2026-2027

CONNEAUT SCHOOL DISTRICT

ELEMENTARY STUDENT HANDBOOK



CONNEAUT VALLEY ELEMENTARY

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****NOTE:**

All school policies in the student handbook are as up-to-date as possible. However, school policy is ever-changing. Please check the Conneaut School District website for the most recent school policies. It is the parents' responsibility to know these policies!

CONNEAUT SCHOOL DISTRICT

ELEMENTARY SCHOOL STUDENT HANDBOOK

Conneaut Valley Elementary School
22491 State Highway 18
Conneautville, PA 16406
Phone: (814) 683-5900 ext 3000
Fax: (814) 587-2930

Principal – Mr. Damian Goodman
School Counselor – Mrs. Danielle Varner
Secretary – Mrs. Jessica Harmon (ext 3040)
Office Clerical Aide – Mrs. Robyn McIlwain (ext 3050)

This handbook belongs to:

Conneaut School District Welcomes You!

Administrative Welcome

Dear Student,

Welcome to Conneaut Valley Elementary School! The Administration, Teachers, and Support Staff look forward to a positive and productive year.

This handbook has been developed to help you and your parent/guardian(s) become more acquainted with your school. Every effort has been made to outline policies, procedures, and services. This handbook is a derivation of Board policy and is a reflection of the goals and objectives of the Board. We encourage you to take the time to carefully study the guidelines in this handbook.

Parents, please help us by working with us. Be involved with your child's education. Should there be any questions or concerns, please contact your building principal.

Have a successful and enjoyable year!

Administrative Team
Conneaut School District

PLEASE COMPLETE REQUIRED SIGNATURE PAGES AND RETURN TO THE BUILDING SECRETARY

CONNEAUT SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Conneaut School District is to provide a safe and supportive environment where all acquire the skills to become productive citizens of a globally connected society.

VISION STATEMENT

The Conneaut School District envisions a community where all recognize and fulfill their unique potential to contribute to a globally connected society.

CONNEAUT SCHOOL DISTRICT

2026-2027

MEMBERS OF THE BOARD OF SCHOOL DIRECTORS

Mrs. Steve Nader - Board President
Mr. GW Hall - Board Vice President

Mr. John Burnham
Mr. Ed Williamson
Mr. David Schaef
Mr. Ryan Klink

Mr. Tim McQuiston
Mr. Robert Burnham
Mr. Adam Horne

Mrs. Christine Krankota – Business Manager/Board Secretary
Dillon, McCandless, King, Coulter & Graham LLP. – Solicitor

SUPERINTENDENT OF SCHOOLS
Dr. Adam Jardina

Conneaut School District

Board of Education
Meeting Schedule for 2026

WORK SESSIONS (Wednesday preceding second Wednesday of each month) – 7:00 p.m.
*******EXCEPT JULY STARTS AT 6:00 PM.

	January	7, 2026	Alice Schafer Annex Gym
	February	4, 2026	Alice Schafer Annex Gym
	March	4, 2026	Alice Schafer Annex Gym
	April	1, 2026	Alice Schafer Annex Gym
	May	6, 2026	Alice Schafer Annex Gym
	June	3, 2026	Alice Schafer Annex Gym
******	July	8, 2026	Alice Schafer Annex Gym - STARTS AT 6:00 PM
	August	5, 2026	Alice Schafer Annex Gym
	September	2, 2026	Alice Schafer Annex Gym
	October	7, 2026	Alice Schafer Annex Gym
	November	4, 2026	Alice Schafer Annex Gym
	December	2, 2026	Alice Schafer Annex Gym

BOARD MEETINGS (Second Wednesday of each month) – 7:00 p.m.

	January	14, 2026	Alice Schafer Annex Gym
	February	11, 2026	Alice Schafer Annex Gym
	March	11, 2026	Alice Schafer Annex Gym
	April	8, 2026	Alice Schafer Annex Gym
	May	13, 2026	Alice Schafer Annex Gym
	June	10, 2026	Alice Schafer Annex Gym
******	July	8, 2026	Alice Schafer Annex Gym – Combined Board Meeting STARTS AT 6 PM
	August	12, 2026	Alice Schafer Annex Gym
	September	9, 2026	Alice Schafer Annex Gym
	October	14, 2026	Alice Schafer Annex Gym
	November	11, 2026	Alice Schafer Annex Gym
	December	9, 2026	Alice Schafer Annex Gym

BOARD REORGANIZATION MEETING

	December	2, 2026	Alice Schafer Annex Gym

If you are a person requiring special assistance to attend any of these meetings, please contact Beth Moss at 814-683-5900 extension 5427, and she will make arrangements to assist your special needs.

Approved December 3, 2025

CONNEAUT SCHOOL DISTRICT
ADMINISTRATIVE OFFICE PERSONNEL
219 West School Drive, Linesville, PA 16424
Phone: (814) 683-5900
www.conneautsd.org

Superintendent.....Dr. Adam Jardina
adam.jardina@conneautsd.org

Confidential Superintendent Secretary.....Ms. Beth Moss
bmoss@conneautsd.org

Confidential Personnel Specialist.....Mrs. Shasta Henry
shasta.henry@conneautsd.org

Director of Special Education.....Mrs. Devin Campbell
devin.campbell@conneautsd.org

Administrative Assistant to the Director of Student Services.....Mrs. Amanda Kessner
amanda.kessner@conneautsd.org

Special Education Secretary for ACCESS.....Ms. Michelle Mihoci
mlmihoci@conneautsd.org

School Psychologist.....Mrs. Deana Goodman
deanna.goodman@conneautsd.org

School Psychologist.....Mrs. Kaitlyn Brooks
kaitlyn.brooks@conneautsd.org

Director of Building & Grounds.....Mr. Jody Welcheck
jody.welcheck@conneautsd.org

Building & Grounds Secretary.....Mrs. Julie Houck
jhouck@conneautsd.org

Assistant to Superintendent and Supervisor of Curriculum, Assessment, Federal Programs,
Homeless/Foster Care Liaison.....Mrs. Yvonne Teed
yvonne.teed@conneautsd.org

Curriculum & Student Registration Secretary..... Mrs. Diane Reynolds
dreynolds@conneautsd.org

Administration Office Aide.....Mrs. Patty King
pking@conneautsd.org

CONNEAUT SCHOOL DISTRICT
ADMINISTRATIVE OFFICE PERSONNEL
219 West School Drive, Linesville, PA 16424
Phone: (814) 683-5900
www.conneautsd.org

Business Department

Business Manager……..……..…….Mrs. Christine Krankota
christine.krankota@conneautsd.org

Coordinator of Student and Financial Accounting…...……..……...……..……..….Mr. Benjamin Gillette
benjamin.gillette.@conneautsd.org

Bookkeeper I (Payroll/Workman's comp/Benefits)……..…….. Mrs. Hilary Udell
hilary.udell@conneautsd.org

Bookkeeper II (Accounts Payable/Transportation)..……..……Mrs. Angela Clark
aclark@conneautsd.org

Technology Department

Director of Technology……..……..……..……Mr. Rick Kelly
rick.kelly@conneautsd.org

Technology Staff……...…….…….…….…… Mr. Joe Meka
joe.meka@conneautsd.org

Mr. Matthew Bowes
matthew.bowes@conneautsd.org

Mr. Nicholas Manuel
nicholas.manuel@conneautsd.org

CONNEAUT VALLEY ELEMENTARY SCHOOL STAFF
2026-2027

Damian Goodman	Principal	damian.goodman@conneautsd.org
Jessica Harmon	Secretary	jessica.harmon@conneautsd.org
Robyn McIlwain	Office Aide	robyn.mcilwain@conneautsd.org
Danielle Varner	School Counselor	dvarner@conneautsd.org
Tami Bossard	Nurse	tbossard@conneautsd.org
Shelley Parks	Kindergarten	sparks@conneautsd.org
Melissa Good	Kindergarten	mgood@conneautsd.org
Chelsey Linz	Kindergarten	chelsey.linz@conneautsd.org
Holly Thomas	Grade 1	hthomas@conneautsd.org
Melissa Parker	Grade 1	mparker@conneautsd.org
Joe Kauffman	Grade2	jkauffman@conneautsd.org
Dr. Debbie Piper	Grade 2	dpiper@conneautsd.org
Mara Mahoney	Grade 1	mara.mahoney@conneautsd.org
Ranetta Cyphert	Grade 3	rcyphert@conneautsd.org
Brooke Koerner	Grade 3	bkoerner@conneautsd.org
Nicole Smith	Grade 3	nicole.smith@conneautsd.org
Adam Jesse	Grade 4	ajesse@conneautsd.org
Jessica Martin	Grade 4	jmartin@conneautsd.org
Misha Blood	Grade 4	misha.blood@conneautsd.org
Steve Mickle	Grade 5	smickle@conneautsd.org
SuAnne Dendis	Grade 5	suanne.dendis@conneautsd.org
Abbie Saylor	Grade 5	abbie.saylor@conneautsd.org

Dawn Dougherty	Title I Reading	ddougherty@conneautsd.org
Jolene Cierniakoski	Title I Reading	jolene.cierniakoski@conneautsd.org
Aimee Lantz	Learning Support	aimee.lantz@conneautsd.org
Bob Uzelac	Learning Support	bob.uzelac@conneautsd.org
Ashley Farley	Speech Language Pathologist	ashley.farley@conneautsd.org
Reilly Phipps	Autistic Support	reilly.phipps@conneautsd.org
Kylie Runyan	Autistic Support	kylie.runyan@conneautsd.org
Tara Heaven	Emotional Support	tara.heaven@conneautsd.org
Kristopher Barnes	Music	kbarnes@conneautsd.org
Katherine Glunt	Librarian	katherine.glunt@conneautsd.org
Letitia Cawley	Art	letitia.cawley@conneautsd.org
Brian McCall	Physical Education	bmccall@conneautsd.org
Kelly Steigerwald	Title I Aide	ksteigerwald@conneautsd.org
Lori Brown	Title I Aide	llittle@conneautsd.org
Sharyl Jockel	Title I Aide	sharyl.jockel@conneautsd.org
Robin Petergol	Instructional Aide	rpetergol@conneautsd.org
Holly Luce	Instructional Aide	holly.luce@conneautsd.org
Skylar Baideme	AS Instructional Aide	skylar.baideme@conneautsd.org
Chelsea Caravella	AS Instructional Aide	chelsea.caravella@conneautsd.org
Wyatt Lent	AS Instructional Aide	wyatt.lent@conneautsd.org
Shauna Little	AS Instructional Aide	shauna.little@conneautsd.org
Cindy Trypus	AS Instructional Aide	cindy.trypus@conneautsd.org
Joshua Huber	ES Instructional Aide	joshua.huber@conneautsd.org
Maria Montgomery	ES Instructional Aide	maria.montgomery@conneautsd.org
Toni Messina	ES Instructional Aide	toni.messina@conneautsd.org
Emma Stevenson	1:1 Personal Care Aide	emma.stevenson@conneautsd.org

Approved 2/11/26

Conneaut School District
School Calendar
2026-2027

	Sun	Mon	Tues	Wed	Thur	Fri	Sat		Student Day	Staff Day	Acc. Day
August											
2026		24	25	26	27	28		Aug. 31 - First Day for Teachers (In Service)	0	1	0/1
		31									
September			1	2	3	4		Sept 1 - Teacher In Service Day			
		7	8	9	10	11		Board Meeting	20	21	20/22
		14	15	16	17	18		Sept 2 - Students 1st Day of School			
		21	22	23	24	25		Sept 7 - Labor Day Holiday-No School			
		28	29	30							
October					1	2		Board Meeting			
		5	6	7	8	9					
		12	13	14	15	16		Oct.12 - Teacher Act 80 Day	21	22	41/44
		19	20	21	22	23					
		26	27	28	29	30		Oct.30 - Teacher In-Service Day			
November		2	3	4	5	6		Board Meeting			
		9	10	11	12	13					
		16	17	18	19	20		Nov. 25 - 30 - Thanksgiving Break	17	17	58/61
		23	24	25	26	27		Nov. 26 - Thanksgiving Day			
		30									
December			1	2	3	4		Dec 1 - School Resumes			
		7	8	9	10	11		Board Meeting			
		14	15	16	17	18			17	17	75/78
		21	22	23	24	25		Dec. 24-Jan. 1 - Christmas Break			
		28	29	30	31						
January								Board Meeting			
2027						1		Jan. 1 - New Years Day			
		4	5	6	7	8		Jan.4 - School Resumes			
		11	12	13	14	15		Jan. 18 – Martin Luther King Day-No School	18	19	93/97
		18	19	20	21	22		Jan 19 Teacher In-Service Day			
		25	26	27	28	29		Jan. 26 - End of 1st Semester/Start of 2nd Semester Jan. 27			
February		1	2	3	4	5		Board Meeting			
		8	9	10	11	12		Feb. 12 - Snow Day #1	18	18	111/115
		15	16	17	18	19		Feb. 15 - Presidents Day-Snow Day #2			
		22	23	24	25	26					
March		1	2	3	4	5		Board Meeting			
		8	9	10	11	12					
		15	16	17	18	19		March 25 To 29 - Easter Break No School	20	20	131/135
		22	23	24	25	26		March 28 - Easter Sunday			
		29	30	31				March 29- Snow Day #3			
April					1	2		Board Meeting			
		5	6	7	8	9					
		12	13	14	15	16			22	22	153/157
		19	20	21	22	23					
		26	27	28	29	30					
May		3	4	5	6	7		Board Meeting			
		10	11	12	13	14					
		17	18	19	20	21			20	20	173/177
		24	25	26	27	28					
		31						May 31 - Memorial Day Holiday-No School			
June			1	2	3	4		June 9 - Last Day for Students 1/2 Day			
		7	8	9	10	11		June 9 - Graduation Day	7	8	180/185
		14						June 10 - Last Day for Teachers			

	No School for Students and Teachers	Snow Days:	180	185
	Holiday No School for Students and Teachers	Snow Day #1 - February 12, 2027		
	Teacher In-Service	Snow Day #2 - February 15, 2027		
	Act 80 Day	Snow Day #3 - March 29, 2027		
	Snow Makeup Days			
	Board Meeting Day			

NOTE

Thanksgiving Holiday begins at the close of the school day on November 25, 2026 through November 30, 2026.

Christmas Holiday begins at the close of the school day on December 23, 2026 through January 1, 2027.

Pending use of snow days, Easter Holiday begins at the close of the school day on March 25, 2027 through March 29, 2027.

The June Voting meeting will be held on a Tuesday, June 8th this school year.

TEACHERS' QUALIFICATIONS ARE AVAILABLE TO PARENTS:

As parents of a student attending school in the Conneaut School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers. It also requires us to provide you with this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under State regulations because of special circumstances.
- The teachers' college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact Dr. Adam Jardina, Superintendent at 814-683-5900 or at adam.jardina@conneautsd.org.

DISCRIMINATION POLICY:

It is the policy of the Conneaut School District not to discriminate on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI. For information relevant to this policy, contact Dr. Adam Jardina, 504 Coordinator, and Mrs. Yvonne Teed, Title IX Coordinator, 219 West School Drive, Linesville, PA 16424, 814-683-5900.

Conneaut School District

Parents Right-to-Know Notification

Federal Programs
Title I Services

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, our School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teacher include, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a school that receives funds under this part shall provide to each individual parent the following:

1. Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
2. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

If you have questions, please feel free to contact the District Central Office and ask to speak with the person in charge of Title I services.

Conneaut School District
School/Parent/Student Compact
Federal Programs/Title I
2026-2027

Date Reviewed: June 5, 2026

SCHOOL'S RESPONSIBILITY

School staff is committed to providing high-quality curriculum and instruction in a supportive and effective learning environment.

- Teaching the core curriculum
- Using effective teaching strategies and differentiated instruction
- Maintain open and on-going communications with parents
- Homework and important notices sent home in take home folders
- Parents informed of daily assignments by use of assignment book in grades 3, 4, and 5.
- Provide parents with regular updates on child's progress through the curriculum
- Provide a safe learning environment for all children to learn

PARENT/GUARDIAN'S RESPONSIBILITY

We ask that parents/guardians support their children's learning by:

- Supporting regular attendance
- Making sure homework is completed
- Attending parent teacher conferences, PTO meetings, Title I Parent meetings, and other school related activities
- Participating in decisions relating to child's education
- Volunteering in the classroom
- Chaperoning on scheduled class trips (according to building and district policy)
- Volunteer clearances required-update every five years
  (Employment clearances not accepted)

STUDENT'S RESPONSIBILITY

Students are asked to take responsibility for improving their academic achievement.

- Develop and maintain a positive attitude about school
- Do homework every day and ask for help when needed
- Give parents/guardians all notices and information received from school every day
- Be respectful to all school staff, students, family members, and school property
- Follow basic guidelines of kindness, honesty, respect, and responsibility each day

Title I Conneaut Valley Elementary School
Parent and Family Engagement Policy
2026-2027 School Year

Date reviewed: ***May 20, 2026***

How will the school involve parents and family members in the development of the parent and family engagement policy?

Parents will be included in the development and implementation of the policy in a clear, uniform format. Translations/translators will be provided as needed. The policy will be made available to the local community and stakeholders periodically to meet the changing needs of our school community. This meeting will be held in the Fall at the Title I Family Breakfast. Additional opportunities will be offered to review this policy at school-wide family engagement events throughout the year.

How will the school meet with parents and family members annually?

All Title I parents shall be invited and encouraged to attend an annual meeting to inform parents of their school's Title I program. The requirements of our District to receive Title I funding and the rights of parents to be involved will also be explained. Each fall, stakeholders will be invited to attend a Title I Family Breakfast. Additional opportunities will be offered to review this policy at school-wide family engagement events and/or parent meetings throughout the year.

When and where will the meetings be held?

All families will be invited to annual school-wide events, including Meet the Teacher Night, Fall Parent Breakfast, Spring Family Literacy Night, Winter Parent/Teacher Conferences, and monthly PTO meetings, all held at Conneaut Valley Elementary School.

How will the school involve parents and family members in the school review and improvement of the Parent and Family Engagement program?

The school will actively involve parents and family members in the planning, review, and ongoing improvement of the Title I Parent and Family Engagement Program. This collaboration will take place through a variety of school-wide events and communication channels that encourage meaningful input. Parents and

families will work in partnership with school staff to co-develop the Parent and Family Engagement Plan and contribute to the design and enhancement of school programs. Opportunities for engagement may include Meet the Teacher, Parent/Teacher Conferences, Spring Family Literacy Night, PTO meetings, and other relevant school events. Input will be gathered and documented, and then shared with appropriate stakeholders.

How will the school inform parents and family members about the Title I program?

The school will share information about the Title I program via the Conneaut Valley Elementary Student Handbook. On the first day of school, information is sent home with students informing parents how to access the handbooks from the District website. Parents sign and return a slip acknowledging they have read and understand their right-to-know and Federal Programs/Title I. Parents may request a hard copy of the handbook if that is their preference. Title I handouts will be given out during Meet the Teacher Night, a presentation during the Fall Family Breakfast, and through accessibility on the individual school websites. Families will also continue to learn about Title I and its contributions during monthly PTO meetings and the spring Family Fun Night. Our Title 1 Team creates a QR code, which is placed on our building's monthly calendars. The QR code links to a monthly newsletter that the Title 1 Team creates to keep parents informed of how and when students are being served by Title 1, as well as suggestions for parents to work with their children on reading skills. The District Website has a Federal Programs/Title I section under which several parent resources are available.

How will the school explain the curriculum, State standards, and assessments?

The school will aid parents in understanding the State's academic content standards and student achievement standards, local academic assessments, and how to monitor their students' progress and work with teachers to improve their students' achievement. This will be done through presentations at Meet the Teacher Night, Parent/Teacher Conferences, STAR Screening, Quarterly Report Cards, reviewing current PA Future Ready Index Scores, and sharing current curriculum tools used within the classroom. Parents will have access to descriptions and explanations of the curriculum in use at school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging state academic standards.

How will the school accommodate meeting requests?

If requested by parents, opportunities for meetings relating to the education of their children will be planned as soon as possible. Other school personnel may be included as needed (classroom teacher, principal, guidance counselor, nurse, Title I teacher, school psychologist, special area teachers, and instructional support teacher). Home visits may be conducted. The Guidance Counselor, Principal, and Instructional Support Staff will make home visits when deemed necessary.

If applicable, how will the school meet with parents and family members to develop and discuss the Schoolwide Plan?

Parents, teachers, and stakeholders will be invited to develop the Schoolwide plan. If the school-wide plan is not satisfactory to Title I parents, they are able to submit comments on the plan when the school makes the plan available. The Schoolwide Plan will begin to be developed in the spring and finalized during the summer months with all stakeholders.

How will the school involve parents and family members in the development of the school-parent compact?

The school-parent compact will be jointly developed with parents. This compact outlines how the parents, entire staff, and students will share in the responsibility for improved student achievement. The school-parent compact will be presented to parents in the fall at the annual Parent Breakfast. Parents will have an opportunity to make suggestions and revisions will be made as needed.

What assistance will be provided to parents and family members to understand the academic standards, State and local academic assessments, and how to monitor their child's progress?

Parents will have reasonable access to staff and observations of the classroom activities. Parents will be invited to Meet the Teacher Night and Parent Grade Level meetings. At Meet the Teacher Night, the classroom teachers meet with the parents to discuss the expectations and learning outcomes expected for the school year. If there are special programs taking place in the school during parental events, information is posted in the foyer by the office. In addition, progress reports, parent conferences, parent contact logs, school calendars, daily classroom folders, assignment books, newsletters, Class DoJo, and text messages will be the way parents receive pertinent information.

How will the school provide training materials to parents and family members?

Training and materials will be provided to help parents at home and improve their child's achievement. At the Fall Parent Breakfast, the Title teachers complete a make-and-take activity. The Title teachers instruct the parents about

specific skills and then provide the materials for parents to use at home to practice those skills. Also, at the Spring Family Fun Night, the teachers instruct the parents on various skills and provide materials for the parents to use at home with their children. We also invite various Community Members during our Family Fun Night, and they also provide useful information for parents. At the end of the school year, an annual Title I Parent Survey is sent home with all students in their take-home folders. The surveys are returned, and responses are tabulated. The information is shared with the staff to inform them of future academic workshops the parents would like to attend. This will help structure some of the Family Night teaching sessions.

How will the school use parents to train staff on how to work with parents as equal partners?

With guidance on specific topics from parents via surveys, PTO meetings, conferences, and school events, staff will be trained on how to better communicate and work with parents as equal partners by reviewing SPAC skits at school staff meetings.

How will the school coordinate with other Federal, State, and Local Programs, including public preschool programs?

Pre-K is always invited to be a part of all Title I school-wide events that occur during the school year. This includes the Fall Meet the Teacher Night, the Fall Parent Title I Breakfast, assemblies, PTO meetings, and the Spring Family Fun Night. During the Kindergarten Orientation in mid- August, the Title I Reading teachers attend and speak about the benefits of the Title I Program. Many of the Pre-K students will be attending Kindergarten in the Fall, and this is a positive introduction to the Title I Program.

How will the school ensure information is in a language parents can understand? This should include how documents are translated.

Our District uses ChatGPT and Google Translate to assist with document translation.

How will the school include parents and family members of English Learners?

Having parents/family members of English Learners is a rare occurrence in our attendance area. We have and will continue to meet the needs as they arise, utilizing Building and District resources as well as contacts and resources from Intermediate Unit #5.

RULES FOR STUDENT CONDUCT

Policy #218.2

Adopted: April 13, 1994 Revised: July 22, 2026

Purpose:
Each student within the District has an individual responsibility to abide by all laws and rules of student conduct. Failure to assume this responsibility will result in disciplinary actions.

Guidelines:
The following rules and guidelines have been formulated to effect orderly conduct within the District buildings, grounds and vehicles. These rules of student conduct are set forth by class of offense and indicate a measure of punishment. The administration of penalties or consequences noted shall at all times be in compliance with regulations noted in:

1. Title 22 - Education; Part 1, Pennsylvania State Board of Education; Subpart A, Miscellaneous Provisions; Chapter 12, Students.

2. Conneaut School District Board Policy - 218, 218.1, 218.2, 218.3.

These guidelines refer to students' rights and due process. Parents/Guardians may be contacted at any level of infraction.
To conduct him/herself appropriately in school, the student must learn the basic discipline guidelines from both the school and the home. Discipline must be looked upon as important and necessary by the student, the parent(s)/guardian(s), and the school. Unacceptable forms of student behavior can be organized into four categories:

1st Level: Acts of misbehavior resolved by the classroom teacher and/or principal or designee.

2nd Level: Misbehaviors, which by their seriousness or frequency, require disciplinary action by the principal or designee.

3rd & 4th Level: Misbehaviors which are extremely serious, highly disruptive and/or illegal or criminal in nature and are addressed by the principal or designee.

This section identifies some unacceptable student behaviors and cites the disciplinary action(s) violators can expect. **NOTE**: This is only a listing of some violations and possible disciplinary actions. **This list is not all inclusive, nor is it in any particular order**. Final decisions regarding the type and/or pervasiveness/severity of the behavior and the disciplinary consequences to be applied are at the discretion of the administration. In all cases, disciplinary action may be accelerated for repeat offenders and/or due to the pervasiveness/severity of the offense when taking into consideration evidence uncovered during the course of investigating the incident in question. It should also be noted that administration reserves the right to revoke or deny privileges based upon student behavior.

Grades K-8

OFFENSES	PENALTIES
Class One • Tardiness to school or class (Unexcused) • Loitering on school property • Disruptive behavior • Cheating • Lying • Violation of District rules and regulations or rules as set forth by the school or teacher • Disrespect to Peers	1.Contact parents/guardians, withdraw privileges, assign special work/duty, and may also assign after-school detention. 2.Contact parents/guardians, assign. 3.Contact parents/guardians, assign in/out-of-school suspension 1-3 days, and review for Alternative Education. • In-School Suspension NOTE: Cheating is a '0'
Class Two • Profanity • Disrespect or defiance of adult or staff member. • Minor altercation. • Skip class or after-school detention. • Truancy. • Possession or use of unauthorized electronic devices (i.e. beepers, pagers, cellular phones, etc.). • Forgery.	1.Contact parents/guardians, assign detention. 2.Contact parents/guardians, assign in/out-of-school suspension 1-3 days, and review for Alternative Education.
Class Three • Profanity directed at an adult. • Threatening a student, staff member, or an adult with non-specific bodily harm. • Fighting. • Theft/Vandalism (Summary Offense). • Possession of instruments that may be but are not actually represented, wielded or used as a weapon. • Use of Electronic Devices. • Possession or use of tobacco products (summary offense). • Bullying	1.Contact parents/guardians, withdrawal of privileges, detention, or may assign in/out-of-school suspension 1-3 days. 2.Contact parents/guardians, in/out-of-school suspension 4-10 days, and review for Alternative Education. NOTE: Theft/Vandalism will also require restitution. NOTE: Notification of legal authorities for violation of Penal Code. NOTE: Tobacco offense shall result in a fine plus legal costs determined by the District Magistrate.
Class Four	1.Contact parents/guardians, in/out-of-

• Theft/Vandalism (Misdemeanor Offense). • Tampering with or damage to safety or emergency equipment. • Commission of any act endangering the health or safety or others. • Possession or use of alcohol, illegal drugs, paraphernalia or other drugs (AOD). • Threatening a student, staff member or adult with eminent and serious bodily harm or death through the use of weapons, bombs or bomb threats, or the creation of written hit lists.	school suspension 4-10 days, and review for Alternative Education. 2.Contact parents/guardians, in/out-of-school suspension for 10 days and bring formal charges requesting expulsion from school according to School Board policy. NOTE: Theft/Vandalism will also require restitution. NOTE: Notification of legal authorities for violations of Penal Code.
<u>Weapons</u> • Possession of weapons	1.Expulsion from school for a period of not less than one (1) year, in compliance with the Gun Free Schools Act, Act 26, 1996. NOTE: Possession of weapons shall be any student determined to have brought or possessed a weapon on school property.

Grades 9-12
Level 1 Infractions:

Infraction	First Offense Consequence	Second Offense Consequence	Third Offense Consequence
Abuse of Hall Pass	Hall restriction determined by administration		
Bus behavior referral	Warning with school disciplinary action possible	Determined by seriousness and relation to other discipline infractions	Determined by seriousness and relation to other discipline infractions
skipped class - on school property	1 day ISS	2 days ISS	1 day OSS or 3 days ISS
Dishonest Behavior	warning	1 detention	2 detentions
Disrespectful behavior to student(s)	1 detention to 1 day ISS	1-2 days ISS	3 days ISS
Dress Code Violation	Warning - change of attire required, if no change of clothes - parent contacted		
Horseplay	warning	1 detention	2 detentions
Lack of Cooperation	1 detention	2 detentions	1 day ISS
Misc.	1 detention	2 detentions	3 detentions

Misbehavior			
Play Fighting	1 day ISS	1 days ISS	1 day OSS
Misuse of Technology	Determined by seriousness – may include loss of technology privileges and/or school discipline based on seriousness		
Possession of look-a-like weapons (w/o intent)	Discipline determined by seriousness – up to 1 day OSS		
Tardy to Class (Count resets at semester break)	Tardy to Class 3X – 1 detention	Tardy to Class 6X – 2 detentions	Tardy to Class 9X – 1 day ISS 12X – 2 days ISS 15X – 3 days ISS
Tardy to School (Count resets at Semester break)	Tardy to School 3X – 1 detention and/or loss of parking pass for 2 weeks	Tardy to School 6X – 2 detentions and/or loss of parking pass for 3 weeks	9X – 1 day ISS and loss of parking pass 12X – 2 days ISS and loss of parking pass

Level 2 Infractions:

Infraction	First Offense Consequence	Second Offense Consequence	Third Offense Consequence
Cheating	Academic Consequence – possible additional discipline depending upon seriousness		
Plagiarism	Academic Consequence – possible additional discipline depending upon seriousness		
Forgery	Discipline determined by seriousness		
skipped class – left/off school property	2 days ISS	3 days ISS	3 days ISS
skipped detention	1 day ISS	2 days ISS	2 days ISS
Disrespectful behavior to staff	Discipline determined by seriousness - 1 detention to 1 day ISS	Discipline determined by seriousness - 1 day ISS to 1 day OSS	Discipline determined by seriousness - 3 days ISS to 5 days OSS
Disruptive behavior	1 detention	1 day ISS	2 days ISS
Foul Language	Foul Language Discipline determined by seriousness - 1 day ISS to 3 days OSS + possible referral to law enforcement		
Illegal parking	Warning to 2 week parking suspension determined by seriousness	Minimum 2 week parking suspension up to 9 week parking suspension determined by seriousness	parking revoked

Inappropriate Conduct	Discipline determined by seriousness - 1 days ISS to 5 days OSS + possible referral to law enforcement		
Insubordination to Teacher/Staff	Discipline determined by seriousness - 1 days ISS to 5 days OSS + possible referral to law enforcement		
Insubordination to Administration	Discipline determined by seriousness - 1 day OSS to 10 days OSS + possible referral to law enforcement		
Insubordination - at after school event	Discipline determined by seriousness - 1 day ISS to 10 days OSS + possible referral to law enforcement		
Left class unauthorized	1 detention	1 day ISS	2 days ISS
Left school unauthorized	3 days ISS	1 day OSS	3 days OSS + Attendance Contract
Physical confrontation	Physical confrontation Discipline determined by seriousness - 3 days ISS to 10 days OSS + referral to law enforcement		
Possession of look-a-like weapons (with intent)	Discipline determined by seriousness - 1 day OSS to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Possession of stolen articles	Discipline determined by seriousness - 1 day ISS to 10 days OSS + possible referral to law enforcement		
Possession of Medications	Referral to School Nurse: Discipline then determined by seriousness - confiscation to 10 days OSS + possible referral to law enforcement + possible review for alternative education placement		
Reckless driving on school property	2 week parking suspension + referral to law enforcement	9 week parking suspension + referral to law enforcement	revoked parking privileges + referral to law enforcement
Repeated violation of school rules	Repeated violation of school rules Discipline determined by seriousness - 1 to 10 days OSS + possible review for alternative education placement		
Verbal Confrontation	2 days ISS	1 day OSS	3 days OSS

Level 3 Infractions:

Infraction	First Offense Consequence	Second Offense Consequence	Third Offense Consequence
Aggravated Assault on Student *	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Aggravated Assault on Staff	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Aggravated Indecent Assault	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		

Arson	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Simple Assault on Staff	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Simple Assault on Student	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Bomb Threat	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Bullying	Discipline determined by seriousness - 1 ISS to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Burglary	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Criminal Trespass	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Cyber Bullying	Discipline determined by seriousness - 1 ISS to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Cyber Misconduct	Discipline determined by seriousness - 1 ISS to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Disorderly Conduct	Discipline determined by seriousness - 3 to 10 days OSS + referral to law enforcement + review for alternative education placement		
Distribution/Sale of a Cont. Subst.	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + SAP referral + review for alternative education placement		
Distribution/Sale of Alcohol	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + SAP referral + review for alternative education placement		
Failure to Disperse Upon Order	Discipline determined by seriousness – 3 to 10 days OSS + referral to law enforcement + review for alternative education placement		
Fighting	Discipline determined by seriousness – 3 ISS to 10 days OSS + referral to law	3 to 10 days OSS + referral to law enforcement, + review for alternative education	3 to 10 days OSS + referral to law enforcement, + review for alternative education

	enforcement	placement	placement
Harassment	Discipline determined by seriousness – 3 to 10 days OSS + referral to law enforcement + review for alternative education placement		
Harassment by Disability	Discipline determined by seriousness - 3 to 10 days OSS + referral to law enforcement + review for alternative education placement		
Harassment by Sexual Orientation	Discipline determined by seriousness - 3 to 10 days OSS + referral to law enforcement + review for alternative education placement		
Harassment by Religion	Discipline determined by seriousness - 3 to 10 days OSS + referral to law enforcement + review for alternative education placement		
Homicide	Referral to law enforcement, expulsion		
Indecent Assault	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Indecent Exposure	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Involuntary Sexual/ Deviant Intercourse	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Kidnapping	Referral to law enforcement, expulsion		
Minor Altercation	Discipline determined by seriousness - 3 to 10 days OSS + referral to law enforcement + review for alternative education placement		
Obscene of Other Sexual materials/performances	Discipline determined by seriousness - 1 to 10 days OSS + referral to law enforcement + review for alternative education placement		
Open Lewdness	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Possession of Alcohol	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + SAP referral + review for alternative education placement		
Possession of BB/Pellet Gun	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Possession of Controlled Substance	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + SAP referral + review for alternative education placement		
Possession of Cutting Tools	Discipline determined by seriousness - 1 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		

Possession of Drug Paraphernalia	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + SAP referral + review for alternative education placement
Possession of Explosives/Incendiaries	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement
Possession of Fireworks	Discipline determined by seriousness – 1 day ISS to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement
Possession of Handgun	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement
Possession of Illegal Articles	Discipline determined by seriousness - 1 to 10 days OSS + referral to law enforcement + review for alternative education placement
Possession of Knife (intent)	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement
Possession of Knife (w/o intent)	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement
Possession of Look-Alike Drug	Discipline determined by seriousness - 1 to 10 days OSS + referral to law enforcement + review for alternative education placement
Possession of Look-Alike Weapons (with intent)	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement
Possession of other Firearm	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement
Possession of Other Weapons	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement
Possession of Rifle/shotgun	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement
Possession of Tobacco Products or any type of Vaping Device (not including an illegal substance)	Discipline determined by seriousness - 1 day ISS to 3 days OSS + possible referral to law enforcement
Pulling a Fire Alarm	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement
Racial/Ethnic Intimidation	Discipline determined by seriousness - 3 to 10 days OSS,

	possible expulsion + referral to law enforcement + review for alternative education placement		
Rape	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Reckless Endangerment	Discipline determined by seriousness - 3 to 10 days OSS + referral to law enforcement + review for alternative education placement		
Rioting	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Robbery	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Sexual Harassment	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Sexual Assault	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Stalking	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Statutory Sexual Assault	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Terroristic Threats	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Theft (property)	Discipline determined by seriousness - 1 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Threat on School District Employee	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Threat on a Student	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Truant	Warning letter	SAIP	Citation
Unlawful Restraint	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + review for alternative education placement		
Use/Under Influence of Alcohol	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + SAP referral + review for alternative education placement		

Use/Under Influence of a Controlled Substance	**Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion + referral to law enforcement + SAP referral + review for alternative education placement**
Use of Tobacco Products or any type of Vaping Device (not including an illegal substance)	**Discipline determined by seriousness - 1 day ISS to 3 days OSS + referral to law enforcement**
Vandalism	**Discipline determined by seriousness - 1 to 10 days OSS + referral to law enforcement + review for alternative education placement**

NOTE: In addition to the above-listed penalties, the loss of driving privileges shall result from violations of student driving and parking rules (1st offense up to 6 weeks, 2nd offense up to 18 weeks or remainder of school year, whichever is longer.)

Weapons, under Act 26, requires that the School District expel any student who brings a weapon onto any school property for a period of not less than one (1) year.[2][3][4]

Definitions

After-School Detention - One (1) hour after school, for each day assigned, in which the student must maintain acceptable behavior and work on a discipline packet or class work.

Alternative Education Program - A program designed for students of the Conneaut School District in grades 7 through 12 who are disruptive and not coping with or succeeding in the regular school setting.

Three Hour Detention - Each school building assigns the day and time of detention. It is the responsibility of the parents/guardians to transport the students. While in detention, students will be completing classroom assignments.

Suspension - Exclusion from school for a period of from one (1) to ten (10) consecutive school days. All privileges will be revoked during the period of suspension.

In-School Suspension - Students may be assigned to the in-school suspension program.

Tobacco –

1.Use of tobacco products is prohibited on school property or at school- sponsored events.[5]

2.**Tobacco** shall mean a lighted or unlighted cigarette, cigar, pipe, or other lighted or unlighted smoking product or any nicotine enhanced substance or smokeless tobacco in any form.[6]

3.A student shall be considered smoking when observed to be:

1. Possessing any tobacco product, including e-cigarettes.

2. Dropping or throwing away any tobacco product.

3. Exhaling smoke.

4.Possession of tobacco products of any kind on school property is prohibited.

Weapons - In accordance with the District's Weapons Policy, the term weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury, and shall include any toy, replica, or other look-alike instrument represented as a weapon.[2][3]

Summary Offense - A charge of theft or vandalism resulting in a loss of less than five hundred dollars ($500).

Misdemeanor - A charge of theft or vandalism resulting in a loss of five hundred dollars ($500) or more.

Conneaut School District

WEAPONS

POLICY #218.3

Adopted: March 8, 1995 Revised: January 11, 2017

Purpose:

The Board acknowledges that violence at schools and/or school facilities is growing at a rapid rate nationwide and locally. It is the duty of the Board to provide a safe environment for its students, employees, staff, visitors, and those who access the district's schools and/or school facilities.

Authority:

The Board has the authority to make rules governing the conduct of students in school within statutory and constitutional restraints, which are enumerated in the laws of the state, or which may reasonably be implied as necessary for the orderly operation of the school.

The Board is mandated by state and federal law to implement a policy for the discipline of those students who bring or possess a weapon, as later determined herein, to schools and/or school facilities. The Board's ability to discipline students with disabilities is further governed by provisions of the Individuals with Disabilities Education Act Amendments of 1997.

Delegation of Responsibility:

Students shall have the responsibility to obey school rules or work through proper channels to help change those with which they do not agree.

Students shall be aware of and comply with all state, federal, and local laws.

Students shall be aware of the rules and regulations for student behavior and shall conduct themselves, at all times, in accordance with them.

Students shall understand that until a rule is waived, altered, or repealed, it has full effect and must be obeyed.

Definitions:

Act 26 Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of afflicting serious bodily injuries.

For the purposes of the definition of Act 26 Weapons, the term **knife, cutting instrument, and cutting tool** shall include, but not be limited to, any device, instrument that is readily capable of inflicting serious bodily injury, except that the term shall not include a pocket knife with a blade of less than 2-1/2 inches in length

For the purposes of the definition of "Act 26 Weapons", the term **firearm** means any weapon, including a starter gun, which will or is designed to or may readily be converted to expel or project out by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

For purposes of the definition of "Act 26 Weapons", the term **destructive device** shall mean any explosive, any incendiary or poison gas bomb, grenade, rocket, missile, mine or similar device which will or which may be readily converted to expel projected by the action of an explosive or other propellant and any combination of parts designed or intended for use in converting any device into a destructive device from which a destructive device may readily be assembled.

For the purposes of the definition of "Act 26 Weapons", the term **shotgun** shall mean a weapon designed or redesigned, made or remade, intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive in a fixed shotgun shell to fire through a smooth bore either a number of ball shot or single projectile for each single pull of the trigger.

For the purposes of the definition of "Act 26 Weapons", the term **rifle** means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of the explosive in a fixed metallic cartridge to fire only a single projectile through a rifle bore for each single pull of the trigger.

For the purposes of the definition of "Act 26 Weapons", the term **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

The term **district policy prohibited weapons** shall include any, but not be limited to, any knife with a blade of less than 2-1/2 inches in length, pellet guns using air or CO_2 cartridges, or other device, instrument, material or substance, animate or inanimate, that is used for or purposes of threatening other persons with bodily injury or for the purposes to intimidate or terrorize other persons, or to cause evacuation of the building or serious public inconvenience, or in reckless disregard of the same.

For purposes of this policy, the term **look-alike** shall include any toy, replica or other instrument which has the physical characteristics of and is represented as being an Act 26 Weapon, or a district policy-prohibited weapon.

Finally, for the purposes of this policy, **toy weapon** shall include any device or instrument which, because of its size, color, or construction, is not reasonably capable of seriously being confused with a real Act 26 Weapon, or district policy prohibited weapon.

Guidelines:

All school personnel are responsible for reporting to the building administrator possession by any student of any Act 26 Weapon, district policy prohibited weapon, look-alike, or toy weapon. Such weapon possession shall be immediately reported to the District Superintendent.

The Superintendent shall report the discovery of any Act 26 Weapon, or district policy-prohibited weapon, to local law enforcement officials. In addition, the Superintendent shall report to the Department of Education,, all incidents involving acts of violence, possession of any Act 26 Weapon or district policy prohibited weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity or possession, use or sale of controlled substances as defined in the Controlled Substance, Drug, Device and Cosmetic Act and including conduct that constitutes a criminal offense reportable by law. Such report shall include all information required on forms developed by the Department of Education for such reporting. The Superintendent shall report all new incidences involving acts of violence or possession of any Act 26 Weapon or district policy prohibited weapon by any person on school property at least twice a year, as provided by the Department of Education, on a form to be developed and provided by the Department of Education, including age or grade of the student, name and address of the school, circumstances surrounding the incident, including the type of weapon, sanction imposed by the school, notification of law enforcement, race of the students involved, whether the students have an Individualized Education Plan and, if so, the type of disability, remedial programs involved, parental involvement required, arrest, convictions and adjudications, if known. If a person other than the student is involved, the report shall state the relationship of the individual involved to the district.

Any student determined to have possessed an Act 26 weapon, or to have brought an Act 26 weapon onto any school property, a school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity shall be expelled from school for a period of not less than one (1) year. The expulsion proceeding shall follow the procedure outlined in Conneaut School District Policy 233. Any student with a disability who is determined to have possessed an Act 26 weapon, which will have brought an Act 26 weapon onto any school property, any school-sponsored activity on any public conveyance providing transportation to a school or school-sponsored activity, shall be subject to placement by the Superintendent in an alternative education setting in accordance with the provisions of the Individuals with Disabilities Education Act. In addition, the district Administration should follow the procedures outlined in the Individuals with Disabilities Education Act with regard to manifestation determinations, functional behavior assessments, and review of the student's individualized educational program plan.

Any student who is determined to have possessed a district policy prohibited weapon, look-alike or toy weapon, or to have brought a district policy prohibited weapon, look-alike or toy weapon onto any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity shall be subject to discipline up to and including expulsion from the schools of the Conneaut School District. The period of any expulsion from the school shall be determined in the discretion of the Board and school directors following an expulsion proceeding using the procedure outlined in Conneaut School District Policy 233. (All cases bringing or possessing of district policy-prohibited weapons shall be referred to the Board of

School Directors for expulsion hearing.) The district administration shall determine whether particular facts and circumstances require referral to the Board of School Directors for the purpose of an expulsion hearing in the case of look-alikes and toy weapons.

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

1. A weapon used as part of a program approved by a school by an individual who is participating in the program.

2. A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

The Superintendent of Schools for the Conneaut School District may recommend discipline short of expulsion on a case-by-case basis for any student who has brought or possessed an Act 26 Weapon, or a district policy-prohibited weapon on school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity. At the expulsion hearing, the Superintendent shall provide testimony as to any recommendation for discipline short of expulsion and any specific facts or circumstances upon which the Superintendent relies in support of his recommendation. The Board, in its adjudication of the discipline of the student, shall specifically address the Superintendent's recommendation and accept or reject the recommendation as part of the adjudication, including the reasons therefore.

In the case of a student with a disability who has brought or possessed an Act 26 weapon on any school property, in any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity, the Superintendent shall take all steps necessary to comply with the Individuals with Disabilities Education Act, consistent with the rules and regulations governing the education of students with disabilities thereunder.

ATTENDANCE:

ATTENDANCE REGULATIONS: It is important for students to maintain regular attendance patterns for optimum "scholastic achievement".

- THE STUDENT IS TO PRESENT A WRITTEN EXCUSE FOR AN ABSENCE WITHIN THREE (3) DAYS OF HIS/HER RETURN.
- THE EXCUSE MUST BE SIGNED BY THE STUDENT'S PARENT OR GUARDIAN.
- AN ABSENCE WILL BE RECORDED AS ILLEGAL (UNDER 17 YEARS OF AGE) OR UNEXCUSED (17 YEARS OF AGE OR OLDER), IF THE WRITTEN EXCUSE IS NOT RECEIVED WITHIN THE THREE (3) DAYS.
- IN ADDITION TO THE ABSENCE BEING RECORDED AS ILLEGAL OR UNEXCUSED, DISCIPLINARY ACTION MAY BE ASSIGNED TO THE STUDENT, REGARDLESS OF AGE.
- PARENTS ARE ASKED TO NOTIFY THE SCHOOL OF ABSENCE BY 8:30 AM ON THE DAY OF ABSENCE.

- STUDENTS ARE EXPECTED TO MAKE UP WORK MISSED AS SOON AS POSSIBLE. THEY WILL BE GIVEN AS MANY DAYS TO TURN IN WORK AS THEY ARE OUT.

  A student is considered to have been legally absent for any of the following reasons:

  - Illness
  - Family quarantine
  - Death in the immediate family
  - Religious observances
  - Family emergencies
  - Recovery from an accident
  - Required court attendance
  - Certain weather conditions
  - Pre-approved educational trips

- AN ABSENTEE TELEPHONE REPORTING LINE, WITH VOICE MAIL, ALLOWS YOU TO REPORT YOUR CHILD'S ABSENCE FROM SCHOOL. YOU WILL HEAR A BRIEF SET OF DIRECTIONS REMINDING YOU OF WHAT INFORMATION IS NEEDED FOR OUR OFFICE WHEN YOUR CALL IS PLACED TO REPORT AN ABSENCE.
  - Your child's full name and homeroom teacher
  - The date(s) your child will be absent
  - The reason for your child's absence
  - Request for missed assignments – AVAILABLE TO PICK-UP AFTER 2:30 PM
  - A written excuse is needed upon returning to school

A "Doctor I" letter will be issued after a student has been absent for five (5) days in the current school year. This letter states the student **MAY** be required to provide a doctor's excuse for further absences (full and/or partial days). A "Doctor II" letter will be issued after a student has accumulated ten (10) days of non-medical excused absences in the current school year. This letter states that the student **WILL** be required to provide a doctor's note for each subsequent absence (full and/or partial days). Students who have received a "Doctor II" letter and do not provide a doctor's note for each subsequent absence (full and/or partial days) will be issued an illegal absence.

Educational trips must be preapproved by the principal one week prior to the educational trip. The first day of the educational trip counts as an absence towards the 10 days; the rest of the days of the trip are coded with a "0" and do not count against the 10 days.

Unlawful absenteeism is a violation of the Pennsylvania Public School Code. For each illegal absence, a letter will be sent to the parent(s)/guardian(s) of the child indicating such. When a student accumulates 3 illegal absences, a letter is mailed to the child's parent(s)/guardian(s) to make them aware of these illegal absences, in addition to scheduling a Student Attendance Improvement Plan (SAIP) meeting through the principal's office. If a fourth illegal absence takes place, the school is required to file a citation against the parent(s)/guardian(s) and student through the Magisterial Judge. A hearing then takes place where fines and other consequences are imposed on the parent(s)/guardian(s) and/or student.

Rules and regulations pertaining to attendance can be found in Article XII of the Pennsylvania Public School Code and in the Crawford County Unified School Attendance program on file in the Central Office.

TARDINESS-ABSENCES – Any student arriving between 7:45 am and 10:45 am is considered tardy; arriving and leaving from 10:46 am to 12:50 pm is a half-day absence; leaving before 10:45 am is considered early release/absence; leaving 12:51 pm to 2:05 pm is considered an early release. A child reporting late to school must be accompanied to the office by a parent(s)/guardian(s) to sign in and provide the appropriate written excuse to the school secretary.

Non-Compliance of Compulsory Attendance Laws (PA School Code 1354)

A notice is required to be sent by your school district if your child is absent for 3 or more days without a lawful excuse or misses more than 10 days.

RIGHTS OF THE SCHOOL DISTRICT: If your child misses another day of school due to an unlawful absence, the school district has the legal right to file a non-traffic citation against the parent or the child at the local District Magistrate's office for Non-Compliance of Compulsory School Attendance. In addition, the school will file a Complaint of Truancy referral with Crawford County Children and Youth Services.

OPTIONS THE DISTRICT COURT MAY IMPOSE: The penalties for violation of compulsory school attendance may include the following:

- A sentence of a fine up to $300 plus court costs can be imposed on the parent or child.
- A sentence of 5 days in the county jail plus court costs for the parent.
- A child's driver's license may be revoked or suspended for up to 90 days.
- A child may be ineligible to apply for a driver's learner permit.
- The truancy case may be referred to the Juvenile Court System of Crawford County.
- Community service hours for the parent and/or child plus court costs.
- Court-ordered school attendance.
- Court-ordered Parenting Classes plus court costs.
- The parent and/or child may be placed in the ARD Truancy Program plus court costs.

To prevent the above and to prevent future unlawful absences, your building principal will meet with you and your child to develop a **Student Attendance Improvement Plan (SAIP).**

STUDENT ILLNESS - Students who become ill during the day must report to the Nurse's Office. Under no circumstances are ill students to spend a period or periods in the restrooms. If the nurse is not available, the student is to report to the main office. Students waiting to be taken home must wait in the clinic or main office until released by the nurse or office staff.

MEDICATIONS – POLICY # 210 - The Conneaut School District has revised its policy on the use of medications for students. Part of the policy states that no prescription or nonprescription medication shall be administered or taken by a student of the Conneaut School District unless there is a written prescription signed by a duly licensed and authorized medical practitioner. In NO CASE is the student permitted to transport medication in any form or container on the bus.

If it is necessary for a student to take any type of prescription or nonprescription medication during the school day, there must be a parent permission slip completed, as well as a written prescription signed by

a licensed physician on file with the school nurse. The prescription should contain the following information:

- name of the student
- date of the prescription
- name or description of the medication
- dosage instructions including the number and/or quantity of the medication; the frequency of its usage; the maximum period of dosage; the recommended date of discontinuance of dosage; any special directions or precautions — including anticipated adverse reactions
- signature of the administering physician
- a Conneaut School District Authorization for Administration of Medication Form signed by the parent/guardian, which will become part of the student's permanent health record.

Parent(s)/guardian(s) must provide the school nurse with the medication, which is stored in its original, properly labeled container by the pharmacist. Medications must be brought to school by the parent/guardian and given directly to the school nurse or office personnel. Medications must not be sent to school with students! A **new** Authorization for Administration of Medication Form for student medication will need to be completed **each** school year. Medication should be given to students during school hours only when absolutely necessary. When possible, medication should be given before and after school hours by the student's parent(s)/guardian(s).

Students with inhalers, EPI-Pens, and diabetic supplies/insulin, who have produced documentation from a physician and demonstrated proficiency to the nurse, may be permitted to have prescribed items in their possession.

Over-the-counter medications will be given, provided that directions for the administration of the over-the-counter medication are made available by order of a treating physician or specific written authorization of the parent/guardian specified on the district's Authorization for Administration of Medication Form. Over-the-counter medications must also be brought to school by parent(s)/guardian(s) in its original bottle.

ACTIVITIES ATTENDANCE - Students participating in after-school programs, including athletics, drama, band, etc., are required to be in school no later than 9:00 A.M. Failure to arrive prior to 9:00 A.M. disallows participation in the activity for that day. Students who are absent from school are not permitted to attend and/or participate in any school activity or function. Exceptions are medical excuses, family emergencies, and/or approval of the Principal or Assistant Principal.

EARLY DISMISSAL: A child who needs to be dismissed early for any reason must bring a note from home. It is in the interest of your child's safety that we do not release your child without written permission. Please call the school for a child's release should an emergency arise after the child has reported to school. Upon leaving the school, the parent(s)/guardian(s) must sign out the student in the main office.

EARLY CLOSING OF SCHOOLS: There is always the possibility that some schools will have to close early because of water cutoff, loss of electricity, boiler failure, inclement weather, or any one of a

number of unanticipated problems. Therefore, we urge all parents to be sure they have made provisions for such emergencies when they do not plan to be at home, such as designating a neighbor to receive the child after dismissal or having another responsible person in the home.

SCHOOL CLOSING AND DELAY – POLICY #804 – In all cases of inclement weather, the Superintendent, in conjunction with the transportation contractors, will make a decision by 6:00 am to either have a delay or cancel school. Parents, Guardians, Students, and employees will receive a message from FinalSite Messaging System with this information. You should listen to local radio stations or television stations for updated information.

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

FINALISITE – The district had adopted a notification system that will allow it to notify parent(s)/guardian(s) via telephone in cases of school delay, school closings, and other situations.

STUDENT CHANGE OF ADDRESS - If you have a change of address or phone number, report it to the office immediately, so that your school records are correct. We maintain emergency information so that we are able to contact a responsible person should you become ill or be involved in an accident. Please call or stop by the office with any corrections or changes.

STUDENT EDUCATIONAL TRIPS The Principal or Assistant Principal shall approve all parent requests for students to be absent. Students who wish to go on an educational trip shall present a written request from their parent or guardian. The request will state the destination and specific dates of absence. The request must be presented to the Principal or Assistant Principal **one or more weeks in advance of the trip, preferably on an Education Field Trip Request form, which is available in the school office.** Students are expected to make up work missed as soon as possible. They will be given as many days to turn in work as they are out.

STUDENT ASSISTANCE PROGRAM - Many students have issues that interfere with their educational performance, and may interfere with their physical, mental, social, and emotional development as well. When students are troubled, so are teachers, counselors, administrators, other school staff, as well as you, the parent/guardian. The **Student Assistance Program (SAP)** is designed to help the student, the school, and you.

The Core Team is a group of school personnel who, along with Core Team Liaisons who represent mental health and alcohol and other drug treatment systems, motivate at-risk students into seeking appropriate help through SAP.

The **Student Assistance Program** is a systematic, professional, and realistic response to students' problems in our school. The Core Team in your student's school has been trained to:

1. Identify...Not Diagnose...students who are troubled by physical, social, emotional, or chemical use problems, which are, in some way, affecting their school performance. It is the role of the

SAP Team to identify concerns for students and provide the necessary assistance. We are not mental health professionals and do not diagnose. The Core Team is responsible for voicing concerns and referring students to the proper professional services when necessary.

2. Intervene and refer students and families for an assessment when warranted.
3. Focus on educational concerns rather than an attempt to resolve major social problems.
4. Utilize school staff and community resources when necessary.
5. Enlist the support and involvement of parent(s)/guardian(s) in helping the student.

STUDENT RIGHTS AND RESPONSIBILITIES – Policy #235

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of District students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association with these guidelines.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this district.

School rules are assured to be reasonable until rescinded or waived. Students are responsible for being aware of and obeying school rules, even while working, through proper channels to change school rules with which they disagree.

GENERAL INFORMATION

ALCOHOL, TOBACCO, AND OTHER DRUGS: The consumption or use of alcohol, including e-cigarettes, tobacco, or other drugs prior to arriving at school or during school, or the possession of alcohol, tobacco, including e-cigarettes or other drugs in school, on school property, school bus, or at any school-sponsored function (home or away) is forbidden. Students in violation of this rule risk expulsion from school, exclusion from extracurricular activities, and referral to appropriate law enforcement agencies.

OPEN CONTAINERS: Students are allowed to carry and/or drink water out of any re-sealable container in school hallways and in classrooms at the teacher's discretion. Students are permitted to carry other beverages during the "Grab and Go" breakfast time.**

**A re-sealable container is defined as any non-glass liquid container that has some sort of cap or lid that will prevent the contents from being spilled even when it is turned upside-down. The Administration will have the final judgment on whether or not a container is re-sealable.

VIDEO SURVEILLANCE SYSTEMS: Video Surveillance systems are used in each school building to protect the safety and security of the individuals and their property from harm. The use of

video surveillance is strictly monitored and controlled to ensure the protection of individual rights and compliance with federal and state laws addressing issues such as wiretapping/electronic surveillance and the privacy and disclosure of student records. School District Policy No 709.1 Video Camera Surveillance addresses video surveillance systems further.

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

GUIDANCE SERVICES: The Guidance Department, with its "open door" policy, provides a variety of services in an attempt to meet the needs of the student body. Services include, but are not limited to:

- Individual and group assessment
- Course and program scheduling
- Career awareness and planning
- Counseling

The Guidance Department works closely with parents, school personnel, and the community in providing these services.

PUBLIC DISPLAY OF AFFECTION: Obviously, we recognize it is healthy for young people to have a natural attraction for one another. However, it is considered an infringement on the rights of others when couples subject others to view various stages of romance in our halls. Hugging and kissing are not appropriate in the school setting or at school events. After warning, further action will be taken if necessary.

LIBRARY REGULATIONS: The library is the center of learning built around a collection of books and other communication media, which are an important part of the student's academic life. The librarian will assist students in locating materials and direct students to other special services that may fit their particular needs. A HOLD will be placed on grades and other records of any student who fails to return overdue library materials. Lost or damaged materials are the responsibility of the student who signed out the material. Students are admitted to the library on presentation of a hall pass signed by a teacher and approved by the librarian.

SAFETY DRILLS: Monthly fire drills and periodic safety/security drills are conducted in all school buildings. A fire evacuation/tornado drill plan is posted in each room. Students are to study the plan(s). When the fire alarm sounds, students will immediately stand and form a single line as they leave the room. No one is to pass another or break the line of march. Running is not permitted, nor is talking. All drills need to be taken seriously.

USE OF DOGS TO SEARCH SCHOOL PROPERTY: Policy #226.1 is for the purpose of utilizing dogs to search for illegal substances on school property. This will include the search of desks, classrooms, and vehicles parked on school property. Individuals will not be subjected to a search by dogs. The law enforcement agency will be given full authority to investigate and prosecute any person

found to be responsible for illegal substances on school property. Parents and students need to understand that this policy is yet another effort to help keep our schools safe and drug-free.

TEXTBOOKS/ ELECTRONIC DEVICES: Students are expected to take care of all textbooks/ electronic devices assigned to them. Restitution will be required for any textbook/ electronic device that is lost or damaged, at the current replacement cost.

EMERGENCY INFORMATION FORM: Please inform the school office if you have any new information or changes to make to your child's information form. If your child becomes ill, it is imperative that we have up-to-date telephone numbers of parent(s)/guardian(s), a friend, or a neighbor to call. If you have a change of address or telephone number, report it to the office immediately, so that your school records are correct. We maintain emergency information so we are able to contact a responsible person should you become ill or involved in an accident. Please stop by the office with any corrections or changes.

LOST AND FOUND: With a large number of children in the building, it is difficult to keep track of personal belongings. We ask that children **not** bring expensive personal articles to school. Please have all coats and hats clearly marked with the name on the label. When items are marked, we are able to return them to their owners.

INSURANCE: Student insurance is available to all students. The insurance can be purchased throughout the year by inquiring at the main office. The Conneaut School District would like to emphasize to all parents and legal guardians of students that they are responsible for medical bills incurred during the day. This does not include interscholastic athletics. The District covers all participants both in games and practice within the terms of the Policy. Parents are encouraged to purchase student insurance, either school-time or 24-hour coverage for their children. This is especially important if the student is not currently covered under a family policy. Information concerning student insurance will be sent home with students at the beginning of the school term.

CONNEAUT SCHOOL DISTRICT
DRESS AND GROOMING – POLICY #221

Adopted: August 8, 2013 Revised: April 13, 2022

PURPOSE:

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

AUTHORITY:

The purpose of implementing this student dress code policy for all students in grades Kindergarten through 12 is to strengthen the learning environment for classroom instruction and academic performance; prevent disruption to the educational process; prevent distraction to students, staff and the educational process; facilitate learning; increase the atmosphere for school pride and personal appearance; and enhance the image of students and the school in the Conneaut School District community.

The Board has the authority to impose limitations on students' dress in school. Students are required to be neat, clean, fully clothed, and facially identifiable at all times.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, vocational agriculture, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

DELEGATION OF RESPONSIBILITY:

The Board authorizes the Superintendent or designee to enforce school rules prohibiting student dress or grooming practices which the Superintendent or principal determine to:

1. Present a hazard to the health or safety of the student him/herself or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program, or are inappropriate for school dress.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her educational objectives because of blocked vision or restricted movement.

The building principal shall be responsible to monitor student dress and grooming and to make the final determination on compliance.

Staff members shall be instructed to demonstrate by example neatness, cleanliness, propriety, modesty, and good sense in attire and appearance. Staff will also receive yearly in-service regarding the dress and grooming policy for students. The teacher's role is to report inappropriate dress and grooming to the building principal or his/her designee.

The Superintendent shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality. However,

parents/guardians and students must be aware that trends and fashions of the day may not be appropriate for the classroom.

GUIDELINES:

Inappropriate items for the school day include but are not exclusive of the following and final decisions are made by administration:

1. Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol, tobacco, or drugs, or demeans, degrades, or intimidates another because of race, sex, religious persuasions, sexual persuasion, national origin, disability, or gang membership.
2. The torso (chest, cleavage, back, stomach, hips and buttocks) must be covered. Revealing clothing and see-through materials are not acceptable. All undergarments must be covered. Shirts and tops must have shoulder straps. Pants, jeans and shorts should not have rips or tears above mid thigh.
3. Outerwear such as coats, hats, capes and jackets. Exception: coats may be worn when the teacher determines the room is extremely cold.
4. Head coverings (except for religious or medical exemptions)
5. Spikes, dog chains, chokers, ball bearing chains, wallet chains, or other jewelry that increases the risk for accidents.
6. Non prescription sunglasses (inside school facilities).
7. Shorts, skirts and dresses cannot be shorter than mid thigh.
8. Footwear must be worn at all times. Slippers and rubber flip flops are strictly prohibited. Flip flops are defined as flat and backless consisting of a flat sole held loosely on the foot by a Y-shaped or V-shaped trap, like a thin thong, that passes between the first (big) and second toes and round either side of the foot. Slippers are defined as: a light shoe of some soft material, with or without a hard bottom that is meant for wearing around the house. Shoes with wheels ("heelies") are strictly prohibited.
9. Activity-specific uniforms or other athletic uniforms are only permitted during competition.

This policy describes the district's minimum dress code and grooming requirements. Each building has a student handbook, which may contain additional requirements associated with that specific building.

New students enrolling in Conneaut School District will be provided a grace period of no more than fifteen (15) days (calendar) to comply with the dress and grooming policy.

VIOLATIONS – GRADES K-4:

Each Offense- The student shall be given an opportunity to correct the infraction in school by either calling home for appropriate clothing or obtaining the appropriate clothing from the nurse's office. Repeated offenses may lead to disciplinary action.

VIOLATIONS – GRADES 5-12:

Each Offense-The student shall be given an opportunity to correct the infraction in school either by obtaining appropriate clothing on his/her own or from the nurse's office. Repeated offenses may lead to disciplinary action.

These rules and regulations apply to students during school hours and during participation in after school activities/functions.

Students not adhering to this dress code will face further disciplinary action.

Students participating in Physical Education, Culinary Arts, Vocational Agriculture and Technical Education classes or in extracurricular activities are required to wear the clothing as detailed by the subject's teacher or the director or the advisor of the particular extracurricular activity. Metal cleats on shoes are prohibited to prevent unnecessary damage to school floors. Metal objects or other materials on clothing may be prohibited if found to be destructive to school furniture.

Formal Dress: Formal dress code for dances will be set by High School Administration.

CAFETERIA

BREAKFAST AND LUNCH: The District opted into the Community Eligibility Provision (CEP) at all District locations. This program allows all students, regardless of economic status, to receive a free breakfast and lunch. As such, free and reduced applications are no longer required to be filled out or submitted in order for a student to have free eligibility.

ACCOUNT BALANCES: Because breakfasts and lunches are now free for all students, negative balances are no longer permitted. All other sales (a la carte, second meals, etc) must be paid with cash or from an existing account balance. If a parent wishes to make an online payment to their child's account, this can be accomplished by creating an account at the SchoolCafe website (www.schoolcafe.com). Processing fees may apply.

ACCOMMODATING STUDENTS WITH SPECIAL DIETARY NEEDS IN THE SCHOOL NUTRITION PROGRAMS

Conneaut School District participates in a federal Child Nutrition Program (School Lunch and School Breakfast Programs) and is required to make accommodations for children who are unable to eat the school meals because of a disability* that restricts their diet. In order to make these dietary modifications, the school district must have a written Medical Statement on file that is signed by a licensed physician. ***Note:** only a licensed physician can declare if a student has a disability. The statement must identify:

- The child's disability
- An explanation of why the disability restricts the child's diet
- The major life activity affected by the disability
- The choice of food(s) to be omitted from the child's diet
- The choice of food(s) that must be substituted
- An identification of the medical or other special dietary condition which restrict the child's diet
- The choice of food(s) to be omitted from the child's diet
- The choice of food(s) to be substituted

In Pennsylvania, a recognized medical authority includes a Physician, a Physician's Assistant, and a Nurse Practitioner.

Responsibility of Parents

- Notify the school of any food allergy, disability, or special dietary need.
- Provide a Medical Statement completed by a physician (disability) or recognized medical authority (special dietary need).
- Participate in any meetings or discussions regarding the student's meal plan. Maintain a healthy line of communication with the school.
- Notify the school of any changes relating to the special dietary need (a new Medical Statement is required if the diet changes).

School districts will no longer be permitted to substitute juice for milk in school lunches. This would include students with milk intolerance, nonlife-threatening allergy, and any other non-disabling medical condition. Students who have a disability or a life-threatening allergy to milk will receive a milk substitute of lactose-free milk with proper documentation from your physician.

Please keep in mind that **your child is not required to take milk with their lunch.** Your district provides an "offer-versus-serve" program, which only requires that 3 of the 5 meal components (food groups) be taken. The 5 components offered daily include: **Protein, Grains, Fruit, Vegetables, and Milk**. Again, your child can decline the milk and take at least 3 of the other meal components to have a complete lunch.

School, District, Food Service Responsibility:

- Provide food substitutions for students according to medical statement. The school food service staff may not revise or change a diet prescription or medical order.
- Provide training to cafeteria personnel on how to properly accommodate students with special dietary needs. Maintain documentation of this training.
- Communicate with parents, staff, and medical authorities regarding diet modifications.
- Maintain a medical statement on each student with a special dietary need. Diet orders are not required to be renewed on a yearly basis; however, PDE recommends that you confirm current diet orders on a yearly basis. This can be confirmed by the parent. If there are any changes to the diet, a new medical statement is required.

Parents need to discuss their child's special dietary needs with the school principal and school nurse.

PARENT CONFERENCES: Parent conferences are held for all elementary students and offered to middle and high school students. Information will be sent home announcing conferences. Parents may request a parent/teacher conference at any time.

KINDERGARTEN: A child is eligible for admission to kindergarten if he/she has attained the age of five (5) years before the first day of August. A birth certificate or verification of age and a complete

record of immunization must be shown at the time of registration. Our school term runs at least 180 days as required by State Law.

Approximately ten (10) days before the opening of school, those entering Kindergarten will be notified by mail of their student's teacher and class location. Each elementary school holds a Kindergarten Orientation Program in late August.

Kindergarten children within the Conneaut School District attend All-Day Kindergarten. Planning for each day includes many of the following: stories, poems, dramatizations, and conversation; singing, rhythms, rhythm bands; handiwork and activities that develop better control of large and small muscles; games to develop mental alertness, fair play, and sharing.

HEALTH INFORMATION:

The Pennsylvania School Code requires immunization for the following diseases before entry into school: diphtheria, pertussis, tetanus, and polio, four doses with one being given on or after the student's 4th birthday; MMR, two doses; Hepatitis B, three doses; and varicella (chickenpox), two doses or written documentation of disease. Additionally, students entering seventh grade are required to have a Tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap), one dose; and one dose of Meningococcal Conjugate Vaccine (MCV). Entry into 12th grade requires a booster dose of MCV. Upon registering your child, please provide, in writing, all shot records with the immunization dates. If there is a medical reason why your child should not be fully immunized, please send a certificate from your physician stating the reason. If you object to immunizations for religious reasons, the State requires that you fill out special forms every school year.

Students who do not provide documentation of grade-level required immunizations may be excluded on the 4th day of school in that school year and each succeeding school year that the child fails to obtain the required immunizations.

Acquaint school personnel, particularly the teacher and nurse, with any special health problems your child may have.

Provide your child with good, nutritious meals and follow good health habits - brushing teeth, washing hands before meals and after lavatory, covering mouth when coughing and sneezing, etc. Assure adequate sleep patterns.

Provide your child with good health care. Any illness that requires three (3) or more days of absence from school is considered serious enough to warrant a call to your family doctor and following his/her advice. A recuperating child should remain at home at least 24 hours with a normal temperature reading. Returning too soon may result in a relapse. Do NOT send a child to school who has been vomiting or running a fever the night before. **NOTE:** Do not give aspirin products for fever or chickenpox. No child may attend school with any contagious rash, sores, inflamed eyes, scabies, or live head lice. These conditions respond readily to treatment, and readmission to school is permitted 24 hours after treatment by a doctor.

It is extremely rare for a child who has been immunized to contract either rubeola or rubella. In such cases, follow your physician's advice regarding returning to school. There is no exclusion period for chicken pox after the rash has stopped erupting. The child should stay home until the fever has subsided and the child feels well. He or she may return with the scabs.

Scarlet fever is in the same class as streptococcal sore throat. The child should be under a doctor's care and return only when completely well.

When a child returns to school after an absence, please send an excuse with him/her indicating the reason for the absence and the dates of the absence.

Only first aid is given at school. In the case of serious injury or illness, the parent will be notified immediately. A second telephone number should be listed in case the parent is not at home.

Any child in kindergarten and 3rd grade, that has not returned a dental examination form, **will** be examined by the school dental hygienist. This is an examination **only**, no work will be done. Any child who has not returned a private medical form in kindergarten must provide a parent permission form to be examined by the school physician. You are invited to be present.

Hearing will be tested on all students in kindergarten, grades 1, 2, and 3. Vision will be tested every year.

PEDICULOSIS CAPITIS PROTOCOL (LICE) REVISED REGULATION #209:

I. Exclusion:

A. A student shall be excluded from school as soon as evidence of live lice is found until he/she is treated with a pediculicide.
B. A school official shall notify the parent by telephone and in a confirming letter. The Principal may direct the school secretary, office aide, or nurse to follow through on the notification procedure.
C. Once identified, a student with lice may not ride the school bus home. Parents will be asked to come to school to pick up their child.
D. Upon verification by the building principal that a parent is unable to make private arrangements for the transportation of their child, other arrangements for transportation will be made through the Office of the Superintendent.

II. Readmission:

A. Having completed the required treatment with a pediculicide, the student will not be permitted to ride the bus to school, and **will not be permitted to attend classes** until he/she has been checked by the school nurse, or an official school designee.
B. The student shall be checked by the nurse or designee to determine the effectiveness of treatment before being readmitted.
C. Only the school nurse, or a trained designee, is permitted to make judgments regarding the presence of lice.
D. The parent(s)/guardian(s) must write a note listing the label name of the pediculicide used.

III. Epidemiologic Follow-Up:

A. The school nurse or trained designee shall:
    1. Check school-age siblings and classmates of the infested child
    2. Check the school bus seat mates
    3. Recheck the classroom at weekly intervals until it is free from infestation for two weeks
B. The classroom teacher shall follow up:
    1. If more than three (3) children in a classroom are infested, all coats should be placed in plastic bags for two (2) weeks.

IV. Treatment:

A. School personnel will give verbal and printed instructions for:
   1. Treatment of hair with a pediculicide.
   2. Environmental cleaning
      - clothing
      - bedding
      - furniture
      - carpeting
      - combs/brushes

V. Awareness Program:

A. The school nurse will present an awareness program for parent/guardian groups if requested. Head lice can happen to anyone. It is not a sign of poor health habits or being dirty. The most important fact to remember is that the problem should be quickly treated. Delays will only help spread the infestation throughout the family and community. Listed below are some helpful hints to assist in controlling lice problems.

SIGNS OF LICE INFESTATION:

- A family member persistently scratching the head or back of the neck.
- White specks in the hair. Look for whitish-colored eggs, which can be mistaken for dandruff. Dandruff is removed easily from the hair or scalp. However, nits (eggs) are glued to the hair shaft and are very difficult to remove.

IF LICE INFESTATION IS CONFIRMED:

- Regular shampoos are not effective.
- Do not send your child to school until treated.
- Special medications are required either from a pharmacist or your doctor.
- Call or visit a physician who will prescribe the most effective shampoo lice treatment. A fine-toothed comb is needed to remove the dead nits. Lice and their nits can survive (for a time) off the body. Even though your family may have been successfully treated, immediate re-infestation is possible, or a fresh infestation of other family members may occur if all nits are not removed by hand or by a fine-toothed comb.

TREATING THE NEW ENVIRONMENT:

- Clean all articles that might have lice or nits. Clothes, towels, and bed linens should be washed in very hot detergent water or dry cleaned, or they may be placed in a hot dryer for 30 minutes.
- Upholstery, rugs, bedding, and other objects where lice and their eggs are known to linger must be vacuumed. Lice sprays can be used to help break the infestation/re-infestation cycle; however, these sprays can be costly. This product can be purchased at your local pharmacy.

TO KEEP LICE FROM COMING BACK:

- Instruct your child to **never** borrow personal items such as combs, brushes, hats, clothing and towels from other people.
- Disinfect combs, brushes, and similar items by washing with a strong disinfectant soap.

- If one member of your family has head lice, you should inspect all family members every other day for at least two weeks. Re-shampoo one week after the first treatment was administered, following package directions.
- District regulations allow for no more than three days of absence per incident for treatment of head lice. Additional days will be counted as unexcused charges, and illegal absences may be filed.

SCHOOL EXCLUSION: No person who has been excluded or has been absent from school by reason of having **or being suspected to have** had acute contagious conjunctivitis (pink eye), impetigo, head lice, body lice, scabies, ringworm, or tonsillitis shall be readmitted without a doctor's excuse for conjunctivitis, impetigo, body lice, scabies, ringworm, or tonsillitis. A student with head lice will be readmitted after being checked by the school nurse. The parent should transport the student to and from school and provide a statement from a physician that there is no danger of an infectious condition. No more than three (3) days of absence per incident is permitted for treatment of lice. **UNDER NO CIRCUMSTANCES IS THE CHILD PERMITTED TO RIDE THE SCHOOL BUS PRIOR TO BEING CHECKED BY THE SCHOOL NURSE OR DESIGNEE.**

ELEMENTARY DETENTION GUIDELINES

1. Detention is not a social time. Quiet is the rule unless conversation is initiated by the detention supervisor.
2. Students are required to complete the assigned work.
3. Parent(s)/guardian(s) are required to sign out and pick up students in the office following detention.
4. Hours are 2:15 PM until 3:00 PM on the day of detention, or 2:30 PM until 4:30 PM for a 2-hour detention.
5. Obey all instructions without back talk, muttering, or other forms of disrespect.
6. Stay in your seat at all times.
7. Raise your hand when you wish to leave your seat, but you must wait until given permission to approach the instructor's desk. At that time, you will make your request in a quiet tone so you will not disturb your classmates.
8. No food or drink permitted in the detention area.
9. Emergencies will be handled as they occur.
10. The office must be notified prior to the student (rescheduling) a detention.
11. The rescheduled detention automatically moves to the following detention date.
12. Change of a detention date may occur only once.
13. The supervisor of detention shall maintain a log of students present. Also, an anecdotal record may be kept regarding students' behavior at detention.

***PLEASE NOTE: **Transportation will not** be provided by the Conneaut School District. It is the responsibility and liability of the parent. Failure to comply with this notice will result in additional detention, reassignment time, or possible suspension.

SUSPENSION AND EXPULSION – Policy #233

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that

would lead to exclusion from school. Exclusions affecting students with disabilities shall also be governed by applicable state and federal law and regulations.

The board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

ALTERNATIVE EDUCATION PROGRAM

Rationale:

The Alternative Education Program is designed to bring the schools into compliance with the current Board policy and Discipline Code. It is designed in response to the ongoing concern with students who continue to be a major disruption to the education process. This program is necessary to remove disruptive students from the regular classroom settings after normal interventions have been exhausted, as per the K-12 Discipline Code.

1. Students can be assigned to this program for a minimum of 15 days and a maximum of 45 days, per assignment.
2. A person holding a Special Education Certificate is qualified to direct this program of individualized study. Dually certified teachers will be given preference.
3. All efforts will be made to keep the student current with academics happening in the regular classroom. In addition, a behavioral component will be added to address the student's disruptive conduct.
4. Alternative Education staff and the classroom teacher will keep in close contact regarding the student's educational program to keep current on those activities for transition back into the regular classroom. Exit criteria from the Alternative Education Program will be established through conferencing of all appropriate staff.
5. Transition from the Alternative Education Program back to the regular education setting will be monitored closely by the Principal.
6. Evaluation and success of the program will be measured by improved behavior in all classroom settings.
7. Forty-five (45) days of staffing will be allotted to each school at the discretion of the building Principal.
8. Location of the Program will be designated by each Principal.
9. Before a Special Education student can be placed in the Alternative Education Program, the IEP Team, including the Principal and Director of Special Education, must reconvene to determine whether the child's IEP is working, whether a behavior management plan has been implemented, and if the child's behavior is a manifestation of the child's disability. If the behavior is not a manifestation of the child's disability, THE CHILD MAY BE DISCIPLINED IN THE SAME MANNER AS OTHER STUDENTS WHO VIOLATE THE SCHOOL POLICY. If the behavior is a manifestation of the child's disability, the IEP Team and the Principal must determine what modifications, if any, need to be made to the IEP. If the child's behavior involves possession of a weapon, or the illegal use, possession, or distribution of drugs, a Principal may change the educational placement of the child for up to forty-five (45) days. Within the 45-day period, the child's IEP Team is required to investigate the incident and determine an alternative placement. If the child's parent disagrees with the alternative placement, they can request a due process hearing. Before a special education student can be placed into the Alternative Education Program, the student must be unsuccessful in an IEP behavior plan for a minimum of six (6) weeks. The behavior plan of the IEP should have the Alternative Education Program specified as a consequence.

10. If the behavior plan of the IEP for the special education student is not working, and the IEP Team, Principal, and Director of Special Education determine that the special education student should be placed into the Alternative Education Program, a re-evaluation must be conducted on the student as well as a new NOREP and new IEP.
11. When writing the IEP, if there is no special education teacher teaching the Alternative Education Program, then a consultative IEP should be written with a special education teacher listed on the IEP as a consultant.
12. Special Education students are not entitled to specials when placed in the Alternative Education Program. This should be indicated in the IEP. The only special a student could receive would be Adaptive Physical Education, as long as the IEP team agrees the child requires it. It would then need to be written into the IEP.

Please feel free to contact the school should you have any questions regarding this or any other components of the student discipline code.

ACADEMICS

A. **GRADE PLACEMENT:** Students at the elementary level may be retained for the failure of two or more major subjects: Language Arts, Social Studies, Math or Science.

B. **GRADING:** Percentage grades are used to report the individual progress of students.

Grading Scale: A (93-100) B (85-92) C (73-84) D(65-72) F (0-64)

There are four (4) grading periods during the school year. Each grading period consists of 45 instructional days. Report cards are distributed one week after the close of the grading period. Honor roll will be computed using District guidelines for students in grades 3 - 4.

C. **Synergy** - Parent(s)/guardian(s) are encouraged to monitor their students' academic progress by accessing your Synergy ParentVUE account. Students are also encouraged to monitor their academic progress. Parent(s)/guardian(s) and students will receive their login information at the beginning of each school year. If you have questions or problems accessing the Synergy ParentVUE website, contact the school office.

TRANSPORTATION - Policy #810
BUS ROUTES:

Our District requires safe, efficient, and economical pupil transportation in carrying our pupils to and from school as well as on co-curricular and field trips.

The Board is aware of the concern of parents/guardians regarding the transportation of their children and shall operate within the framework of reference mandated by the Pennsylvania Department of Transportation in matters related to student transportation.

The District has the responsibility for the assignment of school bus stops and students to the bus routes. Parents/guardians must recognize that bus assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system. The District will cooperate with working parents/guardians and a responsible babysitting arrangement. This means the child will receive a regular bus schedule assignment at the beginning of the school. The District will attempt to reasonably accommodate parent/guardian work schedules and emergencies that may require a change in the bus schedule assignment. The parent(s) or guardian(s) may request in writing that a student be

reassigned to a different bus stop and/or route. These requests must be reviewed by the building-level administrator, who shall have the authority to implement a change in the child's bus schedule if the request meets the requirements of this policy. Such bus schedule changes shall not be approved for sporadic or individual school days.

The District will not add additional buses or alter established routes to accommodate an individual transportation request. Requests for students to ride on an alternate bus or be assigned to an alternate bus stop will be approved only when the above conditions are met. Parents/guardians may request that a student be permitted to ride an alternate bus on limited occasions in accordance with the Bus Rules explained below. (See Bus Rule 6)

The Board has concluded that this rule is necessary to keep its students safe during transportation to and from school property.

BUS RULES:

The Conneaut School District Board of School Directors are of the opinion that all bus riders should observe the following rules:

1. Students should plan to leave home at the same time each day in order to be at their bus stop approximately five (5) minutes before the bus.
2. Every student who rides a bus must get on and off at their assigned bus stop.
3. One (1) pickup Monday through Friday and one (1) drop off point Monday through Friday for children must be established prior to the start of the school year.
4. Change requests must be handwritten and submitted to the building principal forty-eight (48) hours in advance.
5. In the event of a catastrophic family emergency (i.e., sudden severe illness, auto accident, etc.), please contact the school as early as possible to arrange alternate transportation for your child.
6. Students will be permitted to get off at a bus stop that is not their assigned bus stop, or ride home on a bus that is not their regularly assigned bus, once per quarter. This must be an established bus stop. Students must bring in a note signed by his/her parent/guardian, as well as written authorization from the parent/guardian at the drop-off point. The student must get further written approval from the principal's office authorizing the change.
7. Students will be assigned to a special seat by the driver, contractor, or district administration.
8. State laws prohibit smoking on school buses.
9. Profane or objectionable language will not be tolerated.
10. Throwing objects of any kind on the bus or from the bus is dangerous and will not be tolerated. State laws prohibit littering.
11. Any student who, intentionally or unintentionally, causes any damage, especially to windows or seats, while on or off the bus, will be billed for the cost of the damage.
12. Never place hands, arms, or any other part of the body out of the windows.
13. Avoid unnecessary noise that might distract the driver's attention and cause an accident.
14. No student is permitted to open the emergency door except upon direction of the driver or in an emergency in which the driver is incapacitated.
15. Any other misconduct not specifically covered in the preceding regulations, but which is determined by the bus driver, the principal, or administrator to be detrimental to the safe operation of the bus, may be cause for suspension of bus privileges. All misconduct deemed necessary to record formally will be written up on the bus conduct report and will be evaluated by the district administration. A copy of the form will be retained by the bus driver, a second

will be sent to the parents/guardians, a third will be sent to the administrative assistant, and a fourth will be placed in the student's file C.

16. School buses and school vehicles may be equipped with cameras and audio-recording devices that may provide an audiotape of individuals on the school bus or school vehicle for the purpose of discipline and security. Each school year, the Board shall notify students and their parents or guardians of the policy by letter mailed to the students' home addresses. The Board also shall post a notice that students may be audiotaped, which notice is clearly visible on each school bus or school vehicle that is furnished with audio-recording equipment.

*** Similar to Policy #810, we are requesting that we be notified by 1:00 PM on days when parents are thinking about picking children up at school rather than having them ride the bus home. We ask this due to the number of people needing to be notified and the time it takes to do so.

PARENTAL NOTIFICATION:

If a student breaks a rule or regulation, the parent or guardian will receive a copy of the bus conduct report by mail as soon as action has been completed, unless the infraction is of a nature that necessitates immediate telephone notification or personal involvement.

So that a parent(s) or guardian(s) may better understand what may happen to his/her child, the following are general guidelines followed by administration when infractions occur:

Dependent Upon the Severity of an Infraction, the:

1st bus conduct slip may constitute a warning.

2nd bus conduct slip may constitute an after-school detention.

3rd bus conduct slip may result in a one (1) day suspension.

SUSPENSION FROM BUSES:

Fighting, smoking, destruction of bus property, leaving the bus without a properly signed permission note, and infractions similar to those initiated within the school building which are deemed suspendable, will also be treated as suspendable offenses. In cases involving bodily harm, abusive demeanor toward the driver, threatening gestures with or without weapons of any kind, or obscenity and profanity, immediate removal may be ordered by the assistant principal, principal or administrative assistant with the approval of the Superintendent.

The bus is, in a real sense, an extension of the school. If a student is caught smoking in school, s/he is suspended; if a student is caught fighting in school, s/he is suspended, etc. A student should act on the bus as s/he should act while in school.

A bus transportation program is also used as a means of extending the education of the child in that it provides him/her with an opportunity to practice courtesy and safety and to develop respect for authority.

TRANSPORTATION SYSTEM - AN EXTENSION OF THE SCHOOL:

Those guidelines that Conneaut School District follows in relation to Student Rights and Responsibilities will be the same guidelines followed by the bus driver. Drivers **cannot** suspend students in any manner. A driver may recommend disciplinary action, but only the administration may actually suspend a student.

Students are required to conduct themselves in accordance with the same rules and regulations that apply to the classroom. Infractions will be handled as dictated by the Student's Rights and Responsibilities Policy.

SURVEILLANCE CAMERAS ON BUSES:
At any given time during the school year, buses may have a surveillance camera to monitor students through audio and visual means.

STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE, and OTHER EDUCATIONAL INSTABILITY Students Experiencing Homelessness, Foster Care, or Other Educational Instability have equal access to the same educational programs and services provided to other District students.

Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:

1. Homelessness

2. An adjudication of:

    a. Dependency relating to child protective services and juvenile matters;

    b. Delinquency, if disclosed by the student's parent/guardian; or

    c. As part of court-ordered services under a voluntary placement or custody agreement.

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal, or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.

Homeless children and youth means individuals lacking a fixed, regular, and night-time residence, which includes the following conditions:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.

2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional, or domestic violence shelters.
4. Abandoned in hospitals.
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings.
7. Living as migratory children in conditions described in the previous examples.
8. Living as school-age parents in houses for school-age parents if they have no other living accommodations.

Educational Rights

Under the McKinney-Vento Act, homeless children and youth have the right to

- receive a free, appropriate public education.
- enroll in school immediately, even if lacking documents normally required for enrollment.
- enroll in school and attend classes while the school gathers needed documents.
- enroll in the local school; or continue attending the school of origin (the school they attended when permanently housed or the school in which they were last enrolled), according to each student's best interest.
  *If the school district believes that the school selected is not in the student's best interest, the district must provide the parent, guardian, or unaccompanied youth with a written explanation of its position and inform the parent, guardian, or youth of the right to appeal its decision.
- receive transportation to and from the school of origin, if requested.
- receive educational services comparable to those provided to other students, according to each student's needs.

For further information, see Policy #251 or contact the Supervisor of Curriculum, Assessment, Federal Programs, Homeless/Foster Care Liaison or visit https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx

STUDENT RIGHTS AND RESPONSIBILITIES

FREE EDUCATION AND ATTENDANCE:

- All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age, if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant.

Student Responsibilities:

- Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner.
- It is the responsibility of the students to conform to the following:
  - Be aware of rules and regulations for student behavior and conduct themselves in accordance with them. Students assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
  - Volunteer information in matters relating to health, safety, and welfare of the school, community, and the protection of school property.
  - Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
  - Assist the school staff in operating a safe school for all students enrolled therein.
  - Comply with Commonwealth and local laws.
  - Exercise proper care when using public facilities and equipment.
  - Attend school daily; be on time at all classes and other school functions.
  - Make up work when absent from school.
  - Extended absences - In the case of extended absences, the student must make arrangements within three (3) days of returning to school to make up work.
  - Pursue and attempt to complete satisfactorily the course of study prescribed by the Commonwealth and local school authorities.
  - Report accurately and not use indecent or obscene language in student newspapers or publications.

Legal References:

- Pennsylvania Public School Code of 1949, revised January 1, 1981;
- Pennsylvania Interscholastic Athletic Association (PIAA); 1983-84;
- Conneaut School District Official Policy Manual;
- Title 22 Education, Part 1, Pennsylvania State Board of Education, Chapter 12, Students;
- Crawford County Unified School Attendance Program;
- Conneaut School District Athletic Handbook

It is the policy of the Conneaut School District not to discriminate on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment, as required by Title IX, Section 504, and Title VI.

RELEASE OF STUDENT DIRECTORY INFORMATION: The District reserves the right to disclose directory information of a student without the prior written consent of the student's parent or guardian. Directory information includes the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Schools regularly feature many of their events and activities in various local
publications and on the Internet. These published materials often include photographs of students engaged in school functions or other types of directory information. Some parents may not want their child (ren)'s photograph or other directory information released to any form of the media or in any publication. As a parent, if you have objections to the release of any form of directory information regarding your child (ren), you must notify your respective school in writing. **Any written objection will be honored only from the date it is received.** However, the District will require prior written consent of the parent or guardian before placing any personally identifiable information concerning a student on District social media.

NONDISCRIMINATION: Policy #103, #103.1, #104: It is the policy of the Conneaut School District to provide an equal opportunity for all students to achieve their maximum potential through programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, sex stereotype, sex characteristics, gender identity, ancestry, national origin, marital status, pregnancy and related conditions or handicap/disability.

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

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

The District has established a complaint procedure for addressing claims of discrimination. If you believe you have been the victim of discrimination, or have witnessed discrimination, you should inform the Section 504 building administrator; or if you do not feel that you could go to your Section 504 building administrator, the student or parent/guardian shall report the incident directly to the District's Section 504 Coordinator

SEXUAL HARASSMENT: Policy #103: It is the policy of the Conneaut School District to maintain a learning and working environment free from sexual harassment. It shall be a violation of this policy for any staff member of the Conneaut School District to harass another staff member or student through conduct or communications of sexual nature such as, unwelcomed sexual advances, requests for sexual favor, and other inappropriate verbal, nonverbal, written, graphic or physical conduct of sexual nature when made by any member of the school staff to another staff member, when made by any member of the school staff to a student, when made by any student to another student, or when made by any student to a staff member.

UNLAWFUL HARASSMENT: Policy #103 It is the policy of the Conneaut School District to maintain a positive learning climate for students in the school and to maintain an educational environment in which harassment in any form is not tolerated.

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

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

The District has an established complaint procedure for addressing claims of unlawful harassment. If you believe you have been the victim of unlawful harassment, or have witnessed unlawful harassment, you should inform any counselor, administrator, or the Superintendent, who will inform you of the procedures and take your claim.

A substantiated charge of unlawful harassment against a student shall subject that student to disciplinary action, up to and including expulsion.

HAZING: Policy #247: Hazing activities of any type are inconsistent with the goals of the district and are prohibited at all times. **Hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

BULLYING/CYBERBULLYING/HARASSMENT AND INTIMIDATION: Policy #249:

All students have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

It is the policy of the District Board of Education to fully support the regulations and laws prohibiting discrimination, bullying, harassment, hazing, and intimidation because of race, religion, sex, sexual orientation, color, national origin ancestry, marital status, familial status, disability, medical condition, age, as well as sexual harassment, and to maintain a learning environment which is free of any area listed in the purpose statement.

All forms of bullying and cyberbullying by District students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

Students who have been bullied or cyberbullied shall promptly report such incidents to the building administrator/School District employees.

Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

DISTRICT-WIDE PARENTAL INVOLVEMENT – Policy #918

Purpose

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

Authority

In compliance with federal law, the District shall develop jointly with, agree on with, and distribute to, parents/guardians of participating children a written parental family engagement policy.

Delegation of Responsibility

When developing and implementing this policy, the Conneaut School District agrees to implement the following statutory requirements:

1. The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
3. The school district will incorporate the district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
4. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA is not satisfactory to the parents/guardians of participating children, the School District will submit any parent/guardian comments with the plan when the school district submits the plan to the State Department of Education.
6. The School District will involve the parents/guardians of children served in Title I, Part A schools in decisions about how the 1% of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
7. The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:
    1. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring -
        - That parents play an integral role in assisting their child's learning;

- That parents are encouraged to be actively involved in their child's education at school;
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- The carrying out of other activities, such as those described in section 1118 of the ESEA.

Guidelines

1. The Conneaut School District will take the following actions to involve parents/guardians in the joint development of its District-Wide Parental Involvement Plan under section 112 of the ESEA.

    a. An annual meeting of parents/guardians of participating Title I, Part A students shall be held to explain the goals and purposes of the Title I program. Parents/guardian shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents/guardians shall be encouraged to participate in planning activities, to offer suggestions and to ask questions regarding policies and programs.
2. The Conneaut School District will take the following actions to involve parents/guardians in the process of school review and improvement under section 1116 of the ESEA
    a. Distribute and analyze results of Title I parent survey.
    b. Distribute student progress reports.
    c. Distribute, discuss and sign parental compacts.
    d. Open invitation to School Board meetings.
    e. Distribute monthly newsletters and calendars.
    f. Host various parent nights at each building.
    g. Host teacher/parent conferences.
    h. Support Title I Parental Advisory Committees.
    i. Provide information about the PA Core Standards.

3. The Conneaut School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
    a. Sharing the information through local media.
    b. Coordinating/Hosting parent workshops, local/state parent conferences and open houses.
    c. Providing teacher/parent conferences.
    d. Maintaining District and School based Web Pages.
    e. Providing an automated calling service.
4. The Conneaut School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, PreK Counts, State operated preschool program, by:
    a. Early intervention meetings
    b. Transition activities
    c. School/District-wide activities

5. The Conneaut School District will take the following actions to conduct, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of this parental

involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, have mental and/or physical impairments or disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

a. Yearly Title I parent survey conducted at each building by Title I staff.
b. Yearly parent policy review meetings conducted at each building by Title I staff.
c. On-going Title I parent meetings as needed conducted by Title I staff.
d. District-wide Title I parent conference parent response.
e. Building-wide Title I parent conferences conducted by Title I staff

6. The Conneaut School District will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

    1. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents/guardians of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

        a. State's academic content standards,
        b. State's student academic achievement standards,
        c. State and local academic assessments including alternate assessments,
        d. The requirements of Part A,
        e. How to monitor their child's progress, and
        f. How to work with educators

7. The Conneaut School District will, with the assistance of its schools, provide materials and training to help parents/guardians work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

a. Title I parent workshops.
b. Monthly newsletters.
c. Take-home book bag projects.
d. School book fairs.
e. Parent Resource Center
f. SPAC Summer Conference
g. Title I Family Nights

8. The Conneaut School District will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents/guardians as equal partners, in the value and utility of contributions of parents, and how to implement and coordinate parent programs and build ties between parents and schools, by:
    a. Attendance at conferences/workshops.
    b. Act 48 committee meetings.
    c. Regular staff meetings.
    d. Title I meetings.
    e. Parent/Teacher Group meetings.

9. The Conneaut School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Pre-K Counts, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

    1. Early Intervention Meeting
    2. Transition meetings and activities
    3. School/District-wide activities for parents and families

10. The Conneaut School District will take the following actions to ensure that information related to the school and parental programs, meetings, and other activities, is sent to the parents/guardians of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practical, in a language the parents/guardians can understand:
    a. Monthly newsletter/calendars.
    b. Progress reports/report cards.
    c. Use of local media.
    d. District Website.
    e. Use of automated calling system.
    f. Meeting invitations.

FERPA NOTIFICATION

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

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

They are as follows:

- The right to inspect and review the student's education records within 45 days of the day the Local Education Agency (LEA) receives a written request for access.

  The supervisor of student records will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate or misleading.

  The parents or eligible students should write the supervisor of student records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

  If the LEA decides not to amend the record as requested by the parent or eligible student, the LEA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

  One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The LEA maintains a list of these school officials.

  Another exception permits the disclosure of the LEA educational records without consent to officials of another school in which a student seeks or intends to enroll.

  It is the policy of the LEA not to release directory information except as specified in the above statements or without providing parents an opportunity to deny such releases.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice for Directory Information

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

Examples include:

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

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

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

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

In addition, the No Child Left Behind Act requires the District to provide access to secondary school students' names, addresses, and telephone listings upon requests made by military recruiters or institutions of higher education unless parents have advised the District they do not want their student's information disclosed without their prior written consent. If you do not want the Conneaut School District to disclose information, please direct your request in writing to your child's Principal. In compliance with the State's Chapter 14 Regulations, the Conneaut School District hereby offers the following:

PUBLIC NOTICE: Special Education Services

The Conneaut School District hereby notifies parents and guardians of special education services available to eligible students ages 3 to 21. If you suspect that your child may have a learning problem requiring special education services, there is help through the school district.

There are a variety of services available. Some services are in the district, and some are in neighboring districts, depending on the individual needs of the student. All services are at no cost to the parents. The types of support include:

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

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

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

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

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

Level III: screening the Building Level Team Grade 9-12 will determine the strengths and needs of the student. The team determines strategies to use to help the student be successful in school.

To refer your child for screening/evaluation, contact the Building Principal or School Counselor.

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

To refer your child for screening/evaluation, contact the following places:

Preschool to school age (Age 3-5)

Northwest Tri-County Intermediate Unit #5
252 Waterford Street, Edinboro, PA 16412
Phone: (814) 734-5610 or 1-800-677-5610, and ask for the Early Intervention Project.

Conneaut School District
(814) 683-5900 (listen for the correct prompts for each school building)

Elementary Schools (Grades K-5)

Conneaut Lake Elementary School
630 Line Street; Conneaut Lake, PA 16316

Conneaut Valley Elementary School
22491 State Highway 18; Conneautville, PA 16406

Middle School (Grades 6-8)

Conneaut Area Middle School
10331 U.S. Highway 6; Conneaut Lake, PA 16316

High School (Grades 9-12)

Conneaut Area Senior High
302 West School Drive, Linesville, PA 16424

Notice is also given to parent(s)/guardian(s) regarding confidentiality requirements for students who are referred for special education services. These requirements are found in both federal and state regulations. Records generated by the identification, evaluation, and programming process are confidential and cannot be released outside the school district or intermediate unit without written parent consent. A copy of the Confidential Plan for collecting, disseminating, and destroying records can be seen at each school building upon request.

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

NOTICE OF INTEGRATED PEST MANAGEMENT

The Conneaut School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. The District's goal is to protect every student from pesticide exposure by using an IPM approach to pest management. The District's IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. Pest monitoring is performed by the District's building custodial, maintenance, office, and teaching staff. Pest sightings are reported to our IPM Coordinator, who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques

can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. Applications will be made only after normal school hours. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parent or guardians of students enrolled in the Conneaut School District MAY REQUEST prior notification of specific pesticide applications made at the school of their child's enrollment. To receive notification, you must be placed on that school's notification registry. If you would like to be placed on the registry, please notify, in writing, the IPM Recorder at the Central Administration Office, 219 West School Drive, Linesville, PA 16424. Please include your e-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (ex: stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized bait placed in areas not accessible to students, and gel -type baits placed in cracks, crevices, or voids.

Notification Registries will be updated annually. To remain on the registry, you must contact the Building Principal of the school your child is enrolled in before the start of each school year.

If you have any questions, please contact your Building Principal or the IPM Coordinator. The IPM Coordinator can be reached at (814) 683-5900.

ACCEPTABLE USE OF COMPUTER NETWORKS/INTERNET

Student:

I understand and will abide by the procedures and Acceptable Use Policy for independent access to the electronic resources of the Conneaut School District. I further understand that any violation of the regulations above is unethical, and should I commit any violation, my access privileges may be revoked, and Conneaut School District disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using Conneaut School District electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless, Conneaut School District from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Parent/Guardian:

As the parent/guardian(s) of the student signing below, I have read the Acceptable Use Policy and guidelines for independent use established by Conneaut School District, and I grant permission for my son or daughter to access networked computer services such as the Internet and other school resources. I understand and agree that individual families may be held liable for violations. I understand that some materials on the computers or Internet may be objectionable, but I accept responsibility for the guidance of computer or Internet use of my student.

STUDENT CONDUCT CODE, STUDENT RIGHTS AND RESPONSIBILITIES, ELECTRONIC DEVICES AGREEMENT

According to the Title 22 - Education, Part I - Pennsylvania State Board of Education, Subpart A - Miscellaneous Provisions, Chapter 12 - Students:

Each board of school directors shall adopt a code of student conduct which shall include policies governing student discipline and a listing of student rights and responsibilities. This conduct code and the student rights and responsibilities shall be published and distributed to students and parents.

Therefore, the Conneaut School District calls your attention to the "Student Conduct Code" and the "Student Rights and Responsibilities" in the Student Handbook. After reading this information, please sign below and return via your son or daughter.

ONLINE APPLICATIONS, WEBSITES, AND SERVICES LISTING

As the parent/guardian(s) of the student signing below, I have reviewed the Conneaut School District Application and Website list as required to be compliant with the Children's Online Privacy Protection Rule (COPPA). This list can be found on the district website under the Technology Department page and is updated frequently.

RELEASE FORM FOR PHOTOGRAPHS OF STUDENTS

Schools regularly feature many of their events and activities in various local publications. Often, published materials include pictures of students who are engaged in school functions, receiving recognition, or helping the community, and your child's name may be requested. Some parents, for various reasons, do not want their child's photograph released to any form of media. As a parent, if you have objections to this release, you need to notify your school in writing. It is important that your notification be on file **at the beginning of each school year**. Completing this form will enable Conneaut Valley Elementary School to comply with your wishes.

Please check your wishes below and return this form to your school's office as soon as possible so we can respect your desires regarding photographs.

School Social Media (please check one):

____ It is OK for my child's photo to be on the **school social media.** I understand that no names will be included.

____ I would prefer my child(ren)'s photo NOT be on the **school social media.**

School/Local Newspaper (please check one):

____ It is OK for my child's photo to be in the **newspaper.** I understand that names may be used.

____ I would prefer my child's photo NOT be in the **newspaper.**

By signing this form, you agree to the terms on both sides of the page, as described in each section. Further explanations for each section can be found within the Conneaut School District Student Handbook.

Student Name (please print) _____

Student Signature _____ Date_____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date_____

Parents Right-to-Know Notification: Federal Programs/Title I Services

I understand the information contained in the Parents Right-to-Know Notification/Federal Programs/Title I Services section of the Student Handbook. I further understand that I have the right and may request information regarding the professional qualifications of my child's classroom teacher, in addition to information on the level of achievement of my child in each of the State academic assessments.

Parent Signature: _____ Student's Name: _____

Date: _____ School Year: _____ Homeroom Teacher: _____

THIS FORM MUST BE COMPLETED AND RETURNED TO THE ELEMENTARY SCHOOL

STUDENT EMERGENCY CONTACT INFORMATION FORM (must be submitted to office)

Student Name_____ _____
Last Name First Name Middle Initial

Home Phone_____ ☐ Yes ☐ No (Please select yes/no to receive calls from School Messenger)

Address: _____
Street PO Box

_____
City Township State Zip

Grade: _____ Current Age: _____ Date of Birth: _____

With whom does the student reside? _____

Please check one: My student is___ is not____ a member of an active duty military family (Army, Navy, Air Force, Marine Corps, Coast Guard – including **full-time** Reserve or National Guard).

Primary Parent/Guardian(s) in household – *Please circle which phone number is Primary

_____ (relationship): _____

Home Phone: _____ Work Phone: _____ Cell Phone:_____

_____ (relationship): _____

Work Phone: _____ Cell Phone: _____

Email address(s): _____

Parent/Guardian(s) outside the household who is to receive (pick-up) student/mail/information:

_____(relationship): _____

Home Phone: _____ Work Phone:_____ Cell Phone:_____

Email address(s): _____

Address (If different from student):

_____

Person to contact in case of emergency, if Primary guardian(s) cannot be reached:

_____Phone_____

***Note: This should be a person or persons who can be at the school within 15 to 30 minutes.**

Signatures of *both* Parent(s) required:_____Date:_____

_____Date: _____

Note: Notify the school IMMEDIATELY if you need to make any changes to this information.