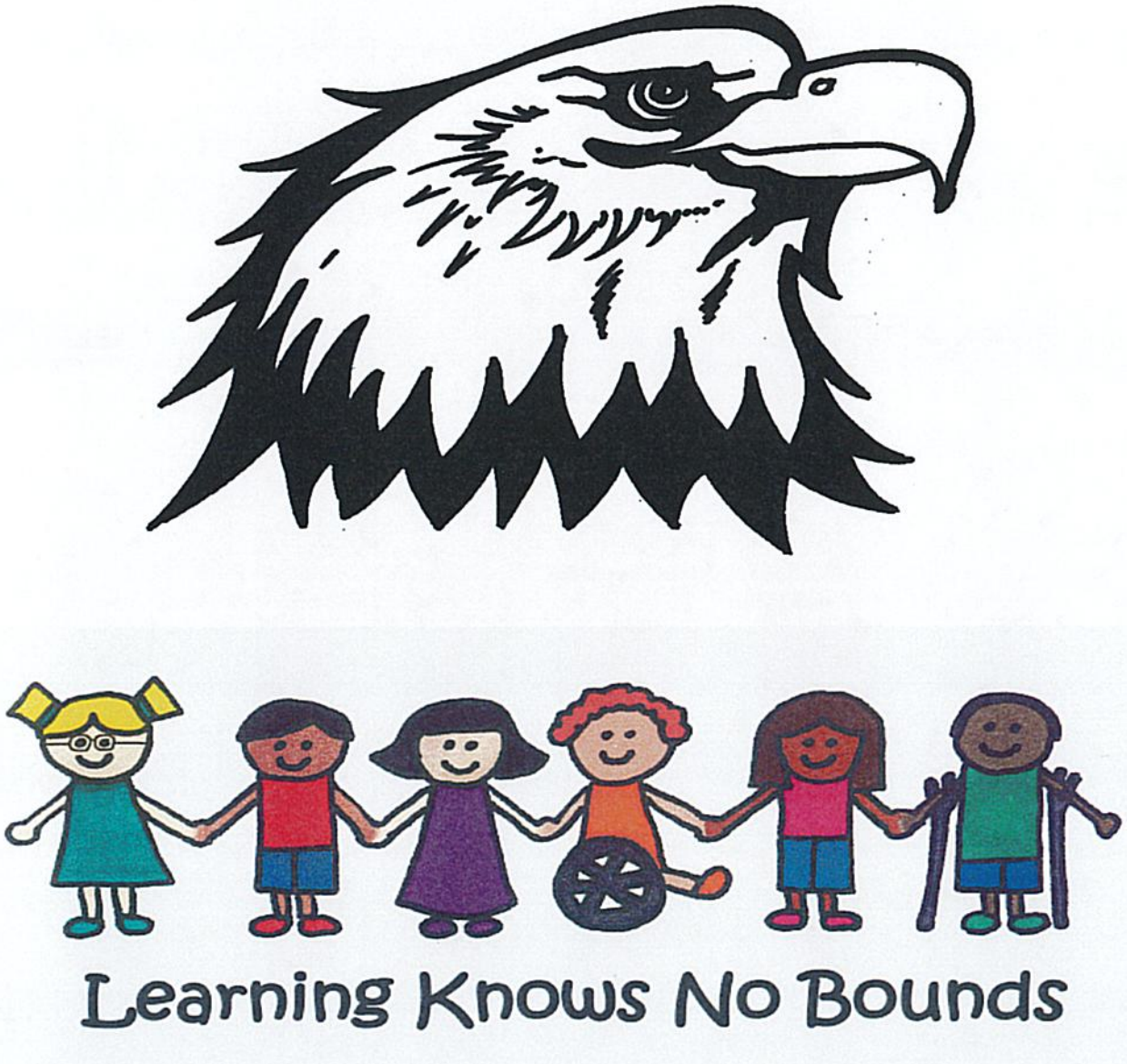
Conneaut School District

Faculty Handbook

2026-2027



THIS HANDBOOK BELONGS TO

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CONNEAUT SCHOOL DISTRICT

MISSION STATEMENT

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

VISION STATEMENT

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

CONNEAUT SCHOOL DISTRICT

2026-2027

MEMBERS OF THE BOARD OF SCHOOL DIRECTORS

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

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

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

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

SUPERINTENDENT OF SCHOOLS
Dr. Adam Jardina

Conneaut School District

Board of Education
Meeting Schedule for 2026

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

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

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

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

BOARD REORGANIZATION MEETING

	December	2, 2026	Alice Schafer Annex Gym

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

Approved December 3, 2025

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

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

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

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

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

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

Special Education Secretary of 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……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
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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

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.

Welcome back to the Conneaut School District and the 2026-2027 school year!

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

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

It is our hope that your school year will be successful and worthwhile for your students and for you as an educator.

If we can be of any assistance to you as the school year progresses, do not hesitate to contact us.

Educationally yours,

Dr. Adam Jardina
Superintendent of Schools

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

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

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

ABOUT THE CONNEAUT SCHOOL DISTRICT

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

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

The Conneaut School District consists of 2 elementary schools, grades kindergarten through 5th grade, 1 middle school, grades 6 through 8 and 1 high school, grades 9 through 12. The Administration Building, located on the Linesville campus, houses the district's administrative office staff.

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

A NOTE TO THE TEACHER

I send my child to school this day and place him in your care.
Although he's one-of-a-kind- to me, he's just one of thirty there.

But please be patient with him when you see him raise his hand;
He may not learn to quickly but tries hard to understand.

Sometimes he does things differently; he paints his snowflakes blue.
But that's the way he sees things, from a different point of view.

He may at times seem pesty 'cause he wants so much to share
His life and thoughts, his love with you please be kind and care.

And discipline him, if you must, but do it carefully,
For you're his introduction to adult society.

You've both come to this place in time, each life to touch the other.
Perhaps for lessons to be taught—or learned from one another.

Though neither of you knows just how or why it's meant this way.
I'm certain there's a reason for your paths to cross this day.

Evelyn Mika

PROCEDURE TO FOLLOW WHEN ABSENT:

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

FAMILY AND MEDICAL LEAVE ACT (FMLA):

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

EMPLOYEE ASSISTANCE PROGRAM:

The District is offering a confidential Employee Assistance Program for employees and their families. The E.A.P. is provided to you as a benefit to staff. There is no cost to you for any calls or meetings with the E.A.P. Coordinator. This service can provide help with problems before they become disruptive at home or on the job. Problems can include financial, legal, emotional, and family issues, alcohol and drug abuse, job stress or marital discord, or any other problem that might concern you and require the help of a professional. Call 855-387-9727 to speak to a highly trained, caring professional 24/7.

TUITION REIMBURSEMENT:

Tuition Reimbursement must be submitted to the Central Office no later than June 30th to be reimbursed for courses taken during the current school year. Request for reimbursement must be made in the same fiscal year as the course(s) taken. Please refer to the Collective Bargaining Agreement Article XVIII, Professional Development.

Each Employee is exempt up to $5,250.00* of benefits per calendar year. Tuition Reimbursement (Education Assistance) in excess of $5,250.00* is subject to Social Security, Medicare, and Federal wage taxes.

Subject to annual change by the I.R.S.

DEDUCTIONS WILL AFFECT YOUR DECEMBER PAYCHECKS!!!!

ACT 48 ACTIVITY OR EVENT:

A specific Act 48 Activity will be approved if it is tied to a specific event or activity that:

- Uses disaggregated student data to determine educators' learning priorities;
- Is evaluated to show its impact on teaching practice and student learning;
- Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling Students;
- Provides educators with a variety of classroom-based assessment skills and the skills needed to analyze and use data in instructional decision-making;
- Empowers educators to work effectively with parents and community partners;
- Provides the knowledge and skills to think and plan strategically, ensuring that assessments, curriculum, instruction, staff professional education, teaching materials, and interventions for struggling students are aligned to each other as well as to Pennsylvania's academic standards;

- Provides leaders with the ability to access and use appropriate data to inform decision-making;
- Empowers leaders to create a culture of teaching and learning, with an emphasis on learning;
- Instructs the leader in managing resources for effective results;
- Is set out in a plan that is updated annually by the Act 48 Committee after the committee critically evaluates the prior year's student data, professional education activities, and the feedback/evaluation of those activities;
- Is based on knowledge of adult learning styles;
- Is tailored to each stage of an educator's career, differentiating between the needs of novice and experienced professionals.

Act 48 requests submitted to the Supervisor of Curriculum, Assessment, Federal Programs, Homeless/Foster Care Liaison must…

1. Be accompanied by a signature form containing signatures of all participants.
2. Be accompanied by a Conneaut School District-specific signed evaluation sheet from each participant.

To obtain Act 48 credits, workshops, conferences, etc., must be no less than one (1) hour. After the initial one (1) hour, 30-minute increments will be awarded.

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.

TEACHER CERTIFICATION:

The Conneaut School District employs certified teachers for every position. Teachers must hold a valid instructional certificate endorsed for all the areas they teach.

The Instructional I Certificate is valid for a maximum of six years of teaching in the area for which it is endorsed. It may be converted to an Instructional II Certificate after three (3) years of satisfactory teaching if the mandatory additional credits have been earned. It must be converted to an Instructional II Certificate before the seventh (7^{th}) year of teaching.

The Instructional II Certificate is a permanent certificate issued by the Pennsylvania Department of Education to an applicant who has completed at least three years of satisfactory teaching on an Instructional I Certificate attested to by the superintendent. In addition, the applicant must have completed twenty-four (24) semester credit hours of post-baccalaureate study at a state-approved, degree-granting institution. The twenty-four (24) semester credit hours requirement may be satisfied, in whole or in part, through in-service programs approved by the Pennsylvania Department of Education.

The Induction Program is designed to assist new professional employees. It includes a mentor relationship with an experienced teacher, plus in-service throughout the first year of employment. All experiences must be documented to support the eventual application for an Instructional II Certificate.

IT IS THE RESPONSIBILITY OF THE PROFESSIONAL EMPLOYEE TO APPLY FOR INSTRUCTIONAL II CERTIFICATION. THIS IS NOT AN AUTOMATIC PROCESS!

Professional employees must accept this process as a very important personal responsibility. A teacher or professional employee who permits a Provisional or Instruction I Certificate to expire without having secured the additional credits (and participation in the Induction Plan, if required) is without certification. The Pennsylvania Department of Education will not recognize an application for emergency certification in such cases. Such a person would automatically be ineligible to hold a professional position in any school district within the state of Pennsylvania.

TEACHERS' QUALIFICATIONS ARE AVAILABLE TO PARENTS:

Parents of a student attending school in the Conneaut School District have the right to know the professional qualifications of the classroom teachers who instruct their child. Federal law allows the parent/guardian to ask for certain information about their child's classroom teachers. It also requires the School District to provide the parent/guardian with this information in a timely manner if they ask for it. Specifically, parent/guardians have the right to ask for the following information about each classroom teacher:

- 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 teacher's 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.

Parents can request this information through the school district's Superintendent.

REGISTRATION OF CERTIFICATION:

In keeping with the requirement of the School Code of Pennsylvania, all Professional Employees entering into service in the Conneaut School District must present their teaching certificates (or whatever type of certificate is required) for their services for registration to the Personnel Specialist whose office is located in the Administration Office of the Conneaut School District. This office makes a record of its kind, number of issues, along with the subject areas, grades, or other work it covers. It may be necessary to present the original of said certificate in order that the authenticity of the certificate can be verified. Whenever any new areas are added (such as when passing a Praxis exam) to the certificate, these also should be recorded by the Personnel Specialist (Section 1212 of the School Code). It is the employee's responsibility to complete the necessary paperwork if there is a name or address change.

Additional certification, as a result of passing a Praxis test, must be obtained using PDF Form 338G. This is the responsibility of the educator. Please follow the link and follow the instructions per PDE.

https://www.pa.gov/agencies/education/programs-and-services/educators/certification/current-pa-educators/instructional-add-ons

REQUIREMENTS:

- Effective with applications received after November 15, 2002.
- Must hold an Instructional (type 60, 61, 62 or 80) certificate and be adding an Instructional area. *Please note cannot add to a Vocational certificate.
- Excludes: Elementary Education, Early Childhood Education, Reading Specialist, Cooperative Ed (effective July 15, 2006), all Special Education areas and Health and Physical Education, and any Instructional subject with "no qualifying score".
- Note: Foreign language areas other than French, Spanish, German, or Latin MUST take the American Council on the Teaching of Foreign Languages (ACTFL) test for the language and achieve a minimum of Intermediate High on both the oral and written ACTFI assessments.
- Must take and pass the appropriate Praxis subject test prior to submitting an application. Candidates must meet the qualifying Praxis score based on a 3.0 GPA, since a program is not completed, and thus no overall GPA is earned. Therefore, the GPA-Qualifying Praxis Score policy is not applicable for Instructional add-ons via testing.
- Must submit to the Bureau of School Leadership and Teacher Quality: completed PDE 338G Add-On form (PDF), copy of Pennsylvania Instructional certificate, copy of Praxis test score report, and a money order for $100.00 (In-State) made payable to the Commonwealth of Pennsylvania.
- All applicants must certify (on the 338 G Add-On form) they have read and will abide by the Code of Professional Practice and Conduct for Educators.

For additional Information, please contact:
Barb Seifert I Chief, Division of Certification Services
Pennsylvania Department of Education - School Leadership and Teacher Quality
333 Market Street
Harrisburg, PA 17126-0333
Phone: 717.787.3356
ra-teachercert@state.pa.us
www.education.state.pa.us
If additional information is needed, please contact Personnel at 814-683-5900 ext. 5901.

CONFIDENTIALITY:

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

I.D. BADGE PROCEDURE:

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

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

LOCKING YOUR COMPUTER:

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

Method 1:
You can use a key combination of the Windows logo key (it is typically located beside your Spacebar and has the flying Windows logo on it) and the "L" key (the letter L) to immediately lock your computer.

Method 2:
Press Ctrl-Alt-Del. In Windows, click Lock computer.

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

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

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

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

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

COMPUTER EQUIPMENT – END OF SCHOOL YEAR:

If you are being transferred to another school or another classroom within your current building for the school year, you are not to move your teacher computer. All documents kept in MY DOCUMENTS are stored on the district server and will be able to be accessed by logging in on any district teacher computer using your username and password.
If you have saved any files locally (on the C Drive), you must save these files on a disc or memory stick, or the file(s) will be lost.

CARE OF BUILDING AND KEYS:

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

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

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

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

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

TEXTBOOKS/ ELECTRONIC DEVICES:

It is the faculty member's responsibility to keep a record of all books and electronic devices, including workbooks and supplementary books, in order for the district to maintain proper inventory.

WHEN YOU MUST BE ABSENT:

Teachers who are absent are responsible for making all necessary materials available for the substitute teacher. Those items to be available are:

- LESSON PLANS with sufficient detail that the substitute can present meaningful experiences which are consistent with the Approved Course of Study.
- CLASS ROLLS and teacher grade book, including seating charts and classroom rules, which will enable the substitute to continue with the structure as established by the regular teacher.
- KEYS, materials, textbooks (including teachers' editions), and electronic devices so that the substitute will have all resources necessary to conduct the lesson.

RESPONSIBILITIES OF TEACHERS IN DISCIPLINE:

It is the responsibility of the teachers to maintain order and discipline at all times. Teachers should make every attempt to be problem solvers through preventative measures. Contact with the home (parent or guardian) should always be the initial step. Teachers should use constructive measures to solve problems within the classroom before making a disciplinary referral to the office. If, however, there is a particular case that the teacher feels must be brought to the attention of the building principal, this should be done. A teacher cannot deny a student permission to attend any class as a disciplinary measure. The building principal is the only person with the power to suspend. Cases that warrant further action will be referred to the Superintendent of Schools. Only the Superintendent can recommend expulsion to the Board of Education, and only the Board can expel. Expulsion is an extreme measure and is only a last resort after many other options are exercised or explored.

SUPERVISION OF STUDENTS:

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

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

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

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

SAFETY DRILLS:

During the school term, monthly fire drills and periodic safety/security drills will be held. As a part of the initial orientation to the school term, each student should be instructed about the procedure for leaving each classroom to which they are assigned.
Teachers are required to leave the building with the pupils. Teachers take the class roster and are prepared to have an immediate roll call. It is the responsibility of all teachers to be certain that all students under their supervision at the time of the evacuation have left the building.

LOCKDOWNS:

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

ACCIDENT REPORTS:

Student Accident Injury:

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

Procedure:

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

Professional or Support Staff Accident or Injury:

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

ASBESTOS COMPLIANCE:

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

MANDATED REPORTER:

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

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

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

SCHOOL DISTRICT POLICIES:

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

LESSON PLANS: POLICY #111

To ensure continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.

Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.

Teachers are required to have written lesson plans available upon request for inspection by the principal. Teachers shall submit a copy of their tentative lesson plans for the following week to the principal no later than each Monday of the lesson week. If Monday should fall into a holiday or no school day, lesson plans should be submitted the next school day.

Lesson plans must be available to substitute teachers.

DRESS AND GROOMING: POLICY #325:

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

SCHOOL VISITORS: POLICY #907:

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, other adult residents of the community and interested educators. To ensure order in the schools and to protect students and employees, it is necessary to establish guidelines governing school visits.
Parents/Guardians may request to visit their child's classroom or cafeteria during the child's breakfast or lunch period, but the request must be made prior to the visit, in accordance with established school protocol.

SEXUAL HARASSMENT: POLICY #104:

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

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

UNLAWFUL HARASSMENT: POLICY #104:

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

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

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

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, or administrator, or the Superintendent; who will inform you of the procedures and take your claim.

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

HAZING: POLICY #247:

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

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

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

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

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

Students who have been bullied or cyberbullied shall promptly report such incidents to the building administrators/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.

PUBLIC COMPLAINTS/STUDENT COMPLAINTS: POLICY #906:

If parents, students, or community members have an issue or concern with a district staff member, Policy 906 provides levels of communication that should be employed to attempt to resolve the problem.

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 LEA receives a written request for access. The supervisor of student records will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. The parents or eligible students should write the supervisor of student records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the LEA decides not to amend the record as requested by the parent or eligible student, the LEA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception 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 a parent/guardian written consent prior to the disclosure of personally identifiable information from the child's education records. However, the Conneaut School District may disclose appropriately designated "directory information" without prior written consent, unless the parent/guardians have advised the District to the contrary in accordance with District procedures. The

primary purpose of directory information is to allow the Conneaut School District to include this type of information from the child's education records in certain school publications.

Examples include:

- A Playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing 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 of 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 the parent/guardian does not want the Conneaut School District to disclose information, please direct the request in writing to the child's Principal.

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

PUBLIC NOTICE: SPECIAL EDUCATION SERVICES

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

1. Early intervention: for children 3-5 years of age with developmental delays or disabilities.

2. Learning Support: for students with learning problems in academic areas associated with learning disabilities or mild mental retardation.
3. Emotional Support: for students with emotional and behavioral mental health problems.
4. Speech; Language Support: for students who require instruction in daily living skills and readiness for basic skills associated with moderate to severe intellectual disability.
5. Life Skills Support: for students who require instruction in daily living skills and readiness for basic skills associated with moderate to severe intellectual disability.
6. Sensory Support: for students who are deaf, hard of hearing, blind, or have visual impairments.
7. Autistic Support: for students with autism or a pervasive developmental disorder.
8. Physical Support: for students with physical problems such as cerebral palsy.
9. Gifted Support: for students who are mentally gifted and need enrichment/advancement in their curricula.
10. 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 Instructional Support Team (Grade K-6), which includes the parent/guardian in determining strengths and needs of the student. The team determines strategies to use to help the student be successful in school.

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

SCHOOL CLOSING AND DELAY: POLICY #804:

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

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

SCHOOL MESSENGER SYSTEM:

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

HOMELESS STUDENTS

According to School Board Policy #251 of the Conneaut School District, students experiencing homelessness, foster care, and other educational instability have equal access to the same educational programs and services provided to other District students.

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

The McKinney-Vento Act

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

Provisions of the Act

- Homeless Children have the right to attend either their original school or the school in the area in which they currently reside for the duration of their homelessness, or until the end of the school year if the family finds permanent housing.
- Schools are to immediately enroll homeless children and unaccompanied youth, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, and any other required documentation.
- In the case where the educating district is different than the district where the student is temporarily residing, both school districts are responsible for the facilitation of transportation in the best interest of the student.
- Immediately upon enrollment, homeless students are entitled to receive a daily, free school lunch.

Children and youth experiencing homelessness:
A child is considered homeless if he or she is living with or without a parent or a court-appointed custodial guardian:

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

Assistance available through the program:

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

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

For additional information concerning youth residing in Conneaut School District, please contact: Yvonne Teed, Conneaut School District Supervisor of Curriculum, Assessment, Federal Programs, Homeless/Foster Care Liaison.

DISCLAIMER FOR ACTIVITIES NOT SPONSORED BY CONNEAUT SCHOOL DISTRICT:

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

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

EDUCATIONAL FIELD TRIP: POLICY #121:

Purpose:

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

Definitions:

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

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

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

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

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

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

Authority:

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

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

As a general rule, field trip requests shall be submitted sufficiently in advance of the proposed trip date to allow the Board to act on the approval of the field trip prior to the actual date of the event. However, the Board recognizes that there may be occasions when an opportunity for a field trip arises with relatively short notice and between regularly scheduled meetings of the Board. In such an event, the Board delegates to the Superintendent the authority to approve a field trip as a school-sponsored activity when the request for the trip is submitted after one regular Board meeting and the trip is scheduled to take place prior to the next regularly scheduled Board meeting. In granting

this authority, the Board does not intend to circumvent the general rule. Trip sponsors and building principals remain responsible for submitting field trip requests in a timely manner to allow Board approval prior to the proposed trip wherever possible.

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

Overnight and Extended Trips:

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

All overnight and extended trips shall require prior Board approval. The exception provided above delegating authority to the Superintendent to approve field trips that are proposed to occur between Board meetings shall not apply to overnight and extended trips. Such trips require sufficient planning as to permit submission of the proposed field trip to the Board for approval prior to the proposed dates of the field trip.

Delegation of Responsibility:

Authorization of Expenditure for Field Trips:

The Superintendent of schools is empowered and directed to authorize:

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

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

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

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

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

General Requirements:

- All trip requests must be made on proper forms.
- All educational field trip requests must include a statement of the relationship of the trip to the curriculum of the school, specifically the educational assignment of the person requesting the trip. This statement must include the pre- and post- teaching activities planned during the trip.
- All educational field trips must involve a sufficient number of students to utilize a bus or two-thirds of

its rated capacity.

- All educational field day trips should be within the distance that enables the student to leave the home school no earlier than 7:00 a.m. and return to the home school no later than 5:00 p.m. Trips that fall outside these deadlines may be approved by the Superintendent. All overnight and extended trips must have prior Board approval.
- The Superintendent may develop and issue additional regulations as the need arises.
- Generally, all educational field trips shall require prior Board approval. However, in the event that circumstances prevent a field trip request from being submitted for Board approval prior to the proposed trip date(s), the Board delegates to the Superintendent the authority to approve a field trip as a school-sponsored activity. Approval of the trip by the Superintendent shall be reported at the next regularly scheduled Board meeting.
-

Chaperones:

- All chaperones must be approved by the building principal.
- All chaperones must have volunteer clearances on file with the District Office (personnel) as per School Volunteers Policy #913.
- Each educational field trip must be accompanied by faculty and adult chaperones in accordance with the following student ratios:
- Grades K-4 - one (1) chaperone per ten (10) students.
- Grades 5-8 - one (1) chaperone per twenty-five (25) students.
- Grades 9-12 - one (1) chaperone per thirty (30) students.

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

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

Rules of Conduct:

- The general rules of student conduct as set forth in the discipline policies of the Conneaut School District and the student handbook shall govern student conduct while on educational field trips.
- The trip must be one for which the School District's insurance carrier will insure the District, its agents, employees, servants and chaperones for liability from any negligent act or omission under the policy of the district then in effect.

- All students and chaperones are to be given a list of expectations and rules governing the trip and student behavior. This should be verbally covered as well in class before the trip.
- Each field trip participant should be given an itinerary and an overview of the nature of the trip, points of emphasis and other such guides.
- Parent approval forms and medical releases shall be required of all participants. A careful roll check must be made prior to departure.
- No small groups are permitted to leave the whole unless accompanied by a chaperone. No group is to be unattended.

Overnight and Extended Trips:

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

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

- The selection of dining and entertainment facilities should be sensitive to the resources and impressions of the age group.
- No student shall be permitted to leave the tour or group activity to undertake any personal activity.
- No student is permitted to rent a bicycle, moped, motorcycle, motor vehicle, or vehicle of any kind.
- No male student shall be permitted in female student rooms and vice versa after 11:00 p.m. Prior to this curfew, students in an assigned room may visit with students in other assigned rooms, but no students shall engage in any type of conduct which may be construed as a sexual interaction, sexual promiscuity and/or sexual relations. **Safety is of the utmost concern, therefore, when appropriate, the door will be blocked open or a chaperone in the room.** Periodic, unannounced room inspections by a chaperone of the same sex as the students in an assigned room shall be conducted to police this rule.
- There shall be a general curfew on all Conneaut School District overnight and extended field trips after 11:00 p.m. and all students must be in their assigned rooms in their hotel or other residence after 11:00 p.m. and shall remain in their assigned rooms until students are scheduled for breakfast the next morning. (In the event of scheduled activity past 11:00 p.m., the curfew shall begin when the students arrive back at their hotel or residence). A chaperone of the same sex as the students in an assigned room shall conduct periodic, unannounced room inspections to police this rule.
- Students are expected to respect the rights and privacy of other guests at the hotel or residence and shall keep the noise down after 10:00 p.m.
- A chaperone of the same sex as the students in an assigned room shall arrange to have a room on the same floor as the students and in an adjacent room wherever possible.
- Students are required to participate in all group activities, such as sightseeing and excursions since this constitutes the Conneaut School District overnight or extended field trip.

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

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

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

Extracurricular Activities, Social Events and Class Trips:

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

JOB RELATED EXPENSES: POLICY #331

Authority

The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the District, in accordance with Board policy.

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the Superintendent or designee.

Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board.

Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses incurred when attending functions outside the District shall be reimbursed to an employee if approval has been obtained in advance from the Superintendent.

Attendance at approved events outside the District shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

REIMBURSEMENT COSTS FOR TRAVEL GUIDELINES:

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

Reimbursements are consistently treated using general standards appropriate for the circumstances.
Only costs that have been board-approved will be considered for reimbursement.

Audits test individual transactions for allowable reimbursements. Reimbursements must be applied uniformly to federal and non-federal activities.
(Don't expect federal programs to reimburse more than your contract or district policy allows.)

1. Reimbursements are made with **original itemized receipts**.. Reimbursement requests submitted without original itemized receipts will not be accepted. Please do not send charge slips. Don't round expenses.
2. Federal Programs will not reimburse for any alcoholic beverages or entertainment. If they appear on a bill, please deduct the amount.
3. Hotel bills must have a zero ($0) balance, showing the amount paid. If a balance remains, *it* indicates that the money is owed to the hotel and not the individual. If you use checkout express, your bill may not show a zero ($0) balance.
4. Parking bills must show a zero ($0) balance, showing the amount paid. If a balance remains, *it* indicates that the money is owed to the vendor and not the individual.
5. Tips will be paid at a 15% rate. If you over-tip, the district will not reimburse you the overage. When large parties are together, 18% would be acceptable. Tips are not expected for Wendy's, Dairy Queen, McDonald's, Panera, or other fast food restaurants. Do not include a tip for these.
6. Place the 15% tip on the original bill. Add in the total, initial the expense. Do not list it as an additional item on the expense sheet.
7. Individual meals are reimbursable, not including tax. **No reimbursement will be made for meals unless an overnight stay is required.**
8. Some restaurants include a required gratuity of 18%. The district cannot reimburse you if you tip an additional amount over this.
9. Description for payment should be listed as the name of the conference, date, expenses (not meals + tips or mileage). **The function is important.**
10. Mileage is reimbursed at the district's rate. Mileage should be reasonable. If you are unsure, use googlemaps.com to check the distance.
11. Travel restrictions require obtaining the most economical rates for airfare and lodging.
12. Administrative staff, with prior permission, may submit for mileage reimbursement when attending

district-related activities and events.

13. All expense reimbursement claims must be submitted to the Business Office on the Conneaut School District Expense Statement with any necessary receipts within 30 calendar days of the date the expense was incurred.
14. Please refer to the Superintendent's Regulation Policy 331 for additional information regarding reimbursement guidelines.

PROCUREMENT CARDS: POLICY & SUPERINTENDENT REGULATION #625

The Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment.

Purchasing cards will be secured in the Business Office and will be signed out to users on a temporary, as-needed basis.

All use of procurement cards shall be supervised and monitored on a regular basis by the Business Manager, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

Each employee using a District procurement card shall sign a card usage agreement and receive copies of applicable policies and procedures. The Business Manager has the authority to revoke procurement card usage as appropriate. He/she is also, in cooperation with the appropriate supervisors, to monitor the use of and take disciplinary action if procurement card misuse occurs.

Please refer to Superintendent's Regulation Policy 625 for additional information regarding procurement card procedures.

TOBACCO USE: POLICY #323:

Purpose:

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

Definitions:

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

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

For purposes of this policy, a nicotine delivery product shall mean a product or devise used, intended for use, or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is

not limited to, any device or associated product including any electronic device for the delivery of noctine such as a vaping pen.

Delegation of Responsibility:

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

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

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

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

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

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

Authority:

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

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

ACCEPTABLE USE OF COMPUTER NETWORKS/INTERNET: POLICY #815:

Adopted: November 13, 1996 ~ Revised: March 9, 2022

Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

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

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions

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

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

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

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

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

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

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

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

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

Obscene - any material or performance, if:[5]

1. *The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;*

2. *The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and*

3. *The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.*

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

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[6][7][8]

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

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

1. *{ } Defamatory.*

2. *{ } Lewd, vulgar, or profane.*

3. *{ } Threatening.*

4. *{ } Harassing or discriminatory.[9][10][11]*

5. *{ } Bullying.[12]*

6. *{ } Terroristic.[13]*

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

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

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

Delegation of Responsibility

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

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

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

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

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

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

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

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

1. ***Utilizing a** technology protection measure that blocks or filters Internet access **for minors** and adults to certain visual depictions that are obscene, child **pornography**, harmful to minors with respect to use by minors, or determined **inappropriate** for use by minors by the Board.*

2. ***Maintaining** and securing a usage log.*

3. ***Monitoring** online activities of minors.*

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

1. ***Interaction** with other individuals on social networking websites and in chat rooms.*

2. ***Cyberbullying** awareness and response.[12]**[17]***

Guidelines

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

Safety

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

Internet safety measures shall effectively address the following:[4][16]

1. ***Control of** access by minors to inappropriate matter on the Internet and World Wide Web.*

2. ***Safety and** security of minors when using electronic mail, chat rooms, and **other forms** of direct electronic communications.*

3. ***Prevention** of unauthorized online access by minors, including "hacking" and **other unlawful** activities.*

4. ***Unauthorized** disclosure, use, and dissemination of personal information **regarding** minors.*

5. ***Restriction** of minors' access to materials harmful to them.*

Prohibitions

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

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

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

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

Security

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

1. ***Employees*** *and students shall not reveal their passwords to another individual.*

2. ***Users are*** *not to use a computer that has been logged in under another* ***student's*** *or employee's name.*

3. ***Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.***

Copyright

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

District Website

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

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

Consequences for Inappropriate Use

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

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

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

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

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

USE OF CELL PHONES BY EMPLOYEES: Policy #332.1:

Authority:

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

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

Delegation of Responsibility:

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

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

Guidelines:

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

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

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

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

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

PENALTIES FOR TARDINESS: Policy #318:

Authority:

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

Delegation of Responsibility

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

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

Code of Professional Practices:

Commonwealth of Pennsylvania State Board of Education
CODE OF PROFESSIONAL PRACTICES

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

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

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

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

f. Educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.
g. Educators shall impart to their students principles of good citizenship and societal responsibility.
h. Educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students, and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy, and respect.
i. Educators shall be open-minded, knowledgeable, and use appropriate judgment and communication skills when responding to an issue within the education environment.
j. Educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the educator.
k. Educators shall exert reasonable effort to protect the students from conditions that interfere with learning or are harmful to the students' health and safety.

5. Conduct – Individual professional conduct reflects upon the practices, values, integrity, and reputation of the profession. Violations of this Code of Conduct may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.
6. Legal obligations:
    a. The educator may not engage in conduct prohibited by the Teacher Certification Law, as amended.
    b. The educator may not engage in conduct prohibited by:
        1. The Public School Code of 1949, as amended, and other laws relating to the schools or the education of children.
        2. The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the Public Official and Employee Ethics Law. Violations of the above shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
7. Certification – The educator may not:
    a. Accept employment, when not properly certified, in a position for which certification is required.
    b. Assist entry into or continuance in the profession of an unqualified person.
    c. Employ, or recommend for employment, a person who is not certified appropriately for the position.
8. Civil Rights – The educators may not:
    a. Discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition, or vocational interest against a student or fellow educator. This list of bases is not all-inclusive. This discrimination shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
    b. Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.
9. Improper Personal or Financial Gain – The educator may not:
    a. Accept gratuities, gifts, or favors that might impair or appear to impair professional judgment.
    b. Exploit a professional relationship for personal gain or advantage.

10. Relationships with Students – The educator may not:
    a. Knowingly or intentionally distort or misrepresent evaluations of students.
    b. Knowingly and intentionally misrepresent subject matter or curriculum.
    c. Sexually harass or engage in sexual relationships with students.
    d. Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined herein.
11. Professional Relationships – The educator may not:
    a. Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
    b. Knowingly and intentionally distort evaluations of colleagues.
    c. Sexually harass a fellow employee
    d. Use coercive means or promise special treatment to influence professional decisions of colleagues.
    e. Threaten, coerce or discriminate against any colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations, or standards.

MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES: Policy #824:

Authority

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

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

Definition

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

Delegation of Responsibility

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

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

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

Guidelines

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

Prohibited Conduct

Romantic or Sexual Relationships-

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

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

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

Social Interactions-

1. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
2. Arranging to (and taking) a student out of class without a legitimate educational reason.
3. Inviting a student to the adult's home without a parental consent or knowledge.
4. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
5. Telling a student personal secrets or sharing personal secrets with a student.
6. Furnishing alcohol, drugs or tobacco to a student.
7. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.
8. Displaying explicit sexual objects, pictures, or depictions to a student with romantic intent.

Electronic Communications-

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

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

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

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

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

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

Exceptions

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

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

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

It is understood that many adults are involved in various other roles in the community through non-district-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

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

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

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

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

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

Investigation

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

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

Disciplinary Action

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

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

Training

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

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

Conneaut School District ~ Curriculum Adoption:

Step 1. Review of current Scope and Sequence

- Committee Representatives review current Curriculum Scope and Sequence and discuss Implementation of PA Core Standards as they apply.
- Discussion on suggested additions/changes to current curriculum is initiated.

Step 2. Alignment to both PA Anchors and PA Assessments

- Committee Representatives realign their current/proposed curriculum to grade-level Pennsylvania anchors and assessments by indicating resource, time of year (month) taught. (include all resources).
- The aligned documents are collected so that the information can eventually be entered into a Scope and Sequence/Curriculum Plan Document.
- Note: additions/changes to be made may take place when texts and additional resources are selected. However: Our Scope and Sequence/Curriculum Documents should *drive instruction, not texts.*

Step 3. Review of Texts, Software, Materials, etc.

- All information shared by Committee Representatives at building and department levels. Thoughts and ideas brought back to planning meetings.
- Votes may be requested if deemed necessary and/or appropriate.

Step 4. Conversation

- Once all alignments are completed and the scope and sequence is updated committee representatives meet to review the scope and sequence document.
- Alignments are updated and elements of the scope and sequence/curriculum plan document are discussed with a focus on the following:
  - Requested texts and materials are identified and reviewed for alignment with the scope and sequence/curriculum plan document.
  - Do teachers need training on any teaching strategies related to the standards?
  - Are the resources comprehensive and effective?
  - Are there holes and gaps in the alignment that need to be addressed?
  - Are all teachers using like resources? If not, is this an issue to address?

Step 5. Scope and Sequence/Curriculum Plan Document

- The completed alignments for the assessed indicators for each grade are transferred to the Scope and Sequence/Curriculum Plan Document.
- The Scope and Sequence/Curriculum Plan documents are shared with teachers. As teachers teach the indicators throughout the year, they should record their instructional activities, essential questions and vocabulary words used in their lessons.
- Teachers do NOT need to create a new Scope and Sequence/Curriculum Plan document every time they teach to an assessed indicator. They can indicate a status of "ongoing" right on their copy of the Scope and Sequence/Curriculum plan document. If a teacher should choose to change their teaching style or activity to an assessed indicator, they should note this on their Scope and Sequence/Curriculum Plan Document and ask to bring this up for possible revision discussion through the Curriculum Director.

Step 6. Curriculum Calendar — build into the Scope and Sequence/Curriculum Plan Document

- While using the Scope and Sequence/Curriculum Plan Document, teachers note their monthly teaching of assessed indicators on the Curriculum Calendar.
- Special attention to activities that prepare students for necessary assessments are noted on the Curriculum Calendar as well.

Step 7. Presentation of recommended Scope and Sequence/Curriculum Plan Document made to the Board for review and possible adoption.

- Presentation made by Director of Curriculum and various members of the adoption committee.

Step 8. Materials ordered following official Adoption of new Scope and Sequence/Curriculum Plan Document

Step 9. End Review — after taught for one year

- Once the Scope and Sequence/Curriculum Plan Document and the Curriculum Calendar are created and carried out for the first year, teachers meet to review their alignment against what was actually taught and assessed.
- If there are differences between the alignment and what was taught, the alignment can be updated on the Scope and Sequence/Curriculum Plan Document.
- Use of resources and any additional staff development viewed as necessary should be discussed during this time as well.

Additional Suggested Activities and Resources

- **Additional Scope and Sequence/Curriculum Plan Document Meetings**
  - Grade level teachers should meet periodically to review their Scope and Sequence/Curriculum Plan Document documents. This can be done informally at the building level and whenever grades get together such as on certain Act 80 or Staff Development Days. Variations on how to teach indicators can be discussed. This activity is a good way to ensure the Scope and Sequence/Curriculum Plan Document documents are up being followed and are up to date.

- **Data Analysis**
  - On-going part of instruction, assessment and remediation.

ACCEPTABLE USE OF COMPUTER NETWORKS/INTERNET

THIS FORM MUST BE SIGNED AND RETURNED TO YOUR BUILDING PRINCIPAL

Employee User Agreement

POLICY 815: ATTACHMENT #2

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

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

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

Staff member name (printed) _____

Staff member Signature _____

Date _____

Return this form to your building principal by September 30,2026.

CONNEAUT SCHOOL DISTRICT

FACULTY HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge that it is my responsibility to access the Conneaut School District Faculty Handbook on the District website. My signature below indicates that I have read or agree to read the Handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this Handbook is subject to change. I understand that changes to District policies and procedures may supersede, modify, or eliminate the information summarized in this Handbook. As the District provides updated policy and procedural information, I accept responsibility for reading and abiding by the changes.

I confirm that my building administrator reviewed the contents of the Handbook at a faculty meeting. Additionally, I also accept responsibility for contacting my direct supervisor should I have any questions, concerns, or wish to seek further explanation regarding the contents of the Faculty Handbook.

I acknowledge that I can request a hard copy of the Faculty Handbook by initialing in the appropriate space below.

_____	_____	_____
Printed Employee Name	***Employee Signature***	***Date***

I am requesting a hard copy of the Faculty Handbook. _____

Employee Initials

Return this form to your building principal by September 30, 2026.