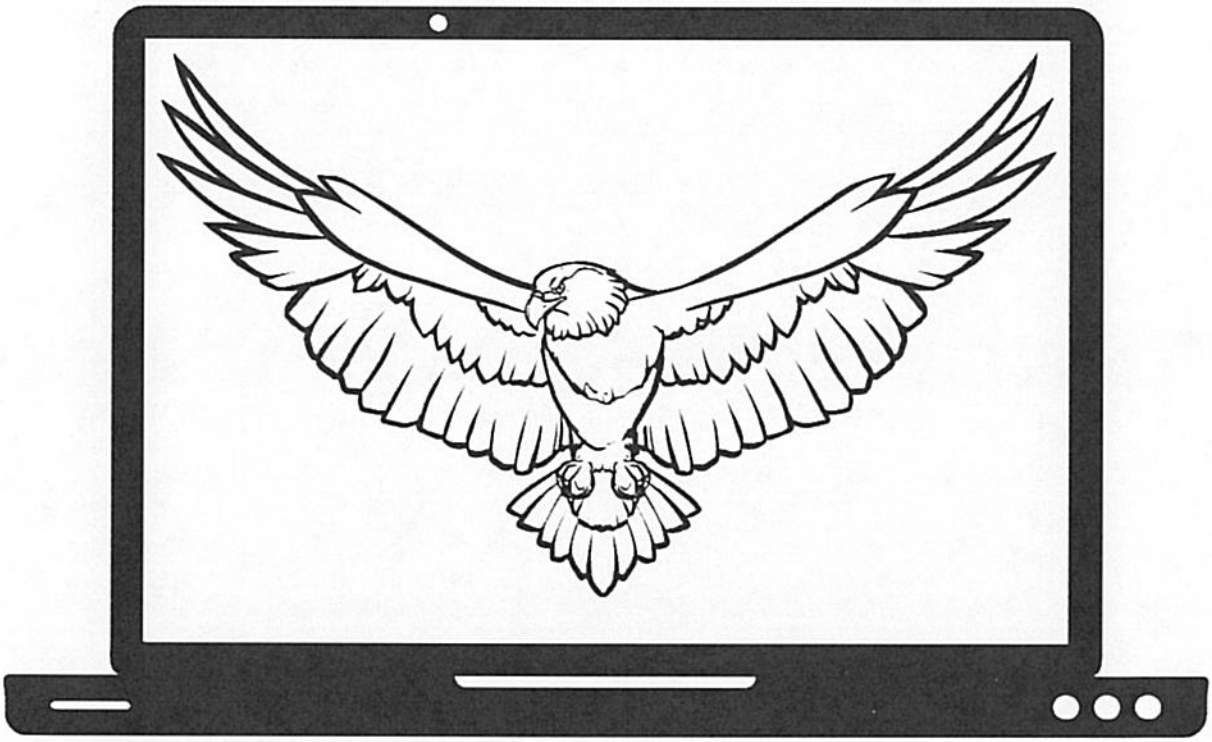
2026-2027

CONNEAUT SCHOOL DISTRICT



Conneaut Cyber Academy
Parent and Student Handbook

Phone: 814-683-5900
http:/www.conneautsd.org

CONNEAUT SCHOOL DISTRICT
219 West School Drive
Linesville, Pennsylvania 16424
Phone (814)-683-5900
Fax (814)-683-4127

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****NOTE****

All school policies are ever-changing....

Please check the Conneaut School District website for the most recent school policies. It is the parents/students responsibility to know these policies!

CONNEAUT CYBER ACADEMY STUDENT HANDBOOK

Conneaut Cyber Academy
Alice Schafer Annex
220 W School Drive
Linesville, PA 16424
Phone: 814-683-5900

High School Counselor – Ms. Melissa Flinchbaugh
High School Counselor – Mrs. Lisa Lichota
High School Secretary – Mrs. Jenafer Shreve (Ext 7050)
High School Secretary – Mrs. Valerie Smith (Ext 7040)
Office Clerical Aide – Diana Bish (Ext 7060)
CAMS School Counselor – Mrs. Sarah Pelc

Conneaut School District Welcomes You!

ADMINISTRATIVE WELCOME

Dear Student,

Welcome to Conneaut Cyber Academy! 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 HOME BUILDING.

CONNEAUT SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Conneaut School District is to provide a safe and a 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

Mr. 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, LLC– 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 .....Ms. Devin Campbell
devin.campbell@conneautsd.org

Special Education Administrative Assistant ..... Mrs. Amanda Kessner
amanda.kessner@conneautsd.org

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

School Psychologist .....Mrs. Deanna 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, Assistant to the Superintendent, ...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

Jason Wertelet	jwertelet@conneautsd.org	Math, Tech. Integrator
Caleb Hines	caleb.hines@conneautsd.org	ELA, Art, Tech. Integrator
Kristopher Barnes	kbarnes@conneautsd.org	Music (Grades 5-6)
Joshua Blood	joshua.blood@conneautsd.org	World Cultures
Shelley Caravella	scaravella@conneautsd.org	Special Education
Corinne Eaton	ceaton@conneautsd.org	Special Education
Carrie Fannin	cfannin@conneautsd.org	History (Grade 7)
Matt Fannin	mfannin@conneautsd.org	Technology Ed. (Grades 7 – 8)
Jamie Flores-Duda	jduda@conneautsd.org	Life Skills (Grades 5-8)
Michael Hillman-Huber	mhuber@conneautsd.org	Current Events, Math (Grade 5)
Jamie Kellogg	jkellogg@conneautsd.org	Science (Grades 7-8)
Serena Klink	sklink@conneautsd.org	Life Skills (Grades 9 – 12)
Nicole Kosinski	nkosinski@conneautsd.org	Spanish
Donna Kullen	dkullen@conneautsd.org	Young Adult Literature
Vicky Lipinsky	vlipinsky@conneautsd.org	Special Education
Kaitlin Liszka	kaitlin.liszka@conneautsd.org	Agriculture, Animal Science
Marie Marteeny	mmarteeny@conneautsd.org	Psychology, Legal Studies, Listening to History, US History 3
Krista Mathias	krista.mathias@conneautsd.org	Animal Science
Brian McCall	bmccall@conneautsd.org	5 – 6 Gym
Bret McCartney	bmccartney@conneautsd.org	Science (Grade 5)
Jodi McMaster	jodi.mcmaster@conneautsd.org	Special Education, 9 – 12 Special Education Liaison
Yvonne Medrick	ymedrick@conneautsd.org	History (Grade 8)
TBD		6 – 8 Special Education Liaison
Kendra Moran	kendra.moran@conneautsd.org	Art (Grades 7 – 8)
Sue Moss	smoss@conneautsd.org	English (Grade 5), Math (Grade 6), Science (Grade 6)
Chloe Shade	chloe.shade@conneautsd.org	Conservation Science
William Stevenson	wstevenson@conneautsd.org	Science (Grades 9 – 12)
Chad Wensel	cwensel@conneautsd.org	Physical Education, Health
Mary Wilson	mary.wilson@conneautsd.org	English (Grade 6), Social Studies (Grade 5&6)

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.

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 includes, 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 with 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.

TEACHER QUALIFICATIONS AND DISCRIMINATION POLICY

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
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

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. Misbehavior	1 detention	2 detentions	3 detentions
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 enforcement	3 to 10 days OSS + referral to law enforcement, + review for alternative education placement	3 to 10 days OSS + referral to law enforcement, + review for alternative education 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.

PARENT RESPONSIBILITIES

Parents/Guardians of cyber students have a unique opportunity and responsibility to participate in the education of their children. Parents/Guardians are expected to:

- Attend the beginning of the school year boot camp session.
- Directly supervise the child's education at home.
- Provide a physical environment conducive to the child's educational needs.
- Talk with the child about taking online courses and expectations.
- Go with the student to meet with the school counselor to sign paperwork and discuss pacing and attendance expectations.
- Get the information needed to log in to monitor the student's progress.
- Find out the name and contact information for the student's principal.
- Attend any information session offered by the district.
- Log in at least weekly to monitor the student's progress via the grade book.
- Assist the student in complying with all rules, policies, and procedures of the school.
- Assist the student in the submission of all forms, applications, and documentation to the school promptly.
- Maintain regular contact with the principal by telephone and email.
- Monitor student's computer use to ensure that computer equipment and software are used for educational purposes and per school policy.
- Work with the student and his/her principal to ensure successful completion of the curriculum within the allowable time frame.
- Assure that all work submitted by the student was completed solely by that student.
- Notify the school immediately of any change in the student's contact information or academic status.
- Provide the student with transportation as needed to participate in standardized testing or other school activities.
- Return all instructional materials and equipment to the school as requested by the student's principal.

STUDENT RESPONSIBILITIES

Students pursuing online education have expectations and policies that must be followed:

- Parents and students must meet with the principal to sign paperwork and discuss pacing and attendance requirements.
- Follow the school calendar.
- Agree to and follow all policies outlined in the handbook.
- Log in and take any diagnostic test(s), including Study Island and CDTs.
- Log in and complete the daily lessons.
- Contact the principal with any questions or problems while taking the course.
- Contact principal when ready for proctored exam(s), if required by district policy.
- Notify principal and all affected teachers of any planned excused absences.
- Use appropriate language, common sense, and proper grammar and spelling when sending electronic communication.
- Follow the school's Acceptable Use Policy.
- Do not use any other student's login or password.

ACADEMIC SUPPORT AND PLACEMENT

- Each online course's content and assignments are aligned with Pennsylvania's content standards or other nationally accepted content standards. They are written by highly qualified teachers and have been through a rigorous multi-step review process.
- Each lesson of each online course contains multiple methods for students to learn the material that accommodates different learning styles. Additionally, each online course has an online or hard copy textbook to specifically accomplish the lesson objectives. Furthermore, each lesson has an assessment to gauge the student's understanding of the lesson objectives.
- Each student will have an online teacher who will monitor the student's progress and, if necessary, create interventions to help the student master the lesson objectives.
- Each student will have a school counselor appointed by the school district to help monitor the student's progress and help coordinate and give assistance, if necessary. This counselor is typically the school counselor at your home building.
- Students are required to attend all state and school-mandated assessments.
- Students and parents have continual access to student grades online. Your child's school will issue progress reports, report cards, and diplomas.

WITHDRAWAL FROM CONNEAUT CYBER ACADEMY

Withdrawal

Students participating in the full-time online model may withdraw from the program and return to brick-and-mortar schooling provided that the parent/legal guardian indicates in writing the reason for withdrawal and expected exit date from the program. Parents may initiate withdrawal from the program by contacting the student's principal. Your child's home school will contact the parents to ensure proper paperwork is completed and equipment is returned to the school.

TECHNOLOGY/SUPPORT

Technical Support

- Technical Support will be provided to **full-time** online students and only for the device and software provided under the full-time online program. Technical Support cannot be provided on home wireless networks, computers not given to the student by the full-time online program, and or to any students/families not enrolled in the full-time online program.
- The full-time online program will provide the full-time student with a device and the appropriate software needed to support the student's curriculum. This equipment remains the property of the Conneaut School District and must be returned upon termination of the student's online learning.

- All use of the assigned device will be in accordance with the District's Acceptable Use Policy 815 and One-to-One Computing - Acceptable Use Policy 815.1, which will be signed and returned prior to device distribution.
- The school reserves the right to deny a student's access to equipment and/or Internet access to prevent further unauthorized activity. Students denied such access must return any issued equipment.
- Full-time online students will report all issues they are having with the computer or courseware to the building principal.
- All issues reported during the school day will be responded to by school personnel within 24 hours or the next school day.

Book	Policy Manual
Section	200 Pupils
Title	Cyber Eligibility
Code	202.3
Status	Active
Adopted	June 8, 2022
Last Revised	April 13, 2022
Last Reviewed	April 13, 2022

Purpose

The Board recognizes that a system of eligibility to ensure student success in the Cyber program will benefit all students and help identify a method of education that best fits the needs of each student.

Definition

Students attending the Conneaut Cyber Academy in any form (blended, full-time, etc.) must maintain a 65% or higher in all Cyber courses.

Guidelines

When a student's average grade in a cyber course falls below the thresholds provided, the student shall receive a warning.

Students who receive 3 warnings may be removed from the Cyber Academy at the discretion of the building principal.

Students with an IEP who receive 5 warnings may be removed from the Cyber Academy at the discretion of the building principal and the Special Education team.

Students may also receive a warning for disciplinary action, where a detention, ISS, or other disciplinary actions are not available due to the nature of the Cyber Academy.

Delegation of Responsibility

The Board directs that the instructional program of this district includes a system of grading for all pupils which is consistent with the educational goals of the district.

Legal
24 P.S. §13-1317
24 P.S. §5-510

ACADEMICS

Program Requirements – Students must maintain a 65% or higher in all cyber courses. Once a student has dropped below this grade, they have a week to improve it. If any cyber grade drops three times, they will be required to return to the building for in-person classes.

Graduation Requirements - The following requirements have been established for students in grades 9 through 12.

Students must complete one (1) of the following:

1. Keystone (state-wide assessment) Exams – A student must score proficient or advanced level on the Keystone Exams for Algebra 1, Literature, and Biology. This Exam will be taken at the end of the course.

2. Beginning with the class of 2017, Keystone Project-Based Assessments may be completed by students unable to successfully complete the Keystone Exam. An advisor "certified in the subject area" will be assigned to the project-based assessment.

Students shall obtain 26 units of credit and complete the Career Portfolio Project.
The units of credits shall be earned in the following areas:

Units of Credit	Course Title Eight (8) Period Day
4	English
3	History
3	Science
4	*Math
1	Computer Course
+ 3	Health/Physical Education
18	**Total Credits**
+ 8	Electives - (Additional courses from among those approved for credit toward graduation by the School District, including approved career & technical courses.)
26	**Total Units of Credits**

*Students are required to take one (1) math credit in their junior year.
**Students attending Crawford County Career and Technical Center should take four (4) credits of mathematics to fulfill recommended course sequencing, unless impossible to schedule.
*Credit will be given for remedial classes taken to pass the Keystone Exams.

GRADUATION: Graduation exercises are to be considered a privilege and not a right. Therefore, student participation can be limited due to violations of the school and District's rules, policies, and procedures. All graduation practices are mandatory; if a practice is missed, the student will be unable to participate in the graduation ceremony.

GRADE PLACEMENT:
Credits Needed to Move From:
9^{th} to 10^{th} grade – 6.0 credits
10^{th} to 11^{th} grade – 12.0 credits
11^{th} to 12^{th} grade – 18.0 credits

Grade placement in senior high school is determined on the basis of credits earned.

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 two (2) grading periods during the semester. Each grading period consists of 45 instructional days. Report cards are distributed one week after the closing of the grading period.

Students are assessed on a multitude of criteria such as assessments, quizzes, essays, tests, and forum discussions. Students have immediate and continuous access to grades by logging into eSchool. Grades for assessments and tests will be posted within 1 – 2 school days from the date they were submitted. Student GPA and class rank will be calculated by the school district. Report cards and progress reports will be distributed by the student's home school.

An incomplete grade may be given on the quarterly report card if the student's make-up days overlap with a quarter-end date. The student will have ten days after the end of the marking period to complete any work, or the incomplete assignment grade(s) may change to 0%. The principal will be notified of incompletes for semester grades and may request a conference with the student and parent/guardian.

If a student would like to retake a test, the student must request a retake for the test through the teacher. The teacher will determine if the request is appropriate and will make appropriate accommodations.

WEIGHTED GRADES - The philosophy behind weighing a course is based on the premise that a grade in a more academically challenging course should carry more point value than the same grade given in a less challenging course. The point value has been established at 1.1. The following is a list of those courses that will be considered for weighted grades:

Subjects		
Algebra II	AP Biology	Biology II
Geometry	AP Comp Science	
Trigonometry	AP Chemistry	Anatomy Physiology
Pre-Calculus	AP Government	Physics
Calculus	AP US Government & Politics	AP Psychology
AP Calculus	AP Human Geography	
College Prep English 9-12	Organic Chemistry	German III, IV & V
AP English Language	Inorganic Chemistry	Spanish III, IV & V
AP Literature		

DUAL ENROLLMENT PROGRAM: Allows high school juniors and seniors to take college courses and high school courses at the same time while earning credit for both. Student will need to speak to their School Counselor for more information.

HONOR ROLL: All subjects are considered in determining placement on the Honor Roll. Grade point averages are calculated based upon the units of credits and the student's grade in that course. Example (for one semester):

SUBJECT	CREDIT	GRADE	POINTS
English	1.0	92	92.0
Chemistry	1.0	88 (1.1)	96.8
Computer I	1.0	86	86.0
Health	0.5	98	49.0
Physical Education	0.5	99	49.5
TOTALS:	4.0	463	373.3

Quality Point Average = Quality Points/Credits

Example: 373.3 ÷ 4.0 = QPA (Grade Point Average)

The overall QPA required earning placement on the Honor Roll:

95% - 100% HIGH HONORS (with no grade lower than 85%)

91% - 94% HONORS (with only one (1) grade lower than 85% but not lower than 77%)

FOR GRADUATION PURPOSES, HIGH HONORS AND HONORS ARE BASED ON THE CUMULATIVE AVERAGE OF ALL FINAL GRADES. CLASS RANK SHALL BE COMPUTED BY THE FINAL PERCENTAGE IN ALL SUBJECTS.

A student's grade percentage shall be carried out to FOUR (4) decimal places only and will not be rounded up or down. Any two (2) or more students who have computed percentage averages that are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.

Weighted grades will be used for the purpose of determining honor roll and class rank.

VALEDICTORIAN: Graduating senior who has achieved the highest-grade point average in grades 9 through 12.

SALUTATORIAN: Graduating senior who has achieved the second-highest grade point average in grades 9 through 12.

FINAL GRADES: The final grade in any full-credit course is calculated as shown in the following example:

SENIOR HIGH	GRADE	FACTOR
First Grading Period	84	x 2.25 = 189
Second Grading Period	88	x 2.25 = 198
Third Grading Period	80	x 2.25 = 180
Fourth Grading Period	72	x 2.25 = 162

Final Exam	72	x 1 = 72
TOTAL		(10) 801

Final Grade: 801 ÷ 10 = 80.1% (or 80%)

Final exams in courses that are less than one full credit are optional.

LATE WORK POLICY

Students have one week from the close of an assignment or a quiz to complete it to receive half credit. After one week, all NTIs will be calculated as zeroes. Unless you experience a once-in-a-lifetime opportunity or tragedy, this policy will be strictly adhered to. An exception to this policy must be discussed with your teacher(s) prior to this experience occurring.

If you have missed any assignments or quizzes, you must complete the following steps to submit your missing work or to ask for a quiz to be reopened.

Late assignments:

1. For your missing work, go back into the assignment and open it up.

2. Go into your Canvas INBOX and create a message to your teacher. Use the TITLE of the lesson as the SUBJECT of the message.

3. Then write your reflection, etc. in the message. Attach any necessary files for this assignment to this message.

4. Create a NEW message for EACH missing assignment.

Late quizzes:

1. You will need to message your teacher via Canvas INBOX to politely ask for a Quiz to be reopened.

2. If the teacher allows you to make up the quiz, then the quiz will be open only for you.

3. After you have completed the quiz, please send your teacher a message via Canvas INBOX to let me know it needs to be graded.

ASSIGNMENT POLICY

First assignments for the Cyber school year will be posted on the first Monday of the school calendar. The cyber school year will finish on the last full day of the school calendar. We follow the school calendar between and including those dates. All assignments will be delivered through Canvas assignments and quizzes. The optional use of Modules and sorting the assignment page by type is allowed, but is optional and will be communicated to you by your teacher if you will be using one of these features.

New assignments/quizzes will be posted on Wednesdays.

All assignments/quizzes will have at least 5 school days of availability for full credit.

All Canvas assignments/quizzes will have similar or even identical titles to the titles used in the Synergy gradebook.

TESTING POLICY

Mandated testing

Cyber students are required to participate in all school and state-mandated assessments. Students will communicate with their principal on the date and time that they are to arrive at the local school to take the specified assessments.

Advanced Placement Exams

Students wishing to take AP exams must work with the school's guidance counselor to determine date, time, and location. The cost of AP exams is the responsibility of the student, unless stated otherwise by the teacher.

SAT

Students wishing to take the SAT exams must contact the school's guidance counselor to determine the date, time, and location.

PHYSICAL EDUCATION POLICY

Physical education requirements may be satisfied by participating in organized lessons, activities, and events. Students who choose to participate in physical activities must work with their principal and teacher to develop a fitness plan and keep a log of their activities. Typically, a fitness tracker is assigned to each student participating in the course to track and log their workouts.

ATHLETIC AND CLUB ELIGIBILITY

Students wishing to participate in Conneaut School District's athletic program or clubs will need to express interest to their principal. The principal, in turn, will give the student the appropriate details of the club or program, including academic restrictions. The school district has the authority to enforce academic probation on any student who is participating in a club or activity. Principals will work with students, parents, and coaches/directors to assist students who are in danger of academic probation.

CONTACTING STAFF

To contact a teacher, the preferred method is via Canvas INBOX. Only use a staff member's email if Canvas is not available. See Canvas Guide at the end of this handbook for more information about how to access Canvas INBOX.

HOME ACCESS CENTER

Parent(s)/guardian(s) are encouraged to monitor their students' academic progress by accessing the Home Access Center website located on the Conneaut School District Website; www.conneautsd.org. Students are also encouraged to monitor their academic progress. Students will be reminded of their login information at the beginning of each school year. If parents/guardians need their login information, please contact the school office. If you have questions or problems accessing the Home Access Center website, contact the school office.

CRAWFORD TECH

The CRAWFORD TECH is the major center of occupational and technical skill training for secondary students and adults in the county. Four out of five jobs in the next ten years will require some type of trade or technical training, according to the U.S. Bureau of Labor Statistics.

At the Technical Center, students have a chance to learn a life-supporting skill, a way to "Learn To Earn." Seventeen programs spanning a variety of careers are available for high school students. People with specific job skills have an advantage when seeking jobs that offer better pay or advancement. Technical skills can open many doors. Upon graduation, students can enter the workforce, begin an apprentice program, go to trade/technical schools, or go to college. Learning a skill is an investment in one's future.

During the fall, all Freshmen will attend a three-hour field trip to tour the CRAWFORD TECH. This field trip is during the school day and chaperoned by teachers and counselors. If a student indicates an interest in any of the programs, they will then return to CRAWFORD TECH later in the year to do half-day work sessions in those programs. Freshmen will be informed by the end of the year whether they have been accepted into the program of their choice.

CRAWFORD TECH
ENROLLMENT PROCESS

SEPTEMBER – 9TH-GRADE ORIENTATIONS

Fliers are mailed out "To the Parent/Guardians of..." all 9th-grade students prior to school starting. These explain the programs available to them through the CRAWFORD TECH and give a general outline of the enrollment process. As school is starting, postcards go out to all 10th-, 11th-, and 12th-grade students, reminding them that CRAWFORD TECH courses are an option available to them. Mailing address information is obtained from the sending districts during the summer.

The CRAWFORD TECH counselor visits each sending school to give one-period orientations to 9th-grade students and distribute Program Guides, containing application forms, for them to take home and discuss with their parent/guardians. Detailed information for each program may also be found at the school website, **www.crawfordctc.org**, High School Programs.

OCTOBER - 9TH GRADE TOURS/APPLICATIONS

9th-grade students do a half-day tour of the programs at CRAWFORD TECH. Students fill out Interest forms before leaving the Technical Center, indicating up to three shops they would like to look at more closely. Postcards are mailed to the students from the instructor of their program-of-first-choice, reminding the student to fill out an application form and return it to their home-school counselor. Additional application forms can be obtained from the counselors or at www.crawfordctc.org.

OCTOBER/NOVEMBER – OPEN HOUSE

A day is chosen for Open House. Hours are during both sessions of school as well as in the evening. Postcards with the date and times are mailed to 7th- through 12th-grade students from the sending schools. Address data is provided by the districts.

NOVEMBER – INTERVIEWS & SENDING-SCHOOL INTENT

The sending-school counselors set up a schedule with the CRAWFORD TECH counselor to interview applicants. A copy of transcripts for 7th- and 8th-grades, as well as a copy of the 9th-grade report card for each applicant, is attached to the completed Application. This will be given to the CRAWFORD TECH counselor (or special populations coordinator if the applicant has an I.E.P.) on the day of interviews.

CRAWFORD TECH prepares Intent letters for students who were accepted the previous year as 9th-graders to start two-year programs during the next year as 11th-graders. The purpose is to give students the opportunity to indicate if their chosen program is still their career intention. These are given to the home-school counselors for the accepted students to complete, and then are returned to CRAWFORD TECH.

DECEMBER – IN-HOUSE INTENT

Any current CRAWFORD TECH students who are expected to return for the next school year are given In-House Intent forms to complete. This gives students an opportunity to indicate if they wish to remain in their current program, return to a full-time schedule at their home school, or be considered for an opening in another CRAWFORD TECH shop. Any student who indicates they wish to transfer to a different CRAWFORD TECH program will be scheduled for a work session, if they did not previously have one for that shop.

JANUARY/FEBRUARY - WORK SESSIONS

New applicants come to CRAWFORD TECH for half-day work sessions, in up to three different shops they have chosen, to determine if they want to attend CRAWFORD TECH. The students complete Final Intent After Work Sessions forms to indicate if they wish to enroll in work session course(s), and their order of preference.

FEBRUARY/MARCH - ACCEPTANCE PROCESS

Students are accepted into programs based on the CRAWFORD TECH Student Application/Selection Policy. Accept notices are given to sending-school counselors to distribute. Each student signs their acceptance notice after marking whether or not he/she will attend the indicated CRAWFORD TECH course. Sending school counselors return the signed accept notices to CRAWFORD TECH.

Any student not directly accepted into a program will be mailed a Parent/Guardian Conference letter (acceptance pending outcome of conference) or given a Wait List notice. Wait lists are maintained for courses with more requests than openings. If an accepted student decides not to attend, moves, etc., then another student is selected from the wait list for that program. This can happen at any time up through the beginning of the scheduled enrollment year.

MARCH/APRIL - HOME SCHOOL/CRAWFORD TECH SCHEDULING & MAKE-UP WORK SESSIONS

Make-up work sessions are scheduled for applicants who were absent or applied late. Any work sessions done after the acceptances will be for programs with openings still available or for placement on program wait lists.

Sending-school counselors help students set up a half-day CRAWFORD TECH, half-day sending school schedule for the appropriate school year. With careful planning, students can attend CRAWFORD TECH and complete all graduation requirements.

FOR MORE INFORMATION AND A FULL COURSE LIST, CONTACT ADMISSIONS AT CRAWFORD TECH 814-724-6024 EXT. 210

OR VISIT HTTPS://CRAWFORDCTC.ORG

NCAA CLEARING HOUSE INFORMATION

If you are a student-athlete interested in competing in intercollegiate athletics, the National Collegiate Athletic Association (NCAA) has established criteria that must be followed. You may access additional information at NCAA.org and discuss your academic and athletic requirements and guidelines with the school's principal, school counselor, and athletic director.

ATTENDANCE

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attend school. Students taking online courses are expected to follow the school calendar. Full-time online students will arrange an appropriate schedule with their assigned principal. Students are expected to log in to Canvas each school calendar day to communicate with their principal. Failure to log in and communicate with the principal will result in an unexcused absence. Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

Excused Absences

Conneaut School District recognizes that circumstances occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absences and should fall into one of the categories below. Students are expected to work with their principal and online teachers to make up any missed work.

- **Absence due to illness, health condition, or family emergency**: The parent or legal guardian is expected to notify the assigned principal via email before the absence unless the situation does not provide such an opportunity. A doctor's note must be provided if the student misses three consecutive days due to illness.
- **Participation in school-approved activity**: In order to be granted an excused absence, the activity must be authorized by the principal and parent/guardian. The affected online teachers must be notified before the event.
- **Parent/guardian request for temporary absence**: Upon parent/guardian request, the principal and appropriate school district personnel may temporarily excuse a student for agreed reasons. The request should be submitted in writing in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed to be detrimental to the student's academic progress.
- **Disciplinary actions**: Absences due to temporary suspensions are deemed excused for attendance record keeping.

Unexcused Absences

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence. The parent or legal guardian will be notified of any unexcused absence. If two unexcused absences occur in a month, a conference between the parent/guardian, principal, and student will occur. After three or more unexcused absences occur in a month, an action plan will be determined to ensure student success. If a student has ten or more consecutive unexcused absences, he/she will be considered withdrawn from Conneaut School District.

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.

ACTIVITIES ATTENDANCE

Failure to be in attendance for cyber school on any given day 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.

SCHOOL CLOSING

Since we follow the school calendar for Cyber School, if school is cancelled for the day, then it is also considered cancelled for Cyber School, as staff will not be working that day. We will make the day up later in the school year, typically on a Snow Day or as additional days added to the end of the school year. If you would like to continue working on a cancelled day, you may do so, but be aware that there's no guarantee you will get help from staff online, and the Cyber Lounges will also be closed during these closures.

ATHLETIC EXTRACURRICULAR ACTIVITIES

- **Physical Examinations** – (All Student Athletes are required to have an annual physical.) However, P.I.A.A. regulations require that the standard C.I.P.P.E. 6 section form be utilized – no exceptions. These forms are available in the office of the high school. Parents must complete Sections 1-5 prior to the physical. Section 6 will be completed by the examiner.
- **Eligibility** –
    - To conform to PIAA regulations, student athletes in Conneaut School District may compete for junior varsity or varsity competition in grades 9-12 in all sports including cheerleading. Students in grades 7-9 must also conform to PIAA regulations and are eligible to participate on the junior high level.
    - The principal or designee is responsible for determining the academic eligibility of students involved in extra-curricular activities.
    - Student scholastic eligibility shall be determined on a weekly basis during each grading period by maintaining a sixty-five percent (65%) in a minimum of six (6) out of eight (8) courses. Students cannot fail the same course two (2) weeks in a row. Students who participate in any extracurricular activity are subject to this requirement. Students who do not meet the requirement in the preceding paragraph are given a one (1) week warning to become eligible. During this week, the student athlete may practice and play games. If the student remains ineligible the following week, they are classified as ineligible. #1, which means they may practice but cannot participate in games. #2, which means they cannot practice or play in any contest. Student athletes who are ineligible for three (3) consecutive weeks (not counting the warning week) OR a combination of four (4) weeks of ineligibility during the course of the season are

dropped from their team roster. PIAA does require that all students must be passing four (4) full credit courses at all times to be eligible.

- Eligibility for all students involved in extra-curricular activities will be completed/determined on a week-to-week basis. Grades in each subject will be calculated as a cumulative grade across one grading period.
- At the end of the week preceding the first PIAA sanction, athletic contest or competition, eligibility will be determined for the week of the first contest. Eligibility sheets will be given out to teachers every Friday (or the last school day of that week). Students and coaches will be informed on or before the following Monday of the student's eligible status. Eligibility will continue to be determined throughout post-season play. At the end of a semester, the grade for the course (final average) will supersede the six weeks, and the student will be eligible. If a student fails the six weeks but passes the class, they will be allowed to participate.
- The Conneaut School District academic guidelines for a minimum number of credits passed per year is (6) out of (8). This translates into a student must pass 6 out of 8 credits taken in each grading period, and no student may fail more than 1 credit per grading period to be eligible for extracurricular activities. If a student, at the end of a grading period, is academically ineligible, that student will be required to sit out of practices and games for (10) consecutive school days. At the end of the 10-day ineligible period, a student must be passing all subjects currently being taken to be reinstated into the extra-curricular program. The Conneaut School District requires minimum academic guidelines that are higher than those of the PIAA minimum standards. However, the 10-day exclusion from extra-curricular activity does follow PIAA guidelines. The exclusion period will begin the day after report cards are distributed.
- At the end of the school year, a student cannot be failing more than two credits. If so, the student will be suspended from extra-curricular activities for the first 10 days of the next school year. This also excludes students from pre-season workouts.
- If the proper number of credits is successfully completed over the summer to correct the deficiency, the student shall be eligible for extra-curricular activities beginning immediately.
- Students participating in athletic events and/or extra-curricular activities of any type shall be in attendance at school as follows: middle school by 9:00 am and high school by 10:00 am. If a student arrives late to school on or before the designated time, a valid excuse must be presented. If a student is absent from school or arrives after the designated time, that student is automatically ineligible to participate in the practice or event for that day. Exceptions are medical excuses, family emergencies, school-related activities, legal appointments, or an unusual event that is beyond the student's control that must be approved by the principal.
- A student who has been absent from school during a school year for a total of 20 days or more shall not be eligible to participate in any extra-curricular practices or contests. Once a student has missed 20 or more days, he/she must be in attendance for a total of 60 school days following his/her 20th day of absence. During the 60 days, the student is ineligible to participate in any extracurricular activity. Exceptions are as follows: confining illness, quarantine, confining injury, death in the immediate family, court-issued confinement, court or legal-issued absences. Absences that are out of the

ordinary and do not fit any of the guidelines above could be reviewed by a special committee made up of the athletic director and principal. Attendance at summer school does not count toward the 60 days required.

- A four-member panel will be appointed at each school to deal with only the most difficult eligibility concerns, which occur between grading periods. This panel will consist of the principal, school counselor, athletic director, and one teacher to be named at each school. The appointed teacher will serve for a minimum of one (1) year. (This panel concept was taken from input suggested by P.I.A.A.)

ATHLETIC PRACTICES

Conneaut School District has a closed practice rule in which all athletic practices are considered closed to all individuals but team members, coaches, and other related team personnel. Parent(s)/guardian(s) are permitted to enter the practice area 15 minutes prior to the announced practice ending time.

HOW ABSENCE AFFECTS ELIGIBILITY

A pupil who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be able to participate in any athletic event until he has been in attendance for a total of sixty (60) school days following his twentieth day of absence, except where there is a consecutive absence of five (5) or more school days, due to continuing illness, injury, death in the immediate family as directed in Section 1154 of the Public School code of 1949, as amended, court subpoena, or quarantine, such absence may be waived from the application of this rule by the District Committee. Attendance at summer school is not included in the sixty (60) days required."

"Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section." In cases where a student's work in any preceding grading period does not meet the standards provided for in this article, said student shall be ineligible to participate in interscholastic athletics for the first twenty (20) school days of the next grading period, except as provided in Section 5.

On days of in-school or out-of-school suspension, the student is declared ineligible for participation in practices, games, or events. Suspension of students from athletic teams must be consistent with school suspension procedures.

Rules and regulations pertaining to athletics can be found in the Conneaut School District Athletic Handbook.

STUDENT EDUCATIONAL TRIPS

The 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 building 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.

FIELD TRIPS AND SOCIAL ACTIVITIES

Full-time online students are encouraged to participate in school-sponsored activities. Students must comply with all school policies and not be under disciplinary action. Students wishing to attend field trips or social activities must first notify their building principal and the teacher hosting the field trip, and make proper arrangements with the school district. Once arrangements are made and permission is granted, students will then notify their online teachers of their excused absence. Students are responsible for completing missed work during the field trip or social activity.

Full-time online students should remember that they are still members of their school district and therefore should dress appropriately. School district dress code policy will be enforced, and any student found in violation of the dress code policy will not be allowed to participate in the field trip or social activity. Students also should be aware that when they attend a school district-related function, they are representing their local school and community. They should conduct themselves in an appropriate manner at all times as their conduct is a direct reflection on themselves, their families, and their school.

EXTRACURRICULAR ACTIVITY TRIPS, SOCIAL EVENTS AND CLASS TRIPS: Policy #231

The Board recognizes the value of student social events and activity trips in enhancing and enriching the school experience for the children of the Conneaut School District. As voluntary participants in school extracurricular activities, social events, and class trips, students shall be held responsible for compliance with rules set forth in advance for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.

Participation in social events and activity trips is not a right and may be denied to any student who has demonstrated disregard for the rules of the school. Rules and expectations governing all school-sponsored trips are set forth in Policy #231. All misbehavior related to school-sponsored trips will be governed by Policy #231 and, if applicable, the Conneaut Area Senior High Rules for Student Conduct.

Any student who violates the rules and regulations governing students' conduct while on extended field trips, in addition to any other disciplinary action taken in accordance with the rules and regulations governing student conduct, shall be prohibited from participating in any subsequent student activity, social event or class trip for the remainder of the school year.

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.

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 Title IX Coordinator, or if you do not feel that you could go to your Principal, another District Administrator will inform you of the procedures and take your claim.

SEXUAL HARRASSMENT: 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 favors, 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 HARRASSMENT: 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/CYBER BULLYING/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.

MILITARY RECRUITER INFORMATION: Conneaut School District high schools, in compliance with Act 10 of 1991, will provide eligible Armed Forces recruiters a listing of all students expected to graduate, including name, home address, and telephone number. Any student who wishes to have their name and information excluded from the list must give written notification of that request to the school district. Lists are provided to recruiters in the summer between sophomore and junior years, so written notification must be given prior to the end of the sophomore year.

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.

STUDENT ACTIVITIES: There are a variety of activities that students can be involved in at the Conneaut Area Senior High (CASH), including band/chorus, a variety of sports, Yearbook, FFA, Student Council, Drama, Dance, Environmental, Spanish, Junior and Senior Class, and Newspaper, to name a few. Students serving in-school or out-of-school suspension shall not be permitted to participate in or attend school activities during the period of suspension.

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.

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.

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.

STUDENT NEWSPAPER AND PUBLICATIONS: School newspapers and publications shall conform to the following:

1. Students have a right to report the news and to editorialize within the provisions of paragraphs (4) and (5).
2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material, and edit other material that would cause a substantial disruption or interference with school activities.
3. School officials may not censor or restrict materials simply because it is critical of the school or the Administration.
4. Prior to approval, procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval lapses without a decision, the material shall be considered authorized for distribution.
5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

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.

WORKING PAPERS: Working papers will be issued from the office of the Principal. Students must pick up forms and instructions from the Secretary.

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.

PARENT CONFERENCES: Parent conferences are held for all elementary 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.

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 which 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 who 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.

SUSPENSION AND EXPULSION

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

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 Teaching or 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 no special education teacher is 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.

STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE, AND OTEHR EDUCATIONAL INSTABILITY

Students Experiencing Homelessness, Foster Care, and 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, child care 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:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency, transitional, or domestic violence shelters.
- Abandoned in hospitals.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings
- Living as migratory children in conditions described in previous examples.
- 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.

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/guardians 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 parents' 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 to 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 of 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 (Grade 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 of records can be seen at each school building upon request.

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.

Parents 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 anti-microbial 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.

GETTING STARTED WITH CANVAS/TROUBLESHOOTING GUIDE

CANVAS GETTING STARTED:

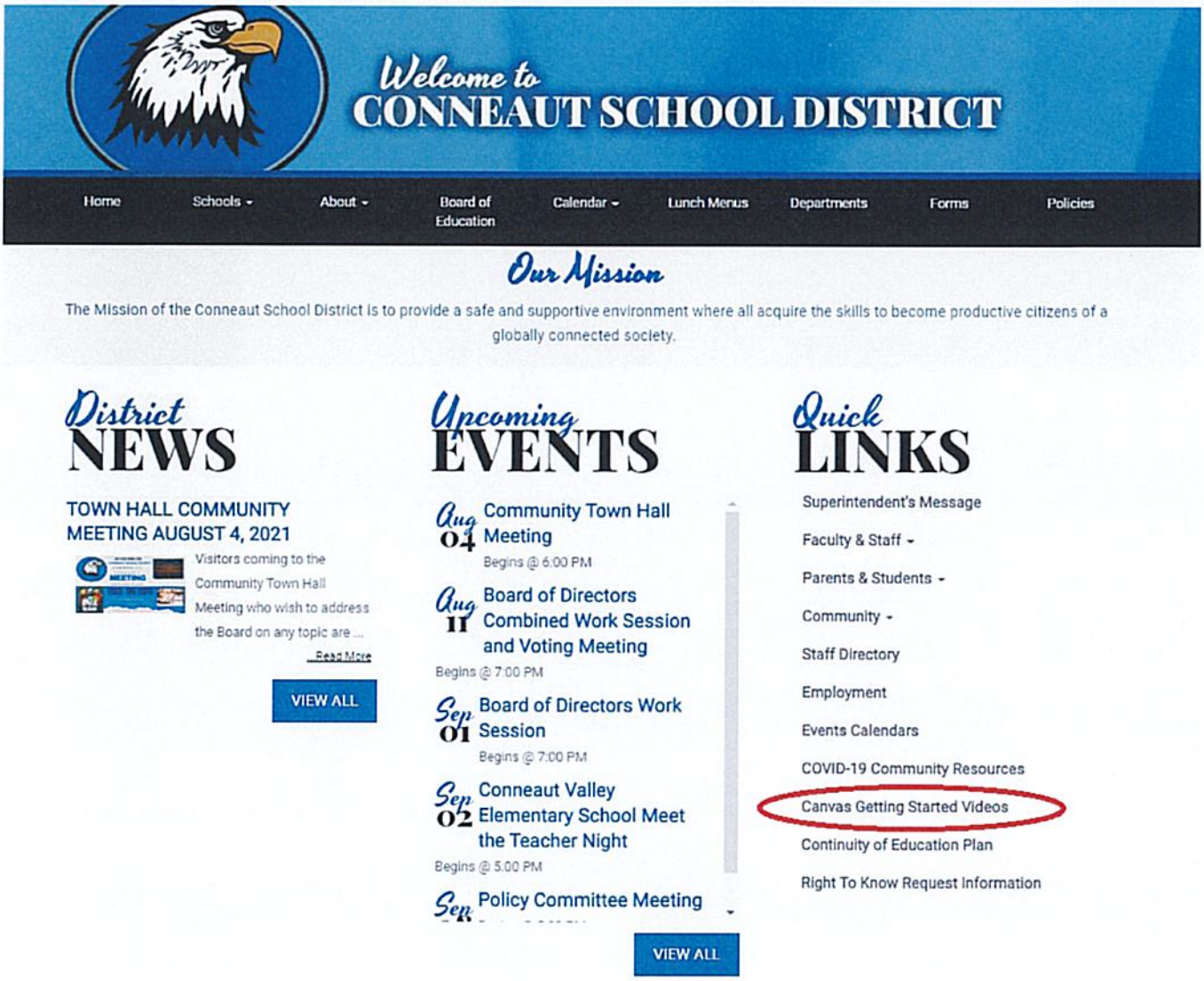
- Go to www.conneautsd.org
- Click on Parents and Students drop-down on the right side of the page.
- Click on "Canvas/Student Textbooks".
- Your login is the Username and Password you use to log in to any school district computer or Chromebook.
- Once logged in to Canvas, click on the 3 vertical dots to the right of the Eagle Emblem and the word Dashboard.
- Now click on "Card View". This will set everyone's Dashboard to the same view.
- Each Card represents an Academic Course
- Go to the left menu and click on "Courses." When that window opens, click on "All Courses."
- Now click on the "STAR" for each course you are taking. When you "Star" the courses, it will place a course card on your dashboard for easy access.
- When completed, click on the Eagle or Dashboard. Both will take you back to the dashboard.
- The menu on the left in blue and white lettering is the general menu for Canvas. Let's work down this menu.
- Account gives access to your settings, eportfolio, and notifications settings
- Dashboard returns you to the Course card page
- Calendar will display due dates for assignments and other events
- Inbox is the internal messaging system and will display a notification bubble when you have received a message. You can click on the message and reply to it by using the arrow in the text area. NOTE: This is where you should be contacting your teachers as necessary.

Thanks for working through the Quick Guide. Now, your student should click on the course card "Cyber Home" and begin the tutorials and assignments if they have not done so already during the Cyber Boot Camp.

If you need assistance, please contact the building principal.

FURTHER CANVAS RESOURCES

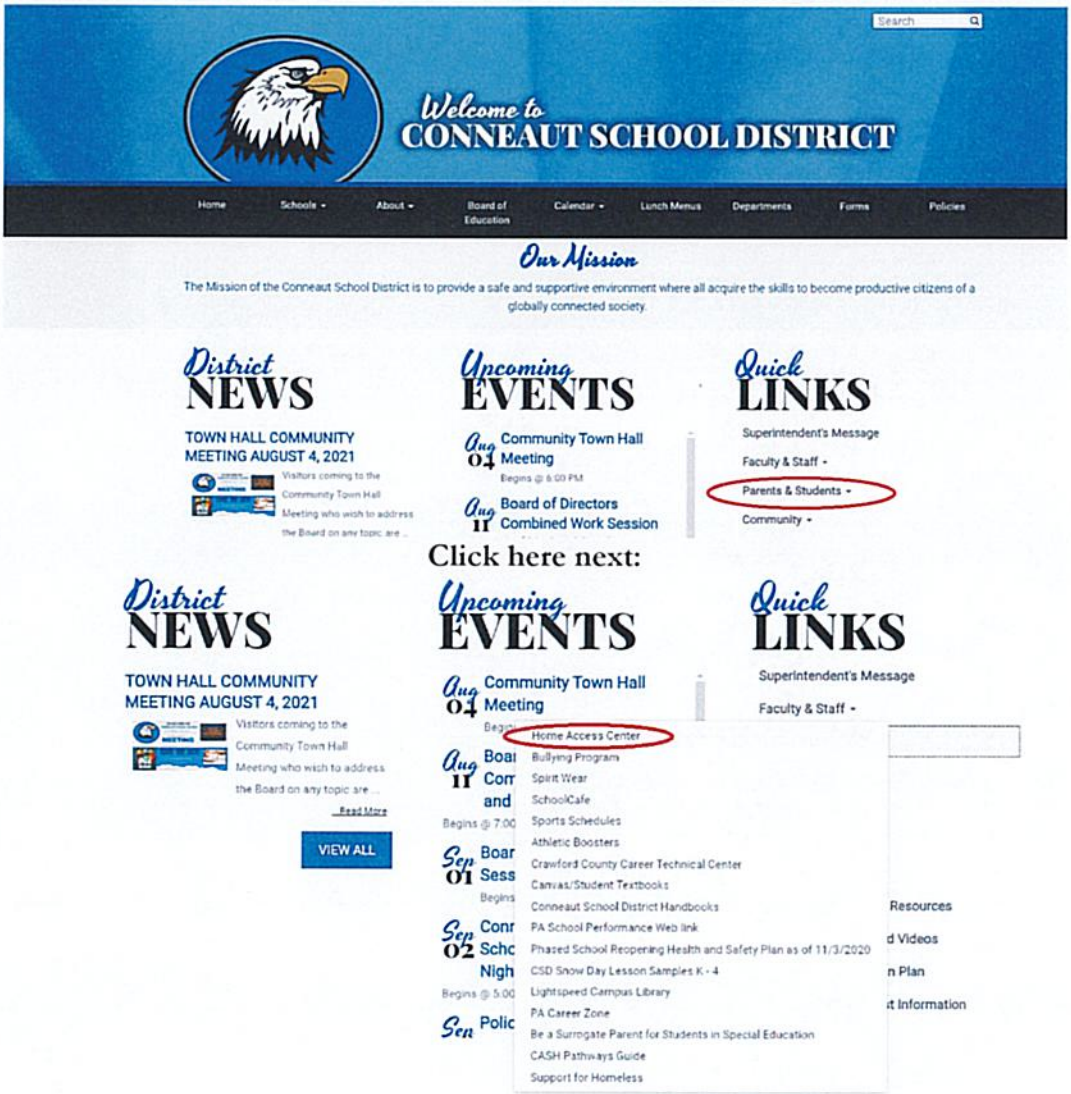
Additional Canvas resources are available on the District's web page under Quick Links, Canvas Getting Started Videos. See below for an illustration on where to locate these videos.



CHECKING YOUR GRADES

You should check your grades daily. You can find the link to the "Home Access Center", where you can login for grade information, on our district website. Once you've found the site, you must retrieve your username and password from your home building.

See below for illustrations on how to find the link to "Home Access Center".



USING YOUR FITNESS TRACKER (IF APPLICABLE)

In order to use this device, you'll need an account provided by the building principal and/or the secretary handling the Cyber Academy

Your fitness tracker is a Garmin Vivosmart 4. The replacement cost is $129 plus applicable taxes and fees. In order to get your fitness tracker working, you'll need to follow these steps:

Download the app and setting it up:

- First, if you'd prefer a video tutorial, you can find one here: **https://tinyurl.com/csdcyberfitnesstracker**
- On your own personal device (smartphone, laptop with Bluetooth, etc.) go to:
  - **connect.garmin.com**
- Download the Garmin Connect app (iOS or Google Play, depending on your device) and install it.
- Follow instructions to add the device (click + symbol, etc.). Again, your fitness tracker model is:
  - Garmin Vivosmart 4
  - Make sure to use Bluetooth to pair the device and follow the app's instructions.
- Once you sign in and have uploaded the data, remember to edit the names of each workout session.
  - i.e., "Week 1 Session 1", "Week 1 Session 2", etc.
- Upload the data ASAP after your workout, so when the memory fills up, you don't lose workouts. It's a good idea to delete workouts after you've uploaded them so you don't lose memory on the fitness tracker.

How to record an activity:

- Push the button, you'll see a person figure.
- Tap the person figure.
- Tap run.
- Double-tap the button, and it'll start timing you. Start your workout now!
- Double-tap the screen to stop the timer.
- Hit the save icon.
- Sync the workout with your phone.

THE FOLLOWING PAGES INCLUDE FORMS AND AGREEMENTS THAT MUST BE COMPLETED AND RETURNED TO THE HOME BUILDING MAIN OFFICE IMMEDIATELY BEFORE BEGINNING CLASSES.

A student who enters our cyber academy must be diligent, responsible, and independent. They must have strong skills in reading, writing, and communication. They must have a strong understanding of technology and feel comfortable learning through technology. The following will be required and adhered to by all Conneaut Cyber Academy students and parents.

Sections 1 – 3 apply to full-time cyber students only:

1. Students new to the Cyber Academy will attend a Cyber Boot Camp as follows:
    - Cyber Boot Camp can be attended in-person or virtually. In-person bootcamp occurs at the beginning of the school year (further information will be delivered regarding this). Alternatively, the student can attend the Boot Camp virtually through Canvas in the Cyber Academy Home course, where attendance is taken each day. The link for the Boot Camp is featured on the Cyber Academy Home page on Canvas. The virtual Boot Camp can be completed anytime, preferably at the beginning of the Cyber Academy experience. The Boot Camp will provide the following benefits:
        i. Equipment retrieval (fitness tracker, books, workbooks, worksheets, etc.)
        ii. Learn aspects of Canvas required for classes and assignments.
        iii. Work through and submit assignments in their classes to set a routine.
        iv. Students will communicate any needs or concerns.
2. Students will complete an attendance survey each day of the school calendar year. This will represent their school attendance. Attendance is mandatory. Any absence will be documented with a parent or guardian excuse. The excuses must be delivered to the home building secretary in person or by mail as stated in the student handbook. Failure to log in for attendance could result in a return to their home building for in-person learning.
3. Transportation to any district building is the responsibility of the parents or guardian of the cyber student. The regular bus route CAN be utilized by any cyber student in lieu of parent or guardian transportation. The bus route would be at the normal pick-up and drop-off time for a high school student.
4. Students must maintain a minimum of a 65% in each class. If a student drops below that percent, the student will receive a weekly warning. If a student receives 3 or more warnings, the student will be required to return to their home building for in-person learning.
    - NOTE: warnings reset at the beginning of each quarter
5. Students and Parents/Guardians are financially responsible for all computer and technology equipment that is damaged or not returned.
6. If a student has violated any policy or course/classroom rule, and a disciplinary form has been filed, that student will be disciplined by the building principal. Disciplinary actions include, but are not be limited to:
    - Additional strikes/warnings on the quarter

Section 7 applies to parents of K-4 Cyber Academy students:

7. In order for a K-4 student to participate in the Conneaut Cyber Academy, a parent, guardian, or adult must be available to guide the student through the coursework and materials during regular school hours every school calendar day.

STUDENT CYBER ACADEMY ENTRY FORM AND AGREEMENT

I have read and understand all stipulations of the Conneaut School District Cyber Academy. I agree to all policies of Conneaut School District and the Conneaut School District Cyber Academy.

Student Name (Print): _____

Student Signature: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Contact Information:

Parent Email (REQUIRED): _____

Home Phone: _____

Student Cell Phone: _____

Parent/Guardian Cell Phone (include name after number): _____

_____

Additional (if applicable) Parent/Guardian Cell Phones (include name(s) after number): _____

_____

Parent/Guardian Work Phone (not required): _____

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/guardians.

Therefore, the Conneaut School District draws your attention to the "Student Conduct Code", and the "Student Rights and Responsibilities" in the Student Handbook. After reading this information, please sign this form and return it to school via your child.

Parent Signature: _____ Student's Name: _____

Date: _____ School Year: _____ Homeroom Teacher: _____

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.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date_____

ACCEPTABLE USE OF COMPUTER NETWORK/INTERNET

Student User Agreement

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 of the regulations is unethical and that if I commit any violation, my access privilege 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 claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Student Name (please print): _____

Student Signature: _____ Date: _____

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 Area Senior High 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.**

Parent Signature: _____ Student's Name: _____

Date: _____ School Year: _____ Homeroom Teacher: _____

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: _____

ACADEMIC INTEGRITY/PLAGIARISM POLICY FORM

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to, exams, homework, course assignments, and the original creation of essays, compositions, term papers, and scientific research. All work submitted by a student should be a true reflection of his or her effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, supervisors, students, and families are all important contributors to the upholding of academic integrity in the online learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own.
- Using another student's work as a whole or in part and handing it in as one's own.
- Using information from an encyclopedia, book, textbook, website, database, etc., without citing the source.
- Using another person's idea, opinion, or theory without citing the source.
- Using any facts, statistics, graphs, drawings, pictures, sounds, or other pieces of information that you found from any source that is not common knowledge, without citing the source.
- Using quotations of another person's actual spoken or written word without citing the source.
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source.

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, the Conneaut School District will follow the policy on plagiarism as outlined below:

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.
Teachers will provide written documentation of the plagiarism and will use the following procedure:

- Discussion with the student.
- Referral to the building principal.
- Call to parents by the building principal.
- Supervisor's referral to co-curricular coaches/supervisors and National Honor Society as applicable

We have read and understand the above policy and agree to abide by the rules of this policy.

_____	_____	_____	_____
Student Signature	Date	Parent/Guardian Signature	Date

STUDENT EMERGENCY CONTACT INFORMATION FORM (must be submitted to main 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.