:

Each school building in the Conneaut School District has been in compliance under the requirement of the Asbestos Hazard Emergency Response Act (AHERA). Each building has its AHERA Management Plan on file and is available for your review by calling the school office.

MANDATED REPORTER:

Act 126 requires the reporting of child abuse to the Dept. of Public Welfare by school personnel, as all personnel are considered mandated reporters.

******NOTE******

All school policies are ever changing....
Please check the Conneaut School District website for the
most recent school policies. It is your responsibility to
know these policies!



SCHOOL DISTRICT POLICIES:

A copy of all Conneaut School District Policies is located in the office of the building principals and in the Administration Office. All Conneaut School District policies are also located on the school district web site. For the official School Board Policy documents go to: www.conneautsd.org HOME PAGE; click on POLICIES; click on DISTRICT POLICIES; click on the POLICY CATEGORY; click on POLICY NUMBER. Please contact your building administrator with any specific questions you may have.



DRESS AND GROOMING: POLICY #325:

According to School Board Policy 325; Employees set an example in dress and grooming for students to follow. An employee should present an image of dignity and encourage respect for authority. These facets act in a positive manner toward the maintenance of classroom discipline.



SCHOOL VISITORS: POLICY #907:

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, other adult residents of the community and interested educators. To ensure order in the schools and to protect students and employees, it is necessary to establish guidelines governing school visits.

Parents/Guardians may request to visit their child's classroom or cafeteria during the child's breakfast or lunch period, but the request must be made prior to the visit, in accordance with established school protocol.

SEXUAL HARASSMENT: POLICY #104:

It is the policy of the Conneaut School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any staff member of the Conneaut School District to harass another staff member or student through conduct or communications of a sexual nature, such as, unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal, nonverbal, written, electronic, graphic or physical conduct of a sexual nature when made by any member of the school staff to another staff member, when made by any member of the school staff to a student, when made by any student to another student, or when made by any student to a staff member

UNLAWFUL HARASSMENT: POLICY #104:

It is the policy of the Conneaut School District to maintain a positive learning climate for students in the school and to maintain an educational environment in which harassment in any form is not tolerated.

All Conneaut School District employees and students have a responsibility for maintaining high standards of conduct and ethical behavior. The conduct which violates these standards is prohibited. The Board prohibits all forms of unlawful harassment of students by all District students and staff members, contracted individuals and vendors, and volunteers in the schools.

The term harassment includes but is not limited to slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.



FERPA NOTIFICATION:

The Conneaut School District hereby provides Annual Notification of Rights under FERPA for Elementary and Secondary Schools.

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are as follows:

- The right to inspect and review the student’s education records within 45 days of the day the LEA receives a written request for access. The supervisor of student records will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. The parents or eligible students should write the supervisor of student records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the LEA decides not to amend the record as requested by the parent or eligible student, the LEA will notify the parent 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 or eligible student when notified of the right to a hearing.
- 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 interests. 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. The LEA maintains a list of these school officials. Another exception permits the disclosure of the LEA educational records without consent to officials of another school in which a student seeks or intends to enroll. It is the policy of the LEA to not release directory information except as specified in the above statements or without providing parents an opportunity to deny such releases.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the Conneaut School District, with certain exception, to obtain a parent/guardians written consent prior to the disclosure of personally identifiable information from the child's education records. However, the Conneaut School District may disclose appropriately designated "directory information" without prior written consent, unless the parent/guardians have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Conneaut School District to include this type of information from the child's education records in certain school publications.

Examples include:

- A Playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/eligible student's prior written consent unless the parent of an eligible student have advised the District they do not want the information disclosed without their prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks.

The Conneaut School District has designated the following information as directory information:

- Student name
- Address
- Telephone Listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height or members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Grade level

In addition, the No Child Left Behind Act requires the District shall provide access to secondary school students' names, addresses and telephone listings upon requests made by military recruiters or institutions of higher education unless parents have advised the District they do not want their student's information disclosed without their prior written consent.

If the parent/guardian does not want the Conneaut School District to disclose information, please direct the request in writing to the child's Principal.

- ❖ **In compliance with the State's Chapter 14 Regulations, the Conneaut School District hereby offers the following:**

PUBLIC NOTICE: SPECIAL EDUCATION SERVICES

The Conneaut School District hereby notifies parents and guardians of special education services available to eligible students ages 3 to 21. There are a variety of services available. Some services are in the district and some are in neighboring districts, depending on the individual needs of the student. All services are at no cost to the parents. The types of support include:

1. Early intervention: for children 3-5 years of age with development delays or disabilities.
2. Learning Support: for students with learning problems in academic areas associated with learning disabilities or mild mental retardation.
3. Emotional Support: for students with emotional and behavioral mental health problems.
4. Speech; Language Support: for students who require instruction in daily living skills and readiness for basic skills associated with moderate to severe mental retardation.
5. Life Skills Support: for students who require instruction in daily living skills and readiness for basic skills associated with moderate to severe mental retardation.
6. Sensory Support: for students who are deaf, hard of hearing, blind, or have visual impairments.
7. Autistic Support: for students with autism or a pervasive developmental disorder.
8. Physical Support: for students with physical problems such as cerebral palsy.
9. Gifted Support: for students who are mentally gifted and need enrichment/advancement to their curricula.
10. Multi-Handicapped Support: for students who have a combination of disabilities, such as mental retardation and a physical disability.

Students with disabilities who do not require special education services, but who need some accommodation, can receive support through Protected Handicapped service agreements.

The District participates in pro-active screening activities to help identify students who may be experiencing difficulties. The screening activities include the following:

Level I: screening of group-based data such as cumulative records, enrollment records, health records, report cards, and group achievement tests. This is done when a student enrolls in the school district and after group testing is completed.

Level II: screening of sensory areas which include motor, hearing, vision and speech and language skills. This is done when a problem is suspected and/or as required by the PA school code.

Level III: screening the Instructional Support Team (Grade K-6) which include the parent/guardian in determining strengths and needs of the student. The team determines strategies to use to help the student to be successful in school.

Notice is also given to parent/guardians regarding confidentiality requirements for students who are referred for special education services. These requirements are found in both Federal and State regulations. Records generated by the identification, evaluation, and programming process are confidential and cannot be released outside the School District or Intermediate Unit without written parental consent. A copy of the Confidential Plan for collecting, disseminating, and destroying of records can be seen at each school building upon request.



SCHOOL CLOSING AND DELAY: POLICY #804:

In all cases of inclement weather, the Superintendent, in conjunction with the transportation contractors, will make a decision by 6:00 AM to either call off school or delay school. Parents, Guardians, Students and Employees should listen to his/her local radio station or television station for updated information. Parents, Guardians, Students and Employees must continue to listen to the radio or television for it is possible that road conditions will not be safe, and after announcing that the District will have a late start, school could be cancelled.

Two (2) hour delays will be the only delay used by the district. A final decision on the cancellation of school, after a two (2) hour delay has been instituted, will be made by 7:30 AM.

SCHOOL MESSENGER SYSTEM:

School Messenger notification service in order to provide the Conneaut School District community with District-related information associated with school cancellations and delays, emergencies, activities, and other relevant information.

HOMELESS STUDENTS

According to School Board Policy #251 of the Conneaut School District homeless students have access to the same educational programs and services provided to other District students.

Conneaut School District is helping children and youth experiencing homelessness access PA's public schools by removing barriers to a free and appropriate public education. The goal of the program is to have a student's education continue as uninterrupted as possible while he or she is homeless.

The McKinney-Vento Act

On July 22, 1987, the Stewart B. McKinney Homelessness Act became public law. This was the first comprehensive federal law that addressed homelessness in America. It was included in the 2001 No Child Left Behind Act as the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (Public Law 107-110). Subtitle B addresses education for homeless children and youth (Sec. 721-726).

Provisions of the Act

- Homeless Children have the right to attend either their original school or the school in the area in which they currently reside for the duration of their homelessness, or until the end of the school year if the family finds permanent housing.
- Schools are to immediately enroll homeless children and unaccompanied youth, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, and any other required documentation.

- In the case where the educating district is different than the district where the student is temporarily residing, both school districts are responsible for the facilitation of transportation in the best interest of the student.
- Immediately upon enrollment, homeless students are entitled to receive a daily, free school lunch.

Children and youth experiencing homelessness:

A child is considered homeless if he or she is living with or without a parent or court appointed custodial guardian:

- In a homeless or domestic violence shelter
- In a public or private place not designated as a regular sleeping accommodation, such as a vehicle, park, hotel, or campground
- With relatives or friends due to lack of housing
- Outside of his or her home as a runaway or because he/she has been forced out of the home
- In a house for unwed mothers and has no other living accommodations
- In any of the situations listed above as a child of a migrant family

Assistance available through the program:

- Assisting with school enrollment and placement
- Providing agency referrals for clothing, food, shelter, rent, and school supplies
- Coordinating support services
- Providing training on the McKinney-Vento Act
- Increase public awareness of homelessness

Links:

PDE-PAs Education for Children and Youth Experiencing Homelessness Program
Center for Schools and Communities

For additional information concerning youth residing in Conneaut School District, please contact: Adam Jardina, Conneaut School District Supervisor of Curriculum, Assessment, Federal Programs, Homeless/Foster Care Liaison or Yvonne Teed – IU5 at yvonne_teed@iu5.org.

DISCLAIMER FOR ACTIVITIES NOT SPONSORED BY CONNEAUT SCHOOL DISTRICT:

Any group sponsoring camps, trips or events that are outside the school district’s realm must provide the disclaimer below. All correspondence that goes to parent(s)/guardian(s) of the athlete or club member MUST include a disclaimer that states that the camp, trip or event is not sponsored or endorsed by the Conneaut School District. This disclaimer is not to discourage outside camps, trips or events. The purpose of this disclaimer is to assure that all parents/guardians are aware that camp or event is not sponsored by Conneaut School District.

The Conneaut School District has not sponsored this activity and does not assume any responsibility or liability for this activity. Participation is completely voluntary. The District is providing no supervision for students participating in this activity, and assumes no responsibility for the care or safety of the students during the activity. Any employee of the District involved in this activity is not acting in his/her capacity as an employee or agent of the District. The activity is being sponsored and conducted in whole as an activity of the _____ group. Insurance coverage or other resources of the District will not be available to satisfy any claims arising from involvement in this activity.



EDUCATIONAL FIELD TRIP: POLICY #121:

Purpose:

The Conneaut School District recognizes the value and importance of well-planned and executed educational field trips. Field trips for the educational experience by class units or by the students of a particular instructional area are considered as part of the instructional program. Therefore, field trips arranged by teachers must have a sound educational value. Such trips must also consider the relative value of such a trip with reference to some other type of activity that might be equally worthwhile and less expensive.

Definitions:

For the purposes of clarity and general understanding, the following words and/or terms, when referred to herein, shall have the following meanings, unless the context clearly indicates otherwise.

Educational Field Trip shall mean a trip with a purpose to enhance the student's knowledge of, interest in, and/or appreciation of a particular concept or group of concepts related to the education objectives established as an integral part of the curriculum.

Day Trip shall mean an anticipated activity will take place within the parameters of the school day or during an out-of-school period previously scheduled, but shall require the group to leave and return on the same day.

Overnight Trip shall mean an anticipated activity will involve the whole or parts of two (2) days and one (1) overnight.

Extended Trip shall mean an anticipated activity will involve a period of time involving two or more overnight periods.

Chaperone shall be a professional employee of the district or another responsible adult individual, at least twenty-one (21) years of age, preferably identified as a resident of the Conneaut School District and meeting with the approval of the building principal, delegated to ensure proper behavior of the students.

Authority:

Each year as part of the regular budget adoption process, the Board will approve the SC 517, 1361 expenditure of a budgeted amount of money to be expended during the fiscal year for the purpose of educational field trips. These funds will then be allocated by the Business Manager.

Field trips are to be arranged with the full knowledge and consent of the principal before they are presented to the Superintendent. All overnight and extended trips must have prior Board approval. Approval of the principal, the Superintendent, and for overnight and extended trips, the Board, should be secured before discussion in any detail with students.

The building principal is to be aware of the plans for each year that each teacher hopes to implement before consenting to any plans. The principal must be especially alert to the possibility of students being taken on the same educational field trips by more than one (1) teacher in the same year or repeating the same experience in more than one (1) year. The principal should therefore make every effort to coordinate their plans for educational field trip experiences.

Overnight and Extended Trips:

Overnight trips must reflect an outstanding educational experience unique in the lives of the great majority of students at the time of participation. Student field trips at times other than school time will be considered by the Board on an individual basis if educational value is evident.

Delegation of Responsibility:

Authorization of Expenditure for Field Trips:

The Superintendent of schools is empowered and directed to authorize:

- The expenditure of approved funds on behalf of the Board.
- The hiring of necessary substitute staff within the guidelines contained within this policy.

The Superintendent will report to the Board at the next regularly scheduled meeting as part of information.

Expenditures that are to be included within these approved expenditures will include:

- The actual cost of a contracted commercial carrier.
- The estimated cost of district operated transportation. This estimate will include the actual cost of drivers (and their expenses) and an estimated cost per mile for the operation of the vehicle.
- Actual cost of admission.

Substitute staff will be hired if necessary and will be paid through the general fund; however, this expenditure will not be deducted from the amounts authorized for expenditures for transportation; they will be credited to the substitute teacher account.

General Requirements:

- All trip requests must be made on proper forms.
- All educational field trip requests must include a statement of the relationship of the trip to the curriculum of the school, specifically the educational assignment of the person requesting the trip. This statement must include the pre- and post- teaching activities planned during the trip.

- All educational field trips must involve a sufficient number of students to utilize a bus or two-thirds of its rated capacity.
- All educational field day trips should be within the distance that enables the student to leave the home school no earlier than 7:00 a.m. and return to the home school no later than 5:00 p.m. Trips that fall outside these deadlines may be approved by the Superintendent. All overnight and extended trips must have prior Board approval.
- No teacher may schedule more than one (1) educational field trip in a fiscal year.
- There will be no charge to students involved other than cost of meals.
- The Superintendent may develop and issue additional regulations as the need arises.

Chaperones:

- All chaperones must be approved by the building principal.
- All chaperones must have volunteer clearances on file with the District Office (personnel) as per School Volunteers Policy #915.
- Each educational field trip must be accompanied by faculty and adult chaperones in accordance with the following student ratios:
- Grades K-4 - one (1) chaperone per ten (10) students.
- Grades 5-8 - one (1) chaperone per twenty-five (25) students.
- Grades 9-12 - one (1) chaperone per thirty (30) students.

In any case, a minimum of one (1) faculty chaperone is required. The faculty member scheduling the trip shall be in charge.

- Overnight or extended trips will require chaperones as follows:
- Grades 5-8 - one (1) chaperone per ten (10) students.
- Grades 9-12 - one (1) chaperone per five (5) students.
- Co-educational trips will require both male and female chaperones.
- A complete list of chaperones must be given to the administration at least two (2) weeks prior to the trip and any significant problems or changes of chaperones must be reported to the administration prior to leaving on the trip.
- No educational field trip shall leave without the faculty member in charge, regardless of the number of chaperones. All chaperones, as well as the faculty member in charge, must be in attendance before the bus may leave.

Rules of Conduct:

- The general rules of student conduct as set forth in the discipline policies of the Conneaut School District and the student handbook shall govern student conduct while on educational field trips.
- The trip must be one for which the School District's insurance carrier will insure the District, its agents, employees, servants and chaperones for liability from any negligent act or omission under the policy of the district then in effect.
- All students and chaperones are to be given a list of expectations and rules governing the trip and student behavior. This should be verbally covered as well in class before the trip.

- Each field trip participant should be given an itinerary and an overview of the nature of the trip, points of emphasis and other such guides.
- Parent approval forms and medical releases shall be required of all participants. A careful roll check must be made prior to departure.
- No small groups are permitted to leave the whole unless accompanied by a chaperone. No group is to be unattended.

Overnight and Extended Trips:

When traveling and staying overnight, you must be cognizant of Conneaut School District Policies 231 and 317. Both of these policies explain in detail Guidelines and Responsibilities as well as penalties for both the students as well as the faculty/support staff/chaperones. These policies are located on the Conneaut School District website. It is the faculty/support staff/chaperones/parents/students responsibility to know these policies.

Students traveling as part of an overnight or extended field trip shall be part of a group. Scheduled activities are group activities and the students are expected to participate. Minimum rules and regulations for overnight and extended field trips are in addition to the rules governing student conduct as contained in additional policies of the Conneaut School District and the rules governing day trips and are as follows:

- The selection of dining and entertainment facilities should be sensitive to the resources and impressions of the age group.
- No student shall be permitted to leave the tour or group activity to undertake any personal activity.
- No student is permitted to rent a bicycle, moped, motorcycle, motor vehicle, or vehicle of any kind.
- No male student shall be permitted in female student rooms and vice versa after 11:00 p.m. Prior to this curfew, students in an assigned room may visit with students in other assigned rooms, but no students shall engage in any type of conduct which may be construed as a sexual interaction, sexual promiscuity and/or sexual relations. **Safety is of the utmost concern, therefore, when appropriate, the door will be blocked open or a chaperone in the room.** Periodic, unannounced room inspections by a chaperone of the same sex as the students in an assigned room shall be conducted to police this rule.
- There shall be a general curfew on all Conneaut School District overnight and extended field trips after 11:00 p.m. and all students must be in their assigned rooms in their hotel or other residence after 11:00 p.m. and shall remain in their assigned rooms until students are scheduled for breakfast the next morning. (In the event of scheduled activity past 11:00 p.m., the curfew shall begin when the students arrive back at their hotel or residence). A chaperone of the same sex as the students in an assigned room shall conduct periodic, unannounced room inspections to police this rule.
- Students are expected to respect the rights and privacy of other guests at the hotel or residence and shall keep the noise down after 10:00 p.m.
- A chaperone of the same sex as the students in an assigned room shall arrange to have a room on the same floor as the students and in an adjacent room wherever possible.
- Students are required to participate in all group activities, such as sightseeing and excursions since this constitutes the Conneaut School District overnight or extended field trip.
- During any free time periods, students are required to remain under the supervision of the trip advisor, or other adult chaperone and to follow his/her directions. Students are not permitted to

go off alone during free time periods.

- Small group activities may be planned during free time periods, provided that all small group activities are supervised by the faculty member or other adult chaperone.
- Any student found to have violated the rules and regulations governing student conduct on an educational field trip, including overnight and extended trips, shall be disciplined according to the rules governing student conduct, including but not limited to the rules governing conduct on overnight and extended trips.
- Any student who violates the rules and regulations governing students' conduct while on overnight or extended field trips, in addition to any other disciplinary action taken in accordance to the rules and regulations governing student conduct, may be prohibited from participating in any subsequent educational field trip for the remainder of the school year.

These rules and regulations are designed to maintain student safety while traveling on district-sponsored overnight or extended field trips. They must be taken seriously by all students participating in the overnight or extended field trip. Participation in an overnight or extended field trip is a privilege extended to students and places students in a very important and responsible position. By granting permission, students' parents or legal guardian are demonstrating great faith and trust in the student, and the students must be prepared to accept this responsibility. Students must recognize that they are not only representing the Conneaut School district but their families and hometown as well. Overnight and extended field trips provide a great educational experience to the students and they should be prepared to enthusiastically participate.

Requiring children to obtain permission from parents before embarking on an educational field trip is no defense against the charge of negligence. Reasonable prudence and responsibility must be shown. Preparation such as the securing of adequate supervision over the students, preliminary discussion of the purpose of the trip, and special instruction before the excursion are in order.

Extracurricular Activities Social Events and Class Trips:

This policy applies only to educational field trips of which the purpose is to enhance the student's knowledge of, interest in or appreciation of a particular concept related to the educational objectives established as an integral part of the curriculum. This policy does not apply to field trips scheduled in conjunction with extracurricular activities, including interscholastic athletics, social events, or class trips, all of which are governed by Policy 231.

REIMBURSEMENT COSTS FOR TRAVEL GUIDELINES:

Costs must be reasonable and necessary for the performance of the function or program.

Reimbursements are consistently treated using general standards appropriate for the circumstances.

Audits test individual transactions for allowable reimbursements. Reimbursements must be applied uniformly to federal and non-federal activities.

(Don't expect federal programs to reimburse more than your contract or district policy allows.)

1. Reimbursements are made with **original itemized receipts**. **Itemized receipts** must be included. Please do not send charge slips. Don't round expenses.
2. Federal Programs will not reimburse for any alcoholic beverages or entertainment. If they appear on a bill,

please deduct the amount.

3. Hotel bills must have a zero (\$0) balance, showing the amount paid. If a balance remains, it indicates that the money is owed to the hotel and not the individual. If you use checkout express, your bill may not show a zero (\$0) balance.
4. Parking bills must show a zero (\$0) balance, showing the amount paid. If a balance remains, it indicates that the money is owed to the vendor and not the individual.
5. Tips will be paid at a 15% rate. If you over tip, we will not reimburse you the overage. When large parties are together, 18% would be acceptable. Tips are not expected for Wendy's, Dairy Queen, McDonald's, Panera or other fast food restaurants. Do not include a tip for these.
6. Place the 15% tip on the original bill. Add in the total, initial the expense. Do not list it as an additional item on the expense sheet.
7. Individual meals are reimbursable, not including tax. **No reimbursement will be made for meals unless an overnight stay is required.**
8. Some restaurants include a required gratuity of 18%. We cannot reimburse you if you tip an additional amount over this.
9. Description for payment should be listed as the name of conference, date, expenses, (not meals + tips or mileage). **The function is important.**
10. Mileage is reimbursed at your district's rate. Mileage should be reasonable. If you are unsure use mapquest.com to check the distance.
11. Travel restrictions require obtaining the most economical rates for airfare and lodging.
12. Administrative staff, with prior permission, may submit for mileage reimbursement when attending district-related activities and events.
13. All expense reimbursement claims must be submitted to the Business Office on the Conneaut School District Expense Statement with any necessary receipts within 30 calendar days of the date the expense was incurred.



TOBACCO USE: POLICY #323:

Purpose:

The Board recognizes that tobacco/nicotine presents a health hazard that can have serious consequences for the user and the nonuser and the safety of the schools.

Definitions:

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe, e-cigarette or other smoking product, equipment, or material including an electronic nicotine delivery product, and smokeless tobacco in any form.

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

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

Delegation of Responsibility:

A violation of this policy shall result in employee discipline, and the Superintendent is authorized to impose employee discipline in accordance with the following procedures:

First Offense - verbal warning with a notation to be placed in the employee's file.

Second Offense - written letter of reprimand with a copy to be placed in the employee's file.

Third Offense - suspension without pay for one (1) school day and notation will be placed in the employee's file.

Fourth Offense - suspension without pay for three (3) school days, and a notation will be placed in the employee's file.

Fifth and Subsequent Offenses - suspension without pay until a hearing before the Board of School Directors of the Conneaut School District can be scheduled with a recommendation for dismissal.

Authority:

The Board prohibits tobacco use by administrative, professional and support employees in a school building and on any property, buses, vans, and vehicles that are owned, leased or controlled by the School District.

The District shall notify employees about the Board's tobacco policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods

ACCEPTABLE USE OF COMPUTER NETWORKS/INTERNET:



POLICY #815:

Adopted: November 13, 1996 ~ Revised: July 11, 2018

Purpose

The Board supports use of the computers, 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.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities 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.

Definitions

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

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: [\[1\]](#)

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

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. [\[2\]](#)

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

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that: [\[3\]](#)[\[4\]](#)

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

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: [\[5\]](#)

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

Obscene - any material or performance, if: [\[5\]](#)

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

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors. [\[4\]](#)

Authority

The availability of 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 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 computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; 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. [\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors: [\[4\]](#)

- 1. { } Defamatory.**
- 2. { } Lewd, vulgar, or profane.**
- 3. { } Threatening.**
- 4. { } Harassing or discriminatory. [\[9\]](#)[\[10\]](#)[\[11\]](#)**
- 5. { } Bullying. [\[12\]](#)**

6. { } Terroristic.[13]

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[3][4][14]

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[14]

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[3][15]

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[14]

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: [\[3\]](#)[\[4\]](#)[\[16\]](#)

- 1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.**
- 2. Maintaining and securing a usage log.**
- 3. Monitoring online activities of minors.**

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including: [\[4\]](#)

- 1. Interaction with other individuals on social networking websites and in chat rooms.**
- 2. Cyberbullying awareness and response.**[\[12\]](#)[\[17\]](#)

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following: [\[4\]](#)[\[16\]](#)

- 1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.**
- 2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.**
- 3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.**
- 4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.**
- 5. Restriction of minors' access to materials harmful to them.**

Prohibitions

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

- 1. Facilitating illegal activity.**
- 2. Commercial or for-profit purposes.**
- 3. Nonwork or nonschool related work.**
- 4. Product advertisement or political lobbying.**
- 5. Bullying/Cyberbullying.[12][17]**
- 6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.**
- 7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.**
- 8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[18]**
- 9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.**
- 10. Inappropriate language or profanity.**
- 11. Transmission of material likely to be offensive or objectionable to recipients.**
- 12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.**
- 13. Impersonation of another user, anonymity, and pseudonyms.**
- 14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.[19]**
- 15. Loading or using of unauthorized games, programs, files, or other electronic media.**
- 16. Disruption of the work of other users.**
- 17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.**
- 18. Accessing the Internet, district computers or other network resources without authorization.**

19. Disabling or bypassing the Internet blocking/filtering software without authorization.

20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

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, these guidelines shall be followed:

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

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[19][20]

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

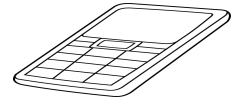
The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[14]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[6][7][8]



USE OF CELL PHONES BY EMPLOYEES: POLICY #332.1:

Authority:

The Board endorses the use of certain wireless devices by Conneaut School District personnel/employees in support of the general welfare and the instructional program of the school.

The use of District-issued cell phones shall be governed by policy 717.

Delegation of Responsibility:

The Board authorizes the Superintendent to enforce guidelines to regulate the use of cell phones by employees. The Superintendent may delegate responsibility for the enforcement of this policy to the appropriate School District officials.

Employees must use discretion in the use of cell phones so that instruction or assigned duties will not be disrupted.

Guidelines:

Cellular phones may be used to text or make brief calls which are necessary for carrying out professional or personal obligations and responsibilities. It is understood that these calls should be **limited and should only be made during periods of non-assignment**. The periods of non-assignment are as follows: for support staff during lunch/dinner or scheduled breaks; for professional staff during preparation periods, lunch or before and after student arrival time.

At no time should calls be made in front of students, nor should they interrupt assigned duties.

Receiving calls on cell phones is strictly prohibited unless given prior, written approval by the building principal.

Use of wireless communication devices is prohibited unless given prior, written approval by the Superintendent or designee.

Except in the cases of emergency, violations of this policy will be viewed as insubordination.

PENALTIES FOR TARDINESS: POLICY #318:

Authority:

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of District schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of assignments.

Delegation of Responsibility

It shall be the responsibility of the Superintendent or designee to assess penalties when a District employee fails to meet attendance requirements.

Whether tardiness or absence is excusable shall be determined by the immediate supervisor.



Code of Professional Practices:

Commonwealth of Pennsylvania State Board of Education CODE OF PROFESSIONAL PRACTICES

The State Board of Education adopted a code of professional practice and standards for educators as required by Act 71 of 1989. Although written to apply to professional employees, these standards reflect the formal expectations held for all employees.

As provided in 22 Barcode 235.1 et.seq. the State Professional Standards and Practices Commission and this Board are committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the profession.

The following is a summary of the Code. The above legal citation should be used for the full text.

1. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.
2. Educators believe that the quality of their service directly influences the nation and its citizens. Educators recognize their obligation to provide services and to conduct themselves in a manner that places the highest esteem on human rights and dignity. Educators seek to ensure that every student receives the highest quality of service and that every educator maintains a high level of competence from entry through ongoing professional development. Educators are responsible for the development of sound educational policy and obligated to implement that policy and its program to the public.
3. Educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the educator's valuing the worth and dignity of every person, student and colleagues alike, the pursuit of truth, devotion to excellence, acquisition of knowledge and democratic principles. To those ends the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. With the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.
4. Practices
 - a. Professional practices are behaviors and attitudes that are based on a set of values that the education community believes and accepts. These values are evidenced by the educator's conduct toward students and colleagues, and the educator's employer and community.
 - b. When candidates become educators, they are expected to abide by the following: the Public School Code of 1949, as amended, provisions of the Public Employee Relations Act, as amended and other school laws of the Commonwealth.
 - c. Educators shall be prepared, and legally certified, in their area of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their area of certification on a temporary, short-term, emergency basis.
 - d. Educators shall maintain high levels of competence throughout their careers.

- e. Educators shall exhibit consistent and equitable treatment of students, fellow educators, and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientations, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases is not all-inclusive.
 - f. Educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies, and to request the necessary tools for effective teaching and learning.
 - g. Educators shall impart to their students principles of good citizenship and societal responsibility.
 - h. Educators shall exhibit acceptable and professional language and communications skills. Their verbal and written communications with parents, students, and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.
 - i. Educators shall be open-minded, knowledgeable, and use appropriate judgment and communications skills when responding to an issue within the education environment.
 - j. Educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the educator.
 - k. Educators shall exert reasonable effort to protect the students from conditions that interfere with learning or are harmful to the student's health and safety.
5. Conduct – Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violations of this Code of Conduct may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.
6. Legal obligations:
- a. The educator may not engage in conduct prohibited by the Teacher certification Law, as amended.
 - b. The educator may not engage in conduct prohibited by:
 - 1. The Public School Code of 1949, as amended and other laws relating to the schools or the education of children.
 - 2. The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the Public Official and Employee Ethics Law. Violations of the above shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
7. Certification – The educator may not:
- a. Accept employment, when not properly certified, in a position for which certification is required.
 - b. Assist entry into or continuance in the profession of an unqualified person.
 - c. Employ, or recommend for employment, a person who is not certified appropriately for the position.
8. Civil Rights – The educators may not:
- a. Discriminate on the basis of race, national or ethnic origin, culture religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest against a student or fellow educator. This list of bases in not all-inclusive. This discrimination shall have been found to exist

- by an agency of proper jurisdiction to be considered an independent basis for discipline.
- b. Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.
9. Improper Personal or Financial Gain – The educator may not:
- a. Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.
 - b. Exploit a professional relationship for personal gain or advantage.
10. Relationships with Students – The educator may not:
- a. Knowingly or intentionally distort or misrepresent evaluations of students.
 - b. Knowingly and intentionally misrepresent subject matter or curriculum.
 - c. Sexually harass or engage in sexual relationships with students.
 - d. Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined herein.
11. Professional Relationships – The educator may not:
- a. Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
 - b. Knowingly and intentionally distort evaluations of colleagues.
 - c. Sexually harass a fellow employee
 - d. Use coercive means or promise special treatment to influence professional decisions of colleagues.
 - e. Threaten, coerce or discriminate against any colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations, or standards.

MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES: POLICY #824:

Authority

This policy applies to district employees, volunteers, student teachers and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

Definition

For purposes of this policy, **educational reasons** include: matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods such as opening day in-service with the possibility for questions and answers.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.

Guidelines

Adults shall establish and maintain clear personal boundaries with students and not engage in any purposeful behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships-

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Prohibited romantic or sexual interaction involving students includes, but is not limited to-

1. Sexual physical contact.
2. Romantic flirtation, propositions or overt sexual remarks.
3. Sexual slurs, epithets, or sexual comments.
4. Overt sexual jokes, notes, stories, drawings, gestures and pictures.
5. Spreading sexual or romantic rumors.
6. Accepting or giving massages other than in the course of injury care administered by and athletic trainer, coach, or health care provide.
7. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
8. Displaying explicit sexual objects, pictures, or depictions to a student with romantic intent.

Social Interactions-

1. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
2. Arranging to (and taking) a student out of class without a legitimate educational reason.
3. Inviting a student to the adult's home without a parental consent or knowledge.
4. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
5. Telling a student personal secrets or sharing personal secrets with a student.
6. Furnishing alcohol, drugs or tobacco to a student.

7. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.
8. Displaying explicit sexual objects, pictures, or depictions to a student with romantic intent.

Electronic Communications-

For purposes of this policy, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network. Electronic communications include, but are not limited to, emails, instant messages, and communications made by means of an Internet website, including social media and other networking websites and apps.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures.

Electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members whenever possible, except for communications concerning an individual student's medical or academic privacy matters, in which case the building principal and/or Athletic Director will be made aware.

Communications that do not pertain to the sport or activity will be shared with the building principal. Adults shall not follow or accept a request from currently enrolled students to be **friends or connections** on personal social networking sites and shall not create any networking site for communication with students other than those provided by or an approved by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationship" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through non-district-related civic, religious, athletic, scouting or other organizations and programs whose participants may

include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the superintendent, principal or another administrator.

All district employees, independent contractors, and volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.

An educator who knows of any action, inaction, or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.

If the Superintendent or designee reasonable suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.

It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if an individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and district policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

ACCEPTABLE USE OF COMPUTER NETWORKS/INTERNET

THIS FORM MUST BE SIGNED AND RETURNED TO YOUR BUILDING PRINCIPAL

Employee User Agreement

POLICY 815: ATTACHMENT #2

I hereby acknowledge that I have received a copy of the Conneaut School District Acceptable Use Policy (AUP) and that I have read and understood the Acceptable Use Policy.

I further agree and understand that all computer systems and equipment, as well as all information transmitted, received, or stored in such systems are school district property. I also agree to use these systems primarily for school district-related purposes. I understand I have no expectation of privacy in connection with the use of any of the school district's equipment or the transmission, receipt, or storage of information in such equipment.

I also acknowledge and consent to the school district's monitoring of my use of this equipment at any time. Such monitoring may include printing and reading all files entering, leaving, and stored in the school district's systems, and any computer files to which I have access.

Staff member name (printed) _____

Staff member Signature _____

Date _____

Return this form to your building principal by September 30, 2024.

CONNEAUT SCHOOL DISTRICT

Support Professional Handbook

I hereby acknowledge I have received my Conneaut School District Faculty Handbook for the 2024-2025 school year. I further confirm that my building administrator reviewed the contents of the Faculty Handbook at a Faculty meeting, in addition to distributing and highlighting our school's Handbook.

STAFF MEMBER NAME (printed): _____

STAFF MEMBER SIGNATURE: _____

DATE: _____

Return this form to your building principal by September 30, 2024.