SHECKLER ELEMENTARY SCHOOL

Student - Parent Handbook

2026 - 2027

Sheckler Elementary School
251 N. 14th Street
Catasauqua, PA 18032
Phone: 610-264-5601
Fax: 610-403-1120
www.cattysd.org

BOARD OF EDUCATION

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- Ms. Jillian Emert, Vice President
- TBD, Treasurer
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- Mr. Dan Muthersbaugh - Director of Operations
- Mr. Paul Reilly - District Network Manager
- Mrs. Lindsey Wallace - District Business Manager

SHECKLER ELEMENTARY SCHOOL ADMINISTRATION

- Dr. Robert Kucharczuk, Principal
- Mrs. Sarah Auletta, Assistant Principal

SHECKLER ELEMENTARY SCHOOL CONTACTS

- Mrs. Brittany Keyser, Main Office Secretary
- Mrs. Shelly Alexander, Main Office Secretary
- Mrs. Julie Casto, School Counselor
- Mrs. Brittany Rabe, School Counselor
- Mrs. Jennifer Churetta, School Nurse

Dear Students and Families,

Welcome to a new school year at Sheckler Elementary! We are excited to begin this journey with you and want each of you to feel that you are a valued part of our school community. At Sheckler, we believe in building strong partnerships with families to ensure that every student is engaged, challenged, and supported in a positive learning environment. Together, we can nurture lifelong learners and responsible, contributing members of our community.

This handbook has been thoughtfully prepared to help you understand the policies and procedures that guide our school. We encourage you to refer to it throughout the year whenever you have questions or need guidance about whom to contact for support.

The start of the school year is a time of renewal and recommitment to your child's learning. Research consistently shows that students perform best when their families are actively involved in their education—both at home and at school. There are many simple yet powerful ways you can support your child's success:

- Read to your child as often as you can.
- Have your child read to you.
- Give each child your undivided attention daily.
- Accentuate the positive.
- Remember that children learn from our behavior and actions.
- Frequently tell your child you love them.

Instilling the value of education at home is one of the most lasting gifts you can give your child. We invite you to build a strong, collaborative relationship with your child's teacher and school. By working together, we can make this school year a meaningful and successful experience for everyone.

Wishing you a wonderful and rewarding school year ahead!

Sincerely,

Dr. Robert Kucharczuk
Principal

SHECKLER ELEMENTARY SCHOOL

Dr. Robert Kucharczuk…….……....Principal
Mrs. Sarah Auletta …….……...…….Assistant Principal

SUPPORT STAFF

Mrs. Brittany Keyser……...Secretary
Mrs. Shelly Alexander……Secretary

Mrs. Jennifer Churetta……Nurse

Mrs. Julie Casto…..……...School Counselor
Mrs. Brittany Rabe…..……School Counselor
Mrs. Julia Heinz……..……School Psychologist

Mrs. Jen Thierer……Title 1
Mrs. Terri Lubenesky……....Title 1
Ms. Caitlin Kier…..……...Title 1
Ms.Samantha Caccamo…..…….……Title 1
Mrs. Jannifer Chanitz……....Title 1

Ms. Gabriella Fink…..……....CLIU 21
Ms. Kelly Ehritz...…....……...CLIU 21
Mrs. Adriane Strohl…….…..CLIU 21

Ms. Amber Wismer ……...Custodian
Mr. Dan Muthersbaugh……...Director of Operations
Officer Elwood Buchman..……..School Resource Officer

TEACHERS

Mrs. Melissa Grube	Kindergarten
Ms. Elizabeth Miller	Kindergarten
Mrs. Megan Murphy	Kindergarten
Ms. Madison Higgins	Kindergarten
Mrs. Janelle Nemeth	Kindergarten
Ms. Meghan Stewart	Kindergarten
Mrs. Lorinne Bodner	Grade 1
Mrs. Tara Flamisch	Grade 1
Mrs. Marcia Rich	Grade 1
Ms. Abbey Shiffert	Grade 1
Ms. Tiandra Riegel	Grade 1
Mrs. Erin Rapp	Grade 1
Mrs. Erica McDonough	Grade 2
Ms. Jacquelyn Brett	Grade 2
Mrs. Jami Gallo	Grade 2
Mrs. Michele Hillanbrand	Grade 2
Mrs. Erin Stramitis	Grade 2
Mr. Brandon Keks	Grade 3
Mrs. Laura Kotran	Grade 3
Ms. Katherine Haberern	Grade 3
Mrs. Meredith Miller	Grade 3
Mrs. Kimberly Labezius	Grade 3
Mrs. Laura Gregson	Grade 4
Mr. James Wilson	Grade 4
Mr. Brett Zieber	Grade 4
Mr. Joseph Rivera	Grade 4
Ms. Jordan Schutter	Grade 4
Mrs. Amanda Derr	General Music / Instrumental Music
Mrs. Tracy Perl	Physical Education
Mrs. Emma Kalman	STEAM
Ms. Becca Reed	Special Education
Ms. Brynn McGinnis	Special Education
Mrs. Devin Steele	Special Education
Ms. Jennifer Moyer	Special Education
Mrs. Jaclyn Baum	Special Education
Ms. Natalie Schlofer	Special Education
Ms. Eliza Rae Michaud	ESL
Mrs. Jennifer Thierer	Reading Specialist/ Title I
Mr. Brett Synder	Speech
Mrs. Dana Flynn	Speech
Mrs. Barbara Resto	Art
Mrs. Hillary Hahn	Gifted Education
Mrs. Sarah Rice	Occupational Therapy
Mrs. Amy Pidgeon	Occupational Therapy

SCHOOL HOURS

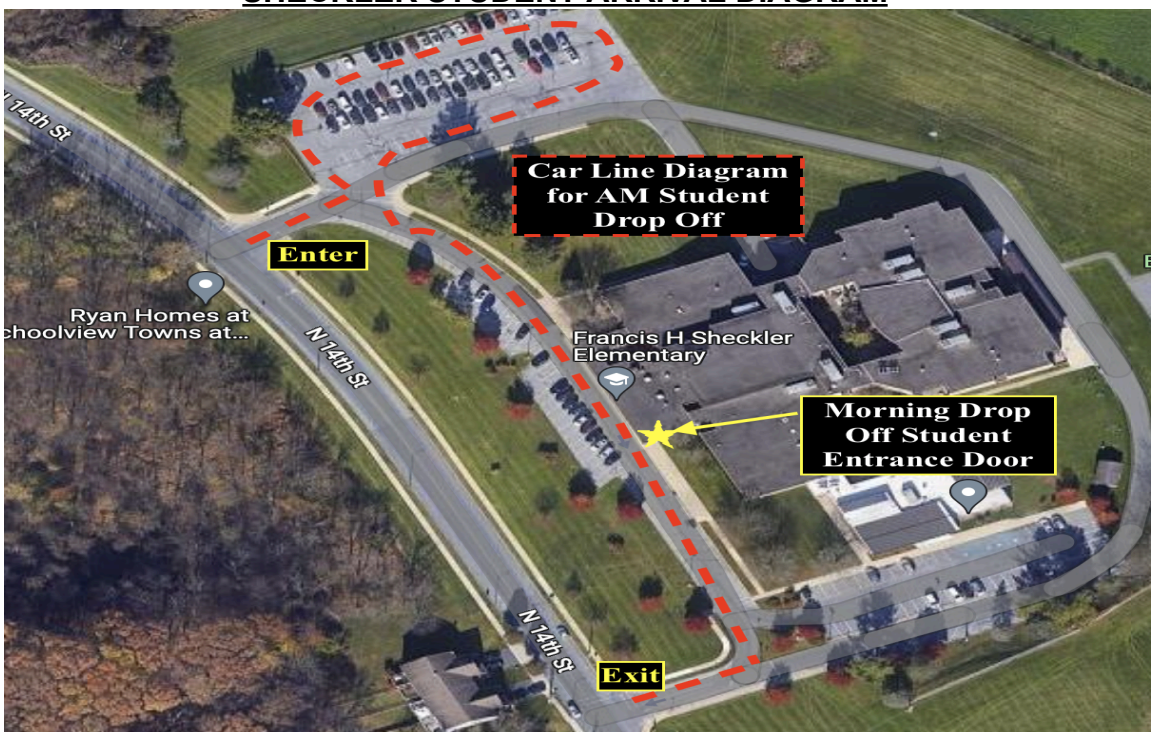
- 8:45 AM - 3:15 PM
- 8:45 AM - Doors open for student entry. Doors remain open until 9AM, then secured.
- 9:00 AM - All students must be in their Homeroom. (Not just entering the building.)
- 3:10 PM - Doors open for parent pick up sign out /walkers will be dismissed
- 3:10-3:20 - Parent pick up students must be **signed out outside the designated exterior grade level door as noted on the Dismissal Diagram on pg. 7**. Parents/guardians will not enter the building, sign out will begin at 3:10 PM at the noted exit doors on the diagram and students will be escorted to the parent/guardian at the sign out location (Main Entrance doors 2nd/3rd/4th grade & Kdg./1st grade at the Kdg. vestibule entrance doors). Please line up under the exterior vestibule overhang.
- 3:15 PM - Buses leave Sheckler.

Children should not arrive earlier than 8:45 AM or remain on campus later than 3:20 PM.

SHECKLER RELEASE FORMS

Sheckler Release Forms will need to be completed by all families for every child attending Sheckler. These forms will state who can pick up your child(ren) if listed as a parent pick up. We will then only be able to release students to those listed on the form. Thus, please make sure to update continuously. To ensure we are releasing students to listed personnel we will also require government issued IDs with a picture. If the pickup is another student, they may show their school ID. Furthermore, it is recommended to also take a picture of your ID on your phone to ensure you always have a copy.

SHECKLER STUDENT ARRIVAL DIAGRAM



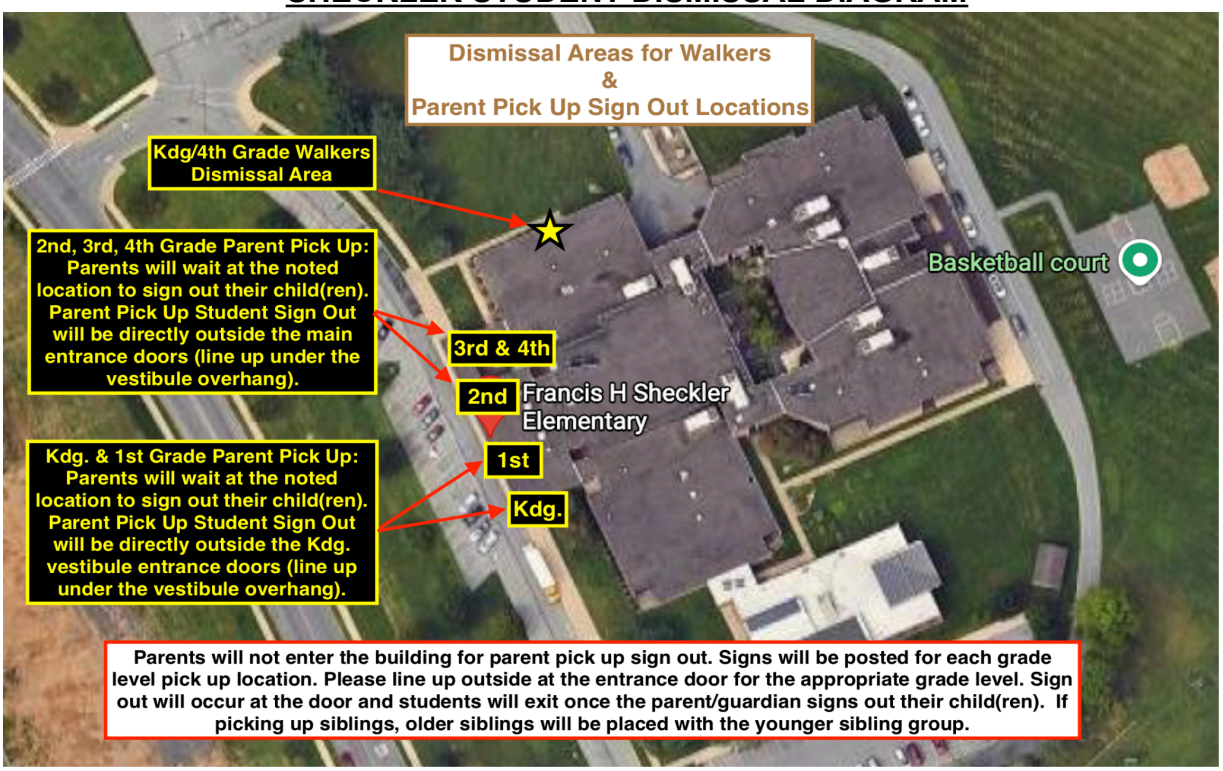
ALL STUDENTS MUST BE PICKED UP NO LATER THAN 3:20 PM EACH DAY.

All students (K-4) who are noted as a **WALKER** will be dismissed from the designated door at the side of the building each day at 3:10 PM (see student dismissal diagram). The Sheckler Release Form will be used for the first week of school, however a permission slip must be completed by the parent/guardian to allow the student to walk home alone, following the first week of school. If you choose to designate your child as a walker at any time during the school year, a permission must be obtained prior to adjusting their dismissal.

All students who are noted as **PARENT PICK UP** must be signed out by their designated parent/guardian. Parents will wait in line outside at the designated grade level door locations as noted on the **dismissal diagram** below. Parents/Guardians will sign out their child(ren) at the designated grade level door beginning at 3:10 PM. Parents/guardians will not enter the building, students will be brought outside as the parent/guardian signs them out.

The first time a student is not picked up by 3:20 PM, parents will be reminded of the pick up time. Upon the second occurrence, a conference will take place to develop a plan to remedy the issue. This plan may involve the recommendation to enroll the student in an after school care program or to have the student ride the bus if his/her address allows the student to be rostered on a bus. The third occurrence may require a Children and Youth or School Resource Officer referral depending on the circumstances.

SHECKLER STUDENT DISMISSAL DIAGRAM



SECURITY PROCEDURES FOR ENTRY TO SHECKLER SCHOOL & EARLY RELEASE

To ensure the safety of our students and staff, the following procedures are necessary for entry to Sheckler and for early release of students:

- Teachers will not open car doors during AM student drop off.
- Staff members will be outside to monitor traffic and to make sure students are not let out of cars before 8:45 AM daily, and to make sure students or parents don't congregate.
- The SRO will be at the front of the building to ensure drop off is safe and orderly.
- All students will enter the building between 8:45 - 9:00 AM. All students must be in their homeroom by no later than 9:00 AM daily.
- Parents should not enter the front driveway until 8:45 AM. No students should be on the school campus until 8:45 AM.
- Parents/Guardians are not permitted to walk their child(ren) to class.
- The driveway passing through the front of Sheckler will be closed to public traffic beginning at 2:40 PM daily to allow for safe and orderly dismissal procedures.
- If you plan to pick your child up from school early for any reason, you must make arrangements to pick them up prior to 2:45 PM. If you arrive after 2:45 PM, you must utilize the parent pick up dismissal process/procedure beginning at 3:10 PM. Students will not be dismissed from the office after 2:45 PM.
- A note/reason is required for any early release of students. Please provide a written notification to office staff prior to picking your child up from school early.

All exterior entrances will be locked at all times. The front doors will be opened **for students only** during arrival (8:45 - 9:00 AM) and dismissal (3:10 - 3:20 PM) times.

SCHOOL CLOSURES

When it is necessary to close schools early or to have a late start due to inclement weather or other emergency conditions, announcements will be made over radio stations (WLEV, WHOL, WAEB, WODE, WTKZ, and WFMZ). School cancellations will also be announced on the television stations WFMZ-TV and WNEP-TV (check local cable channel listings).

THE PARENTSQUARE APP AND POWERSCHOOL MESSENGER SYSTEM WILL BE USED TO INFORM PARENTS OF CLOSINGS, EARLY DISMISSALS AND EMERGENCY SITUATIONS. PLEASE MAKE SURE YOU HAVE COMPLETED THE

FORMS FOR THIS SERVICE AND THAT WE HAVE CURRENT AND UPDATED INFORMATION: EMAIL ADDRESSES AND PHONE NUMBERS.

2 HOUR LATE START

At times it may be necessary to delay the start of school by two hours due to inclement weather or other circumstances. Information concerning late starts will be announced on the radio and television stations listed above in this Handbook.

If school is delayed two hours, bus students in Grades KDG-4th will be picked up 2 hours later than usual, and Walkers should report between 10:45 - 11:00 AM.

No breakfast will be served on a 2-hour delay schedule.

EARLY DISMISSAL (NON-EMERGENCY)

Early dismissals for scheduled Faculty Meetings will occur at **1:30 P.M**. on the following dates for all students in KDG-4th Grade.

September 23rd October 21st April 14th May 12th

12:00 **PM**. Dismissals will occur on the following dates for all students in KDG-4th Grade.

November 20th, Nov. 23rd- 25th and June 4th-9th * (pending snow make up days)

TRANSPORTATION CHANGES

To ensure the safety of all students, the school will **not** accept same-day transportation changes from parents or guardians. Any permanent or temporary changes to a student's transportation arrangements must be made directly through the District Transportation Department.

The school will only implement transportation changes that have been approved and communicated by the District Transportation Department. Families will be notified by the district of any transportation updates, such as bus delays or route changes.

ATTENDANCE

Attendance will be taken by the classroom teacher at 9:00 AM. Punctuality and regular school attendance by students are not only required by Pennsylvania State law, but are

essential for your child's success. The doors open at 8:45 A.M for all students. Students should report directly to their classrooms upon entering the school.

Tardiness will be recorded if your child arrives after the doors close at 9:00 AM. If your child arrives late to school, he/she must report to the school office upon arrival, accompanied by an adult. Repeated tardiness, when there is no legal reason, will be addressed by the Principal. Tardy minutes may be calculated and could reach a point where they equal a half or full day(s) of absence. The following time allotments will be used in determining the type of absence:

- **Arrival after 9:00 AM = Tardy**
- **Arrival after 10:55 AM = 1/2 day absent**
- **Leaving early before 11:00 AM and not returning by 1:00 PM = 1/2 day absence**

EXCESSIVE TARDIES

When a student arrives late to school frequently, regardless of the arrival time, the parents/guardians may be called to discuss the issues causing the late arrival and to discuss the importance of being on time so that the school can support their child's educational needs. If subsequent tardy dates continue to build up, the school may request the parents/guardians to provide proof of residency and will recommend that the student use district transportation if available, depending on the address of the student. An excessive number of tardies may eventually result in intervention by the District Magistrate.

ATTENDANCE PROCEDURES

We encourage parents to use the ONLINE ABSENCE FORM which can be found on the CASD Website and/or submit a written parent note. A written or electronic parental excuse is required for every absence. In cases of lengthy illnesses, a licensed provider's excuse may be required.

Once a child exceeds three (3) days of unexcused/unlawful absences, written parental notification and/or phone contact will be made as a reminder of the importance of regular school attendance. When ten (10) days of absences accumulate, the parents will be notified that a licensed provider's excuse will be required for each absence thereafter, or each absence will be regarded as unexcused/unlawful.

Special consideration will be given to students who are seriously ill for an extended period of time and are unable to attend school. Legal excuses for absences include illness, death in the family, and other unusual circumstances for which permission may need to be granted by the principal. Unlawful absences will result in a warning to the parents/guardians. A representative from the school will make contact with you to schedule a student attendance improvement plan meeting. This meeting is designed to help families develop a plan to improve school attendance. More than three unexcused/ unlawful absences will be considered unlawful and may involve the district magistrate. Every absence requires a written excuse.

Please notify the classroom teacher when your child is expected to be absent for three days or more for extended illness.

Truancy Procedures:

Regular attendance is essential to success in school. A good attendance record is necessary to ensure the continuity of the educational process, promotion, personal growth, and individual development. Excessive absenteeism generally results in decreased academic achievement.

1. Once a student exceeds 3 and 6 days of absence, written notification will be made to remind parents of the importance of regular school attendance.
2. As per state regulations, when ten (10) absences have accumulated, the parents/guardians will be notified that a licensed provider's excuse, indicating that your child was <u>seen</u> by a licensed provider, will be required for each absence thereafter or the absence will be coded as unlawful. Please note that "self-reported" doctor's notes will not be accepted.
3. Special consideration will be given to students who are seriously ill for an extended period of time and are unable to attend school.
4. Ten accumulated absences will require a meeting with school personnel to discuss school attendance improvement procedures and support.

- **Excused & Unexcused/Unlawful Absences:**
  The compulsory attendance law requires a child of compulsory school age to be in attendance at school unless absent for an approved reason and charges the parent of the child with the responsibility for such attendance. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which shall be no later than at the age of six (6) years, until the age of eighteen (18) or until graduation from a regularly accredited senior high school, whichever occurs first.

- **Truant:**
  Truant is defined as a child subject to compulsory school laws having three (3) or more school days of unlawful absences during the current school year. Upon the accumulation of three (3) or more unlawful absences, the school will issue a truant notice to the student's parent/guardian.

- **Habitually Truant:**
  Habitually truant is defined as a child subject to compulsory school laws having six (6) or more school days of unlawful absences during the current school year. Therefore, a child is habitually truant once he or she accumulates six unlawful absences during the course of the school year. These absences do not need to run consecutively.

  If a student is found to be habitually truant and under the age of fifteen(15), the student will continue with the school-based or community-based attendance improvement program, or the school will refer the student to the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court for violation of the Compulsory Attendance Provision of the Pennsylvania Public School Code.

- **Unexcused/Unlawful Work:**
  Students who incur an unexcused or unlawful absence may complete and submit assignments missed during the absence. In-class participation activities, presentations, laboratories, and assessments that cannot reasonably be replicated may receive a grade of zero.

  Students are responsible for obtaining all missed assignments and completing them within the timeframe established by the teacher. Failure to do so may result in a grade of zero for the assignment. This policy is intended to maintain academic accountability while ensuring students have an opportunity to demonstrate mastery of course content. The Principal or designee may make exceptions to this policy in extraordinary circumstances when deemed to be in the best educational interest of the student and school.

NON-SCHOOL DISTRICT SPONSORED EDUCATIONAL TRIPS:

Students may be excused from school attendance to participate in non-school district sponsored educational trips. Parents/guardians must complete an educational trip

request form found in the school office or on the CASD website and submit the form for approval a minimum of 5 days prior to the trip. Educational trip forms will be reviewed by the homeroom teacher prior to review by the building principal. Trips may be approved by the building principal depending on the number of days requested and the timing of the trip as well as the student's current attendance, past attendance, and tardy record. Failure to receive pre-approval for an educational trip may result in the absences for the trip being declared unexcused and, where appropriate, unlawful. Please note that any educational trip request submitted during the Pennsylvania System of School Assessment (PSSA) testing dates for third or fourth grade students will **NOT** be approved.

The student is expected to make up classroom work that is missed while absent. Failure of the student to complete make-up work may result in an incomplete for the grading period during which the trip was taken. The student may also be required to provide the building principal a written account describing what was learned during the educational trip. For elementary students who are unable to provide such written statements, an oral statement or discussion with the teacher or principal may be used.

VIRTUAL LEARNING

In the event of inclement weather or other unforeseen circumstances that require the school building to close, the district may implement a Virtual Learning Day.

At the beginning of the school year, each student will receive a Virtual Learning Folder containing grade-level learning packets and instructions. If a Virtual Learning Day is called, students are expected to complete the assigned work from their folder. Teachers will provide any additional directions or communication through ParentSquare, if needed. Completed assignments must be submitted to the student's teacher **within 24 hours of returning to school**. Failure to submit the required work within this timeframe will result in the Virtual Learning Day being recorded as an **unexcused (unlawful) absence**, in accordance with state attendance requirements.

Please keep your child's Virtual Learning Folder in a safe place throughout the school year so it is readily available when needed.

MOVING DURING THE YEAR - TRANSFERS/WITHDRAWALS

Please report any address changes within our district to the Administration Building. There is a form to be completed, and proof of residence is required. Changes with transportation will not occur until the information is received. Furthermore, contact the Sheckler office with any new phone numbers throughout the school year.

If you plan to move from the District or withdraw your child from Sheckler Elementary for any other reason, please contact the school office as soon as possible. It will be necessary for you to obtain a transfer card and a copy of your child's certification of immunizations before leaving. Academic and health records will be forwarded to your child's new school upon their request.

It is important to be sure that any new address is within the boundaries of the Catasauqua Area School District. Living outside the District and attending Sheckler Elementary is a violation of residency laws established by the state of Pennsylvania and could result in fines.

SCHOOL NURSE SERVICES

Either the school nurse or a health aide are on duty throughout the school day to provide school health services and to deal with minor accidents or illnesses. The Nurse's Office at Sheckler Elementary provides the following services for students:

- Maintains health and medical information, records of immunizations, and other notes on student health histories.
- Annual height and weight measurements.
- Annual vision screenings.
- Annual hearing screenings for Grades K-3 (children with known hearing concerns and newly enrolled fourth graders are also screened).
- Maintains records of physical and dental exams on all incoming Kindergarten students.

HEALTH INFORMATION/EMERGENCY CONTACTS

Each year, parents/guardians must update their emergency contact information and health information forms within the PowerSchool Parent Portal. These online forms provide the school administration and nurse with pertinent information that is needed in case of an emergency. Completion of the Health Information Form provides authorization for your child to receive emergency first aid, administered by a registered nurse or designee in the Catasauqua Area School District in the event of sudden illness or accident. It also provides notification of information that may need to be shared with appropriate personnel, on an as needed basis. Please note, should the condition of your child require treatment by a licensed provider, and neither a parent/guardian or an emergency contact listed in PowerSchool can be reached, completion of the online forms gives permission for him/her to be transported, by an emergency medical service to the appropriate location, with all necessary expenses incurred by the parent/guardian. Health/medical information and emergency contacts must be provided for each student when due, or discipline consequences will be assigned until the forms

are submitted to the school nurse. Providing false information on the Health Information & Emergency Contacts online forms is a dangerous practice.

MEDICATION POLICY

When it is necessary for a child to take medication during the school day, the school nurse must have on file a completed medication authorization form and it must be signed by the parent and licensed provider. The school nurse will administer and/or supervise the child taking medication during school hours. **The medication must be delivered in the original container directly to the School or Nurse's Office *by the parent.* It should not be given to your child to carry to school.** Cough drops, eye drops, allergy pills and over-the-counter medicines are not allowed to be carried by school students.

EPINEPHRINE OPT- OUT POLICY

The state law requires Catasauqua Area School District to provide an opt-out for parents who do not wish for their child to be administered Epinephrine in the event a student goes into anaphylaxis (life-threatening allergic reaction). If, for some reason, you do not want your child to be administered Epinephrine in the event they would have a life-threatening allergic reaction (anaphylaxis), please contact your school nurse to complete an opt-out form.

FIRST AID AND STUDENT ILLNESS

Any student who becomes ill in the classroom or who might need emergency first-aid treatment should be sent, along with another student if necessary, to the Nurse's Office. All school-related injuries must be reported to the school nurse.

If it becomes necessary to send a child home, the parent will be called and requested to come for the student. If a parent cannot be reached or is unable to come when called, an emergency contact will be asked to come to school. Should the condition of your child require treatment by a licensed provider and a parent/guardian or an emergency contact can not be reached, your completion of the PowerSchool Health/Medical Information gives the school permission to transport your child to an appropriate medical facility to receive services with all expenses to be incurred by the parent/guardian. Thus, it is important to keep the PowerSchool emergency contacts up-to-date. Sick children must be picked up from school quickly as there are only two beds in the Nurse's office. If a parent is not available to pick the student up, arrangements with other family members or trusted guardians must be made in a timely manner.

TOILETING POLICY

It is the responsibility of the parent/guardian to provide all of the items needed to keep a student clean and dry throughout the school day. Parents/guardians are requested to keep an additional set of clothing in the student's book bag in case of any accidents or spills. If clothing is not available for a student who requires changing, the District shall contact the parent/guardian to request that clothes be brought to the school for the student. Those students who require a change of clothing may wait in the classroom to minimize loss of instructional time or the student may be moved to an alternative location for the student's comfort at the discretion of the teacher.

In most instances, a student will be able to clean and change clothing in the class restroom, designated restroom, or changing area with minimal supervision and instruction. However, if the student requires assistance and personal attendance in the restroom or other changing area, two staff members shall be present for the safety of the student and staff.

If a student is identified as having a health condition which requires toileting, an Individualized Plan shall be developed for that student which sets forth necessary accommodations and interventions. An Individualized Healthcare Plan may also be developed for other students with toileting/incontinence issues.

PARENTAL EDUCATION OF TYPE 1 DIABETES - ACT 117 OF 2024

Public school entities must make the information available to parents when a student is first enrolled in elementary school and again when the student enters sixth grade.
https://www.pa.gov/agencies/health/programs/school-health/act-117

English Version:
https://www.pa.gov/content/dam/copapwp-pagov/en/health/documents/topics/documents/school-health/Type%201%20Diabetes%20Parent%20Fact%20Sheet.pdf

Spanish Version:
https://www.pa.gov/content/dam/copapwp-pagov/en/

VOLUNTARY ACCIDENT INSURANCE

K-12 Voluntary Student Accident Insurance can be purchased through the School District. Please see the District website for Enrollment Instructions. All claims under this policy must be submitted through Sheckler Elementary Office.

Student participation in this program is voluntary and up to the discretion of the parents/guardians. If you plan to purchase the insurance coverage, you must do so at the start of the school year.

CAFETERIA

ALL SHECKLER STUDENTS WILL BE ELIGIBLE FOR FREE LUNCH THIS YEAR. NO STUDENT WILL BE CHARGED FOR HIS/HER MEALS.

Five 30-minute lunch periods are scheduled daily for students in Grades KDG-4th. Students have the choice of obtaining the school lunch from the cafeteria or bringing their own lunch and choosing a milk. Each month, a menu is posted electronically on the school website so that families can plan their lunch each day.

If your child experiences an allergic reaction to milk, orange juice will be substituted. A written licensed provider recommendation is required for this substitution.

Per students who choose to pack, we do not allow students to have caffeinated drinks at school at any time. Drinks appropriate for school lunch include water, juice, milk, lemonade and/or sports drinks (ex. Gatorade).

Please note that the first/last week of school, breakfast will not be provided to students.

PHYSICAL EDUCATION AND RECESS

Students in grades K- 4 will participate in physical education and all other Expressive Arts classes once each week. Check with the classroom teacher for your Expressive Arts schedule. All students are recommended to wear appropriate attire for gym class: sneakers and comfortable playwear.

An outdoor recess period is provided daily, weather pending, to give students a structured break from the classroom routine. Administration monitors weather conditions

throughout the day to determine outdoor safety. Please remember to send your child to school with appropriate outdoor clothing and shoes. Children **cannot** participate in this activity if they are wearing sandals or flip-flops. This type of footwear is highly discouraged even on days when students do not have gym or field trips.

In the event your child is temporarily not able to participate in physical activities due to illness or injury, please send a licensed provider's note to the classroom teacher requesting that your child be excused from recess or gym. This note will then be shared with the school nurse and followed up on. Pending the licensed provider's orders and injury, a note is required to clear your child to be eligible for physical activity again.

EMERGENCY DRILLS

The Sheckler Office has prepared plans for evacuating the building in case of an emergency such as a fire. Each staff member has been advised in their assigned route to follow procedures for ensuring the safety of the children under their supervision and care. Unannounced drills are an important part of emergency planning and are held periodically throughout the year.

Any person in the building during an evacuation drill must leave immediately by the nearest exit door. Parents or visitors on school grounds during a drill must not in any way disrupt the orderly attendance or discipline procedure which teachers/staff are required to follow for the safety of all students. Emergency drills may include but not be limited to, fire drills, lockdown drills, reverse evacuation drills, severe weather drills, and any other drills that help to maintain the safety of our students and staff.

SCHOOL DISCIPLINE

Student discipline is determined by school personnel/administration based on the nature and severity of the behavior. Student behavior write-ups include **Roughie Reminders**, **Conduct Referrals,** and **Bus Referrals**. Consequences are intended to support students in making positive choices and maintaining a safe and respectful learning environment.

Disciplinary actions may include, but are not limited to:

- Loss of Recess
- Lunch Detention
- After School Detention

- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)

Students who receive a multi-day Out-of-School Suspension will be required to attend a re-entry meeting with a member of the school administration team, SRO if needed, and a parent/guardian before returning to school. This meeting is designed to review expectations, discuss available supports, and help ensure a successful return to school.

WEAPONS/DANGEROUS ITEMS

The School Board has adopted a policy regarding possession of weapons which reflects federal and state laws. Copies of this policy, the Revised Code of Student Disciplines and Responsibilities, are available in the School Office.

Any student found to be in possession of or harboring an item which could be defined or thought to be as dangerous or threatening to himself/herself, other students, or staff on school grounds, at school-sponsored activities, or on school buses, will immediately be suspended from school for ten days and referred to either the district magistrate or the Pennsylvania State Police. A detailed report will also be sent to the superintendent.

Permanent expulsion shall be the mandatory disciplinary response for the possession, use, or transfer of a deadly weapon. **A deadly weapon is any firearm, whether loaded or unloaded or any device designed as a weapon and capable of producing death or serious bodily injury.** All examples, procedures, and disciplinary responses are applicable in school, on school buses, during school-sponsored field trips, and from time of departure for school until arrival at home, including school activities on weekends and/or evenings.

Expulsion proceedings shall also be initiated through the superintendent of schools. Once the expulsion process is initiated, the student may be excluded from school until the disposition of the hearing.

Other prohibited items include all knives, firearms, fireworks, smoke or stink bombs, chains, laser pointers, or other devices which are potential items of violence such as certain rings, pipes or tubes, look-alike firearms, and weapons (i.e. toy guns and knives), and any item which could or would be a threat to anyone. **The penalty for possession or use of other prohibited items on school property or at school activities will be a minimum of five days out-of-school suspension. Upon student return students will be required to have their personal items searched until further notice under administration's discretion.**

Please help us protect all our students and staff at Sheckler Elementary by preventing your child from bringing these devices to school. Your cooperation in this matter is greatly appreciated.

LOST AND FOUND

Articles of clothing and small items that are found in the building, on the bus, or on school grounds are taken to the School Office or placed directly in the Lost and Found located in the hallway by the kindergarten entrance. It is good practice to mark your child's name on his/her lunch box, book bag, clothing, and other belongings so they can be easily returned. If items are not claimed by the end of the school year, they will be donated and/or discarded.

ELIGIBLE ITEMS FOR SCHOOL

At the beginning of each school year, a grade level supply list will be made available for all students and parents. We encourage students to bring a water bottle to school daily. Water bottle filtration systems are available for students to fill up their bottles throughout the day. Water will be the only drink available or allowed throughout the day other than during breakfast or lunch times. Personal belongings are not allowed in school, including toys, electronics, stuffed animals, fidgets, or any other such items.

We understand that some students may benefit from using fidgets to support their behavioral or emotional needs. To minimize distractions and ensure they are used appropriately, all fidgets used at school must be approved by school staff and/or provided by the school. Personal fidgets should not be sent to school, as they can become distractions to learning.

FIELD TRIPS

There may be opportunities for grade level field trips. Parent permission forms will be required to participate in field trip opportunities. Permission slips will be either a physical form and/or on ParentSquare. If permission is not obtained, the child would be placed in a different classroom and/or location for the day, until their class returns.

VOLUNTEER CLEARANCES

If you would like to volunteer, you must obtain the proper clearances. Visit our website for more details and form access. All volunteer checklist items must be submitted to the District Administration Office for approval. Volunteer opportunities will be presented

throughout the school year. If you have any questions please contact the District Administration Office at 610-264-5571

SHECKLER YEARBOOK

Each year a school yearbook is printed and offered for sale to students. Pictures of all students, teachers, and special activities and events held during the school year are included in the yearbook. Information concerning the yearbooks will be sent home sometime in the Spring. If you do not want your child to be in the yearbook, documentation within PowerSchool must be submitted. Yearbooks are a final sale and non-refundable.

SCHOOL PICTURES

Individual student pictures will be offered in the fall and make-ups in the spring. Information and details will be sent so that you can prepare your child for his/her picture. We do not allow for sibling pictures and/or special photo requests. Remember to check your child's book bag or homework folder daily for important information.

MEET THE TEACHER NIGHT

Meet the Teacher Night will be held **Thursday, September 10, 2026.** The purpose of this event is to allow teachers to discuss the academic program, school policies, classroom routines, and teacher expectations. This night is solely for parents and caregivers, not students. Please note this is not a time for individual teacher conferences.

PARENT-TEACHER CONFERENCES

Parent/Teacher conferences for all students in grades K - 4 are scheduled in November. Sign-ups are sent out electronically via ParentSquare. These conferences provide feedback about areas in which your child excels and areas which need improvement.

Conference Dates: NOVEMBER 20, 23, 24

Conferences may also be scheduled at other times during the school year at the request of the parent or the teacher. Every effort will be made to accommodate your family or work schedule. If you feel the need to arrange a conference with your child's teacher, please call the teacher or school office so an appointment can be made.

TEACHER AVAILABILITY

We encourage you to contact your child's teacher with any questions or concerns. You may send a note to school with your child or call the school office. If you call, the school secretary will take your message and forward it to your child's teacher or you can leave a message directly in the teacher's voice mailbox. The teacher will then contact you as soon as possible. We also encourage you to use ParentSquare or email to contact teachers. Each teacher has an email address. See the district website under Sheckler Elementary to access e-mail addresses.

ParentSquare is our district's primary communication platform, allowing you to stay connected with your child's teacher and our school community. Classroom updates, school-wide events, important announcements, and reminders are routinely shared through ParentSquare. It is our preferred method of communication for day-to-day information and ongoing communication between home and school.

We wish to maintain open lines of communication between home and school. Feel free to contact us at any time.

BULLYING/CYBERBULLYING

The Catasauqua Area School District Board of Education is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, Board Policy #251, adopted December 4, 2008, and revised on June 11, 2024 prohibits all forms of bullying and cyberbullying by district students.

OLWEUS BULLYING PREVENTION PROGRAM

This is a school-wide program designed to decrease bullying by empowering students, parents, and faculty to create a safe learning environment. Included in the program are class meetings, assemblies, and classroom lessons, all created to educate students about what bullying is, what to do if they are being bullied, and what to do if they witness bullying happening.

Bullying is defined as, "Someone who repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself."

Olweus Bullying Rules

1. We do not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Parents, if your child reports any bullying to you, please contact the principal, assistant principal, or school counselor, so an investigation can take place.

STUDENT PERFORMANCE AND EVALUATION REPORTS

Report cards and progress reports are electronically issued four times per year for Kindergarten – Grade 4. With the exception of KDG, all student grade reports will be viewable through the PowerSchool Portal and a provided hardcopy report card. KDG students will receive a digital report card from their child's teacher and hardcopy version. Teachers evaluate children on a daily basis to assess their performance in relation to district and state learning objectives. Report card grades and comments reflect what a child is able to do at a particular time of the year and what he/she needs to learn or review. The report also indicates the child's behavior, work habits, and social skills necessary for success in the classroom. Through the report card or progress report, teachers might also make suggestions for ways families can reinforce skills and behaviors. Please reach out to your child's teacher with any questions or concerns you may have.

GRADING SCALE

Sheckler will use the following grading scale when assessing student work and reporting progress to parents:

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% and below

PROMOTION/RETENTION

There are times when it may be recommended that a child repeats a grade. If a student is retained, the parent will have been notified of the concerns several times throughout

the year through conferencing with the teacher and MTSS Team. The decision to retain the child shall include input from parents, teachers, and support staff. The final decision of the team shall reflect what is in the best interest of the child.

EDUCATIONAL ASSESSMENT

Evaluation of student progress is an ongoing part of the school day. Within the classroom, the teacher administers skill-based tests at the end of each unit of teaching to determine a child's level of understanding. Other performance-based assessments are used to measure which skills a child is able to apply and use. Information from testing helps teachers provide more individualized methods for review, intervention, and/or enrichment within their instruction.

The PSSA (Pennsylvania System of School Assessment) tests are administered to students in Grade 3-4 according to the schedule below. These standardized achievement tests are one way to measure individual student progress. Results also help assess the effectiveness of the school's academic programs and provide valuable information for our continued improvement.

2026-2027 PSSA TEST DATES

Assessment	Dates	Grades	Assessment
English Language Arts	April 26-30, 2027	Grades 3-8	English Language Arts
Mathematics and Make-ups	May 3-7, 2027	Grades 3-8	Mathematics and Make-ups

Please encourage your child to do his/her best. Please be sure your child has had a healthy breakfast. Nutrition is important for a healthy mind. Also, please avoid these dates for absences of any kind. Attendance is critical.

STUDENT CONFIDENTIALITY

The educational interests of the pupil and of society require the collection, retention, and use of information about individual pupils and groups of pupils. It is the intent of this district to protect the right of each of its students against an unwarranted invasion of

privacy in the area of student records. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupil.

The Catasauqua Area School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of exceptional students. This policy has been prepared to ensure the privacy rights of both parents and the exceptional student in the security, collection, maintenance, release, and destruction of student school records.

NONDISCRIMINATION/TITLE IX

The Catasauqua Area School District is committed to fostering a safe and inclusive environment for all members of our community. In accordance with Title IX of the Educational Amendments Act of 1972 and other federal, state, and local statutes, ordinances, and regulations, the District does not discriminate on the basis of sex (including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, and gender expression), race, color, age, creed, religion, ancestry, national origin, marital status, familial status, genetic information, handicap/disability, or any other legally protected classification, in its educational programs and activities, including employment, and prohibits such discrimination.

The District has adopted Policy 128 to address and prohibit such discrimination, and to provide comprehensive grievance procedures and a grievance process for the prompt and equitable resolution of all complaints of prohibited discrimination.

Title IX Coordinator/Compliance Officer Information:

For inquiries regarding the application of Title IX, its regulations, or other nondiscrimination statutes, ordinances, and regulations to the District, please contact our designated Title IX Coordinator and Compliance Officer:

Name/Title: Eric Dauberman - Assistant to the Superintendent
Office Address: 201 North 14th Street, Catasauqua, PA 18032
Email Address: daubermane@cattysd.org
Telephone Number: 610-264-5571

You may also contact the Assistant Secretary for Civil Rights of the U.S. Department of Education, either instead of or in addition to contacting our Title IX Coordinator/Compliance Officer.

Reporting and Grievance Procedures:
Policy 128 outlines how to report or file a complaint of sex or other discrimination, including formal complaints of sexual or other harassment or discrimination, and details the District's response protocols.

Access to Policy 128:

Copies of Policy 128 are readily available for review. You may obtain a copy from the Title IX Coordinator/Compliance Officer or access it online on the District's official website: www.cattysd.org.

This notification is published and disseminated annually to students, parents/guardians, employees, unions, professional organizations, applicants for employment, and the general public, and is prominently displayed on the District's website and in relevant handbooks.

HOMEBOUND INSTRUCTION

Homebound instruction is available for any student(s) that are unable to attend school because of a lengthy illness or injury. Per the PA Department of Education, Code §11.25 it is defined as due to temporary mental or physical illness or other urgent reasons. Medical documentation will need to be provided and our school nurse will coordinate with parents/guardians to support the needs of the student(s). Furthermore, district approval from the Superintendent is also required. Please contact the Office for information.

SCHOOL COUNSELING SERVICES

The elementary school counseling program is designed to assist students and parents in dealing with school concerns and human relations issues which occur in everyday life as they relate to the child in school. This is accomplished through encouraging children to stop in and see their counselor or through parent and teacher referrals. The counselor is able to provide short-term individual or small-group counseling, support for parents and teachers, or discuss referrals to outside agencies and professionals for more in-depth assistance.

Counselor classroom lessons focus on:

- Developing a sense of personal worth and a healthy self-concept.
- Learning how to solve problems and make good decisions.
- Increasing their ability to define and deal with feelings.
- Investigating future career interests.
- Improving skills for interacting.

HOMELESSNESS

Please contact Hillary Hahn (hahnh@cattysd.org) with any questions related to homeless status. In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. Per the PA Department of Education, the Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

TITLE I READING PROGRAM

The Title I Reading Program is a federally funded program for students who are in need of basic skills remediation. District guidelines for offering this service are based on federal requirements. Assistance to students is provided through a small-group "pull-out" program instructed by our Title 1 certified staff.

MULTI- TIERED SYSTEMS OF SUPPORTS (MTSS)

The Multi-Tiered System of Supports (MTSS) is a proactive framework designed to help all students achieve academic, behavioral, social, and emotional success. Through MTSS, the school identifies students' strengths and areas of need early and provides appropriate levels of support to help every student succeed.

MTSS is built on three levels of support:

Tier 1 – Universal Supports

All students receive high-quality instruction, school-wide behavioral expectations, and access to academic and social-emotional supports within the general education setting.

Tier 2 – Targeted Supports

Students who require additional assistance may receive targeted interventions, such as small-group instruction, academic support, behavior interventions, attendance monitoring, mentoring, or counseling services. Student progress is monitored regularly to determine the effectiveness of these supports.

Tier 3 – Intensive Supports

Students with significant or ongoing needs may receive individualized interventions and intensive support plans. These supports are tailored to the student's specific needs and may involve collaboration among school staff, families, and outside agencies when appropriate.

Family Partnership:
Parents and guardians are valuable partners in the MTSS process. The school encourages regular communication with families regarding student progress and may invite parents or guardians to participate in meetings to discuss intervention plans and student supports.

Student Success:
MTSS is intended to provide timely support before difficulties become more significant. The goal is to ensure that every student has access to the instruction, interventions, and resources necessary to be successful academically, behaviorally, and socially.

Referral to MTSS:
A student may be referred to the MTSS Team by a teacher, counselor, administrator, parent/guardian, or through the review of academic, attendance, behavioral, or social-emotional data. The MTSS Team reviews available information, determines appropriate interventions, monitors student progress, and adjusts support as needed.

ELEMENTARY STUDENT ASSISTANCE PROGRAM (ESAP)

This program is available to offer supportive services to students experiencing behavioral, attendance and/or emotional difficulties that may pose barriers to optimal school success.

Students can be referred to ESAP by parents/guardians, school personnel, or self-referrals. The ESAP team is comprised of specially trained teachers, administrators, school counselors, school psychologist, and consultants from The Center for Humanistic Change, Valley Youth House and Nulton Diagnostics. Our goal is to work with you and to offer support and recommendations for your child. When the barriers are beyond what the school can help with, the team can provide families with information on outside community resources.

SHECKLER HOME AND SCHOOL ASSOCIATION

The Sheckler Home and School Association is an active and involved group of parents and guardians who work together with the school staff to offer interesting programs and activities for Sheckler students. They are an integral source of support for our school and source of information for parents. Fund-raising activities are conducted to purchase special materials, equipment, and to help finance student field trips, holiday party treats, and assemblies. Members also volunteer time to help with various programs, projects, and events to assure that our school runs smoothly.

The Association meets near the beginning of each month during the school year in the Sheckler Library. Information regarding membership is sent home at the beginning of the school year. All parents and staff members are invited to join and attend.

CELL PHONES AND ELECTRONIC DEVICES

During busing transportation and the school day, students are prohibited from carrying/using cell phones, smart watches, and any other electronic communication devices while on school property. If a student brings a cell phone or smart watch to school it must be turned off and kept in his/her backpack during the school day. **The school district is not responsible for lost or stolen electronic devices.**

When necessary, phone calls to parents, home, etc. made during the school day will be under the supervision of school staff and on the Sheckler phone system. If parents/guardians need to reach their child(ren) during the school day, they can call the main office to reach their child.

All other electronic devices (handheld video games, audio devices, etc.) are also prohibited.

Per student offenses to the electronic devices policy, after a warning is given, all electronic devices will need to be picked up from administration in the office by a parent/guardian.

- **1st offense**: Warning, student conference, confiscation of the device, and returned to the student at the end of the day.
- **2nd offense**: Loss of privileges, student conference, confiscation of the device, and returned to the parent/guardian.
- **3rd offense**: Loss of privileges, detention/ISS, student conference, confiscation of the device, and returned to the parent/guardian.
- **4th offense**: ISS, student and parent conference; confiscation of the device to be returned to the parent/guardian.

*Disciplinary responses to all incidents/infractions concerning personal communication devices could be changed at the discretion of administration. Refusal to hand over a prohibited device when asked by staff will result in consequences such as in-school suspension or out of school suspension. Unauthorized use of cell phones and electronic devices disrupts the instructional program, distracts from the learning environment and

has the potential to compromise student safety. CASD strictly prohibits any unauthorized use of video and/or audio recording and will be referred as a conduct referral to administration.

DRESS CODE

The Catasauqua Area School District believes the manner in which a student dresses is one of many factors for establishing a learning environment conducive to student learning and behavior. Our objective is for students to develop an understanding of the importance of appropriate attire for school and the professional environment. The school has an obligation to establish proper standards for appropriate attire among students. Under State guidelines, schools have the right and responsibility to take action against improper dress, which is a disruption to the educational environment, health or safety hazard, obviously and blatantly indecent, displays students in a socially unacceptable manner, or is damaging to the school. Ultimately, the school established standards for appropriate student attire and personal grooming are the responsibility of each student and his or her parents/guardians. Students are not permitted to wear hats or have the hoods of hooded sweatshirts up while inside the school building. This supports a safe and respectful learning environment. Exceptions may be made for religious or medical reasons.

SPECIAL EDUCATION SERVICES

A full range of specialized programs is provided for students who require special education services. Based on the individual needs of the child, the following services and programs are available within Sheckler School:

- Speech, hearing, vision, occupational/physical therapy
- Gifted Support
- Learning Support
- Autistic Support
- Life Skills Support

Students who are in need of more special education programs can be accommodated in programs through the Carbon-Lehigh Intermediate Unit 21 or neighboring school districts.

Catasauqua Area School District
Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students

(Revised July 2018)
Annual Notice to Parents

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

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

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

Signs of developmental delays or risk factors that might indicate a disability could include, but are not limited to, poor prenatal care, birth trauma, febrile or other seizure activity, severe reaction to early medication or inoculation requiring extended medical care, or severe trauma to the head, followed by failure to attain developmental

milestones for communication, motor development, socialization, emotional development, self-help skills, or cognition; unexplained failure to attain developmental milestones in these areas; failure to use toys and other objects in a developmentally appropriate manner; persistent inability to sustain attention at levels sufficient to complete age-appropriate tasks; easy frustration with developmentally-appropriate tasks or activities; difficulty with coloring, letter formation, or drawing lines and shapes within age-appropriate parameters; difficulty building or sustaining age-appropriate relationships or conversations; persistent difficulty tolerating the presence of or interactions with peers or adults; persistent and severe disciplinary actions in preschool or school settings; failure to develop age or grade-level appropriate reading, writing, mathematical, listening, or speaking skills after exposure to sound instruction in these areas by qualified teachers; and failure to pass routine vision or hearing screenings. Other information regarding potential signs of developmental delays and other risk factors that could indicate disabilities can be found on the Catasauqua Area School District and the Carbon-Lehigh Intermediate Unit websites: http://www.cattysd.org and http://www.cliu21.org.

Evaluation Process

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

Consent

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

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Supports and services will be provided by certified special education personnel. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent

is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

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

Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and (5) to inform future programming for and evaluations of the child. When educational records, other than those which must be maintained, are no longer educationally relevant, the public school must so notify the parents in writing and *may* destroy the records or, at the request of the parents, *must* destroy them. Public schools are not required to destroy records that are no longer educationally relevant unless the parents so request in writing.

The Pennsylvania Department of Education (“PDE”) will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment (“PSSA”), Keystone Exams, and Pennsylvania Alternative System of Assessment (“PASA”) one year from the date on which student results are delivered. PDE will also destroy or have destroyed all answer booklets for the PSSA and Keystone exams and all media recordings for the PASA three years from the date on which the assessment is completed.

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

Catasauqua High School 2500 W. Bullshead Rd. Northampton, PA 18067 (610) 697-0111	Catasauqua Middle School 850 Pine Street Catasauqua, PA 18032 (610) 264-4341	Sheckler Elementary School 251 N. 14th Street Catasauqua, PA 18032 (610) 264- 5601	Carbon-Lehigh Intermediate Unit 4210 Independence Drive Schnecksville, PA 18078

SHECKLER SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM

Our teachers and staff believe that a safe school climate is needed for optimal learning to take place. Positive behavior is important to the educational process not only in the classroom, but also in the cafeteria, hallways, bathrooms, on the playground, during assemblies, on the school bus, on field trips, and in all other areas of the school setting.

The Sheckler staff has developed a School Wide Positive Behavior Intervention and Support System to promote positive and pro-social behaviors. Sheckler students will be reminded to follow the Sheckler STAR Pillars and School Wide Expectations in all areas of the school environment:

S-Safe
Remain safe by keeping hands feet and objects to yourself at all times
T-Trustworthy
Positive and appropriate interactions in all areas of the school
A-Accountable
Take responsibility for all actions and follow staff directions the first time
R-Respect
Respect others at all times using kind words and actions

It is expected that all students will learn these rules and expectations for their application in all school settings. Students will be recognized for positive behavior with

both verbal, weekly, and monthly rewards and assemblies that highlight leadership, strong character, and positive behavior.

In the event a behavior is extreme, a **Conduct Referral** will be made immediately to the Principal or Assistant Principal. Teachers will make contact with the parents of the student, and a follow-up phone call, along with any disciplinary consequences, will be made by Administration.

The following are some examples of extreme behaviors:

- Fighting/Physical Aggression
- Theft/Forgery/Vandalism
- Habitual Misbehavior unrelated to a disability or medical condition
- Bullying/Discrimination/Harassment
- Inappropriate Language
- Unsafe Behavior(s)

SCHOOL BUS SAFETY AND BEHAVIOR

School bus safety is extremely important and supports the promotion of a safe school bus environment for all bus riders, staff, and the bus driver. An emphasis on positive behaviors and universal values such as responsibility, respect, and citizenship promote such an environment, and proper conduct on the school bus shall be the joint responsibility of the student, the parent, the bus driver, and school officials.

School bus safety is connected to the Sheckler STAR Pillars and Behavior Expectations, and provides students and parents with a summary of behavioral expectations while riding on the school bus. Disciplinary actions may result in the event a student violates bus expectations. Parents are encouraged to review and discuss bus expectations with their children to help them understand and assume responsibility for safe, acceptable bus conduct. In the event of misconduct by students, the privilege of riding the school bus may be removed at any time.

Bus Expectations

Safe	**Walk safely on and off the school bus** **Remain seated flat in your assigned seat at all times** **Face forward and keep arms/legs in seated area** **Do not block the aisle**

Trustworthy	**Follow bus driver and bus aide directions the first time** **Use personal space** **Only get off the bus at your assigned stop**
Accountable	**Remain at a voice level 2** **Go directly to your assigned bus during dismissal and to the building entrance upon arrival**
Respectful	**Communicate using kind words and actions** **Use school appropriate words** **Keep hands, feet, and objects to yourself**

Bus Rules & Regulations: The bus driver is in charge of each bus. Students are under the full authority of the school while on the bus; therefore, all school regulations are in force during all bus trips.

Student Conduct and Expectations: Bus Transportation

- Assigned Transportation: Only ride on the assigned vehicle unless a written request from a parent or guardian is submitted to and approved by the Transportation Department at least three (3) hours prior to the end of the school day.
- Authorized Stops: Board and depart the vehicle exclusively at their assigned pick-up and drop-off locations.
- Seating Requirements: Remain seated until the vehicle has reached its destination and come to a complete stop.
- Assigned Seating: Sit in assigned seats whenever the driver determines it is necessary.
- Positioning: Face forward at all times while the vehicle is in motion.
- Driver Concentration: Refrain from unnecessary conversation with the driver to prevent distraction.
- Noise Level: Speak only in a low, conversational tone with seatmates; shouting or calling to individuals in other sections of the bus is prohibited.
- Appropriate Language: Use civil and respectful language at all times; obscene or vulgar language is strictly prohibited.
- Substance Prohibition: Refrain from smoking, vaping, or using tobacco products on the vehicle. Violators will be subject to fines and disciplinary action.
- Vehicle Cleanliness: Maintain a clean environment and keep the vehicle free from litter at all times.
- Respect for Staff: Follow all instructions given by the driver or aide promptly and respectfully.

- Physical Conduct: Refrain from fighting, pushing, shoving, hitting, or engaging in physical altercations.
- Food and Drink Policy: Refrain from eating or drinking while on school vehicles.
- Seat Belts: Wear seat belts at all times when the vehicle is equipped with them.
- Bus Stop Conduct: Respect private property and behave responsibly while waiting at stops.
- Property Damage: Refrain from defacing or damaging the vehicle. Any student who willfully damages a vehicle will be held financially responsible for repairs and subject to administrative/legal action.
- Prohibited Items: Do not board the bus with anything that may cause a health or safety hazard to anyone on the bus.
- Electronic Devices: Use electronic devices only with the driver's permission. Headphones or earbuds must be worn when listening to audio. (school specific)
- Surveillance Notice: Understand that video and audio recording devices are active on school vehicles for safety and security.
- Personal Belongings: Keep all personal items safely stowed inside a backpack or bag while on board.
- Disciplinary Consequences: Infractions involving school vehicle regulations and the Code of Student Discipline and Responsibilities may lead to removal of bus transportation privileges upon Administration's discretion based on frequency and severity.

Infractions involving school bus regulations and the Code of Student Discipline and Responsibilities may lead to removal of bus transportation privileges upon Administration's discretion.

Catasauqua Area School District buses are equipped with a Video/Audio Monitoring System.

NOTICE TO PARENTS OF SCHOOL BUS ACCIDENTS

The purpose of this notice is to inform you of insurance regulations and procedures in the event that your child or children are involved in a school bus accident. In the Commonwealth of Pennsylvania, insurance regulations are established under no fault provisions. Therefore, in the event of an accident you will be required to contact your individual automobile insurance agent or carrier and submit a claim. This will include accidents in which the school bus and another vehicle are involved or just the school bus itself is involved. There are no options to file a claim directly with the Catasauqua Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim that you submit. If you have questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your insurance carrier

USE OF REASONABLE FORCE

Reasonable force may be used by teachers and school administrators under any of the following circumstances:

1. To quell a disturbance with intent to harm or harm to self.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

INTERNET ACCESS

Catasauqua Area School District will provide access to the internet for educational purposes. Technology and classroom teachers will supervise internet access and will work with students to develop critical thinking skills to meet educational purposes at a developmentally appropriate level. The District has adopted an internet filtering policy as required by Act 9 of 2001. The District has in place a “technology protection measure” on the District’s educational network that blocks and filters internet access to visual depictions that are obscene, pornographic, and harmful to minors.

INTERNET POLICY

Students may access the Internet for purposes of legitimate educational research. Despite the presence of a filtering mechanism, as required by the Children’s Internet Protection Act, content inappropriate and/or unsuitable for student viewing and use may prove accessible. Students are prohibited from viewing or attempting to view such content. The Catasauqua Area School District has established a comprehensive **Acceptable Computer Use and Internet Safety Policy** (Appendix B) that defines student expectations and prohibited activities relative to accessing network/Internet connected devices. Failure to comply with established policy or specific instruction by school administrative staff may result in disciplinary action that could include suspension of computer and Internet privileges for the remainder of the school year.

It should be noted that students are prohibited from connecting any personal electronic devices to the district data network without administrative approval and proper supervision.

At Catasauqua Area School District, we use Google Workspace for Education Plus. Google Workspace for Education Plus is a set of education productivity tools from Google - including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Catasauqua Area School District,

students will use their Google accounts to complete assignments, communicate with their teachers, and learn 21st-century digital citizenship skills. Your acceptance of this student handbook serves as permission for Catasauqua Area School District to provide and manage a Google Workspace for Education Plus account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the Notice to Parents and Guardians (Appendix A). The District only provides access to the G Suite components it feels will be valuable to the educational experience and, as such, not all the services listed in Appendix A Notice to Parents and Guardians will be offered to your child.

ARTIFICIAL INTELLIGENCE (AI) INFORMATION

CASD AI Traffic Light

Understanding and Using AI in School

As emerging technologies like artificial intelligence (AI) become more prevalent, our school is developing principles to guide the safe, effective, and responsible use of these tools for student learning. We have established the following principles:

- **Support Education Goals for All:** AI will enhance outcomes for every student.
- **Privacy & Security:** AI use will align with regulations protecting student data privacy and safety.
- **AI Literacy:** Students and teachers will build skills to critically evaluate and use AI technologies ethically.
- **Realize Benefits & Address Risks:** We will cautiously explore AI benefits while addressing risks.
- **Academic Integrity:** Students will produce original work and credit sources, including AI tools.
- **Maintain Human Agency:** AI will support, not replace, educator and student decisions.
- **Continuous Evaluation:** We will audit AI use and update policies as needed.

Our goal is to create a learning environment where AI technologies empower rather than replace the human aspects of education. We embrace these technologies cautiously to prepare students for a future where these technologies are everywhere. Please reach out with any questions or input on these principles as we navigate this rapidly changing terrain together. We thank you for your support.

What Students Need to Know:

- The purpose of AI is to help students learn and use technology safely.
- Artificial Intelligence (AI) is a computer program that helps us with learning. It can answer questions and find information.

Student Responsibilities:

- Use AI tools as instructed by teachers.
- Ask teachers for help when needed.

Parent Information:

- Encourage safe and responsible use of AI.
- Discuss with your child how AI is used in their learning.

1:1 iPad INITIATIVE

In exchange for the Catasauqua Area School District allowing the student to use a District-owned iPad, or any loaner or replacement iPad provided at the discretion of the District, please agree to the following:

1. The Student and Parent/Guardian understand and agree that the iPad, case, charger components and bag are the property of the Catasauqua Area School District and the Parent and Student have no right to change the passcode, alter, install or remove any software/hardware. The iPads are enrolled in the district's mobile device management system. Disenrollment from the software management system is prohibited.

2. The Student and Parent/Guardian acknowledge receipt of School Board Policy No. 824: Acceptable Computer Use Policy and School Board Policy No. 224: Care of School Property and understand and agree to abide by the procedures and rules set forth in these Policies and this Agreement. Both policies are available on the District webpage.

3. In the event the iPad and all accessories is/are lost, damaged, or stolen, the Student and Parent/Guardian agree they will be responsible to pay the District for the cost to repair or replace the iPad and/or accessories.

Replacement Costs for purposeful loss or damaged device and/or accessories
iPad (if stolen or deemed a complete loss) - $365
Screen replacement - broken, bent iPad) - $49
STM Dux Case- $41
Replacement due to repair- Certified Apple Power Adapter and Cable- $38 Missing- Certified Apple Power Adapter and Cable- $38
Replacement due to repair- Certified iPad Power Adapter- $13 Missing - Certified Apple iPad Power Adapter $19

Replacement due to repair-Certified Apple iPad Charger Cable- $19 Missing - Certified Apple iPad Charger Cable - $19
Carrying Case/Sleeve - $25

4. The iPad is for **Student Use Only**. Everyone is prohibited from using the iPad except for the student it is issued to. The Student must follow all copyright laws. The Student shall not use the iPad for any reasons prohibited by School Board Policy No. 824: Acceptable Computer Use Policy. The policy is available on the District webpage.

5. The Student and Parent/Guardian understand and agree they are not to attempt any repairs on the iPad and that damaged iPads and accessories must be reported to the Building and/or District Technology Technicians.

6. The Student and Parent/Guardian agree the iPad is deemed to be the responsibility of the student from the time the student receives the iPad until the time the iPad is returned to a designated school representative. If the iPad is lost or stolen, the Parent/Guardian and Student must immediately notify School Building Administration of the incident along with all relevant details no later than the next day after the occurrence. **In addition, a police report must be filed by the Student or Parent/Guardian within 48 hours of the occurrence.** If the iPad is recovered it must be returned and verified by the School Building Administration.
7. The Student and Parent/Guardian understands and agrees that at any point during the school year, or upon request from any school official that the iPad and original charger will be returned to the District in the same condition that the iPad and charger were originally provided. Normal wear and tear as determined by the District will be considered. Failure to return the iPad to the District in a timely manner or the continued use of the iPad for non-school purposes may be considered unlawful possession of District property. The District may pursue legal remedies to obtain the iPad or its value.

8. Student and Parent/Guardian understand and agree, if the District determines the Student acted with intent to damage the District's property, the District may refer the matter to the appropriate authorities for civil, criminal, and/or juvenile proceedings. Parent/Guardian will be notified if the student fails to adequately care for the iPad or violates District rules, policies, or this Agreement.

9. Student and Parent/Guardian understand and consent that the District may view student files stored on the iPad under the following circumstances:

- After the iPad has been returned by the Student to the District at the end of the school year
- Any other time the Student is required to permanently return the iPad and has prior notice and adequate opportunity to remove files.
- If the District has reasonable suspicion the Student is violating District rules or policies, an Administrator may take custody of the iPad and review student files.

"Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence the Student violated the law, school rules, or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will the District access the iPad remotely for the purpose of reviewing student files.

Parent/Guardian will be notified if the iPad is accessed under reasonable suspicion. Teachers and other school personnel may provide assistance to the student in locating files in the presence of, and at the request of the Student.

10. Student and Parent/Guardian understand and agree if the District determines the Student failed to adequately care for the iPad or violates District rules, policies, or this Agreement, the District may terminate the Student's ability to use the iPad for academic purposes. If the District determines the Student acted with intent to damage the District's property, and/or the District has determined the student used the device to access inappropriate content, the District may refer the matter to the appropriate authorities for civil or criminal proceedings. Parent/Guardian will be notified if the student fails to adequately care for the iPad or violates District rules, policies, or this Agreement.

11. Students are responsible for completing all school work locally on the iPad and saving files/documents to the student's Google Drive. The District assumes no responsibility for lost work.

12. The District will not be responsible for unauthorized financial obligations incurred through the use of the iPad.

iPad Care and Procedures/Reminders:

- iPads will remain in school daily, unless determined otherwise due to weather, unseen circumstances, or teacher discretion.
- iPads will be charged routinely in your child's homeroom.
- The iPad should remain in the school issued iPad protective sleeve and school issued iPad carrying case
- Students are expected to care for their iPad responsibly as instructed by teachers and staff.

APPENDIX A

G Suite for Education Notice to Parents and Guardians

- The Google Workspace for Education Privacy Notice describes how Google products and services collect and use information when used with Google Workspace for Education accounts.
- Information about the legal commitments Google makes for Google Workspace for Education Core and Additional Services is available in our Help Center.
- Information about how Google's products work to protect privacy is available in our Product Privacy Guide and at privacy.google.com. Note that Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads for Google Workspace for Education users in primary and secondary (K–12) schools, and any statements about ads on those pages are overridden by this restriction from our Privacy Notice.
- Information about Google's compliance with international legal obligations on data protection can be seen in the Data Processing Amendment to Google Workspace and/or Complementary Product Agreement, which describes extensive measures for data security that Google and its customers have agreed.
- Answers to many top questions about privacy and security appear on our Google for Education Privacy and Security Center.
- Parents can visit myaccount.google.com while signed in to their child's Google Workspace for Education account to view and manage the personal information and settings of the account.

APPENDIX B

Catasauqua Area School District Acceptable Computer Use / Internet Safety Policy

Section I. Responsibilities and Privileges

a. Purpose and Goals of District Provision of Internet Access

The Catasauqua Area School District (CASD) will provide access to the district network and Internet for students with their parent's or guardian's consent to locate material to meet their educational and personal information needs. School library media specialists and teachers will work together to help students develop the critical thinking skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the school district's strategic plan and standards.

CASD will also provide access to the district network and Internet for employees in order to fulfill the requirements of their position(s) as well as an information resource.

Access to the district network and Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school district authorities.

b. Inappropriate Materials Warning

Due to the nature of the Internet as a global network connecting millions of computers around the world, inappropriate materials, including pornography and obscenity, may be accessed through the Internet connected district network. While appropriate technological filtering mechanisms have been put in place to control access to content classified as obscene, pornographic or harmful to minors, CASD cannot completely block access to these resources because of the nature of the technology that allows the Internet to operate. Accessing these and similar types of resources through the school district network or transmitting such resources to school district networks from another site will be considered an unacceptable use of school district resources and will result in suspension of network, Internet, and computer privileges and other disciplinary action as outlined in appropriate district policies, included in building handbooks and on the CASD website, up to and including suspension and expulsion of students and termination of employees.

c. Education

The school district will ensure that all grade levels will receive age appropriate instruction on matters of safe Internet conduct, including cyberbullying awareness and response and proper interacting on social networking sites and chat rooms.

The school district will further inform all users regarding their individual responsibility to refrain from engaging in unacceptable uses of the network and as to the consequences of their actions if they do so.

d. Monitoring

In an effort to maintain a safe computing environment, district staff will monitor the online activities of students to the extent feasible. Such monitoring may include both direct examination of computers by teachers and other employees as well as remote technological monitoring tools. District staff may also monitor the online activities of employees through direct and remote means.

e. Technology Protection Measures

District Administration shall implement and maintain a technology protection measure that blocks or filters Internet access from any school computer or the school district network to protect against access to visual depictions that are obscene, child pornography, or harmful to minors, and any other inappropriate matter or materials harmful to minors. Adult employees shall be afforded a means to access appropriate Internet sites which are otherwise blocked or filtered by the technology protection measure, upon request to the Technology Department. Instructional employees and District administrators are authorized to permit student users to view appropriate Internet sites which are otherwise blocked or filtered by the technology protection measure, upon request to the Technology Department, so long as the employee or administrator personally and directly monitors the student's use of otherwise blocked or filtered sites to protect against access to visual depictions that are obscene, child pornography, or harmful to minors, and so long as the employee or administrator insures that the blocking/filtering technology protection measure is reactivated before the end of the direct monitoring.

f. Authentication Security

To ensure security of sensitive network based data (on internal data / messaging servers as well as the Student Information System), user login credentials for all employees and external authorized users will be subject to enforced requirements on passwords and related syntax. Passwords will have a life limited to 30 days, minimum expected complexity, and restrictions on reusing from recent history. The systems will also lockout users after 3 unsuccessful login attempts. Students may be subject to a lower level of authentication security at the discretion of the District. It is expected that all network users will comply with and not seek to circumvent these security provisions.

g. Definitions

When used in this policy—

1. the term “user” includes both students and employees who are provided access to the district network and Internet through school resources;

2. the term “obscene” shall have the same meaning as defined for that term in 18 U.S.C. § 1460;

3. the term “child pornography” shall have the same meaning as defined for that term in 18 U.S.C. § 2256;

4. the terms “sexual act” and “sexual contact” shall have the same meanings as defined for such terms in 18 U.S.C. § 2246;
5. the term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that—

    (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

    (B) 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 a lewd exhibition of the genitals; and

    (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Section II. Authority

The Catasauqua Area School District reserves the right to determine which computer and network services will be provided through school district resources. It reserves the right to view and monitor all applications provided through the network, to log Internet use by users, review e-mail, and to monitor file server space utilization by users, and the information contained therein shall remain the property of the District and may be used as the District sees fit, including serving as the basis for disciplinary action and referral to outside authorities. Users acknowledge NO expectation of privacy in their use of the district network and computers. The school district reserves the right to revoke user privileges, remove user accounts, and refer to legal authorities when violations of this and any other applicable district policies, including those governing network use, e-mail, copyright, security, and vandalism of district resources and equipment occurs. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing, and will not be responsible for any damages a user suffers. This includes, without limitation, loss of, damage to, or unavailability of data or other information, whether caused by the District’s own negligence, a user’s errors or

omissions, or otherwise. Use of any information obtained via the Internet or the District network is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet's services. E-mail may only be made available to students or other minors if the District provides for the safety and security of minors when using e-mail, such as by the use of the Gaggle system to filter potentially inappropriate emails to or from student accounts and to notify District administrators of such filtered emails. The District will not be held liable for the receipt and/or transmission of inappropriate content.

Section III. Procedures

Network accounts may be used only by the authorized user of the account for its authorized purpose. Accounts will be made available according to a schedule developed by appropriate district authorities given the capability of district hardware. Accounts will be given out to only those individuals who meet the following requirements, and individuals without a network account (*e.g.*, certain elementary school students) may be given access to school computers, the district network, or the Internet only if such persons meet the following requirements:

1. Have read the District Acceptable Computer Use/Internet Safety Policy and indicate their agreement with its provisions by signing the signature page and returning it to the appropriate district authority. Student users must also have their parent or guardian sign this signature page indicating the parent or guardian's agreement with the policy and their consent to allow the student to access and use the network.

2. Have participated in a district orientation which will include but not be limited to network access, use, acceptable vs. unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities.

Section IV. Prohibitions

The use of the District Network, Internet, or any school computers for illegal, inappropriate, unacceptable, or unethical purposes is prohibited. The activities listed below are strictly prohibited by all users of the district network and school computers. The Catasauqua Area School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network. These prohibitions are in effect any time school district resources are accessed in any way, whether in school or at another location, and whether connected directly to the school district network or computers or indirectly through another Internet service provider.

● Allowing another person to use an assigned account or password.

- Use of the network to transmit material likely to be offensive or objectionable to recipients.

- Use of the network to participate in inappropriate and/or objectionable news groups.

- Use of the network to transmit hate mail, harassment, discriminatory remarks, and other antisocial communications on the network.

- Use of the network to order or purchase in the name of the school district or in the name of any individual any type of merchandise or service, unless expressly authorized to do so as part of the user's employment duties. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.

- Use of the network to subscribe to any fee-based on-line/Internet service, unless expressly authorized to do so as part of the user's employment duties. All costs to the district or any individual incurred because of this type of violation or any other unauthorized charges or fees resulting from access to the network or the Internet will be the responsibility of the user.

- Use of the network or school computers which results in any copyright violation.

- The unauthorized installation, distribution, reproduction or use of software on district computers or servers. Software may only be installed on district servers by the Technology Department. Software may only be installed on district computers when expressly authorized by the Technology Department.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users, or to misrepresent other users on the network.

- Use of school technology or the network for fraudulent copying, communications, or modification of materials in violation of local, state, or federal laws.

- Destruction, modification, abuse, or unauthorized access to district computer hardware, software, or files including: loading, downloading, or use of unauthorized games, programs, files or other electronic media.

- Destruction of district computer hardware or software.

- Use of the network to participate in unauthorized Internet Relay chats or web based chat rooms (on-line real-time conversations).

- Use of the network to facilitate unauthorized access, including all forms of "hacking", or any other illegal or unlawful activity.

- Use of the network for the unauthorized disclosure, use, or dissemination of personal identification information or other personal or confidential information of others.

- Use of the network by any employee for instant messaging unless expressly authorized as part of the user's employment duties.

- Use of the network by any student for instant messaging unless such use is either (1) expressly authorized by an administrator and directly monitored by an administrator or instructional employee, or (2) provided for under a student's Individualized Education Program or Rehabilitation Act Section 504 Plan and directly or indirectly monitored by an instructional employee. The term "indirect monitoring" includes intermittent direct monitoring coupled with periodic review of usage logs to ensure appropriate usage.

- Use of the network by a student for accessing non-school e-mail accounts.

- Use of the network for commercial or for-profit purposes.

- Use of equipment in any manner that would disrupt network use by others.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

- Use of the network to access or process pornographic or similar material.

- Use of the network by a minor to access visual depictions that are obscene, child pornography, or harmful to minors.

- Use of the network by an adult to access visual depictions that are obscene, child pornography, or harmful to minors unless necessary as part of the user's employment duties and no minors have access to the room in which the visual depictions are viewed.

- Use of a computer that has been logged in under another user's name, except where expressly authorized by the Technology Department for young students without network accounts, or other use of the network account or password of another user.

Section V. Consequences of Abuse of Responsibilities and Privileges

Any user of the network, who violates the prohibitions listed in Section IV of this policy, engages in any other act determined to be an unacceptable use of the network by school authorities, or violates any other district policy governing use of school resources or copyright law, will have his or her user privileges revoked and may face other disciplinary procedures, up to and including suspension and expulsion of students and termination of employees. In addition, illegal use of the network, intentional deletion or damage to files of data, destruction of hardware, copyright violations, or any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution.

APPENDIX C
United States Flag Code

