2026-2027

CANON-McMILLAN SCHOOL DISTRICT

EST. 1954

EVERY DAY COUNTS

K-4 STUDENT HANDBOOK

BORLAND MANOR ELEMENTARY

HILLS-HENDERSONVILLE ELEMENTARY

MUSE ELEMENTARY

SOUTH CENTRAL ELEMENTARY

WYLANDVILLE ELEMENTARY

Canon-McMillan School District

ELEMENTARY SCHOOL STUDENT HANDBOOK
2026-2027 SCHOOL YEAR

Dear Canon-McMillan Elementary Families:

Welcome to the elementary schools in Canon-McMillan! The Student Handbook is produced to increase communication between home and school by providing information about a variety of programs and activities. As you become involved with the programs and activities of the school, you will gain a better understanding of these policies and procedures. Please take advantage of the opportunities to become involved in school activities, including PTO, parent-teacher conferences, presentations, and any volunteer opportunities. We are very enthusiastic about this school year. We hope that you will call upon any of us if we can be of service. Please know that we recognize that you are important partners in shaping the educational goals for your children.

Sincerely,

Dr. Matt Wolfe, Principal
Borland Manor Elementary
724-745-2700

Ms. Lisa Czejdo
Hills-Hendersonville Elementary
724-745-8390

Mrs. Tula Dziak, Principal
Muse Elementary
724-745-9014

Mrs. Marella McConnell, Principal
Muse Elementary
724-745-9014

Mr. Rob Miele, Principal
South Central Elementary
724-745-4475

Mrs. Shannon Balch, Principal
Wylandville Elementary
724-222-2507

BIG MACS
CANON-McMILLAN

MISSION

The mission of the Canon-McMillan School District, in partnership with the community, is to teach, to challenge, to motivate, and to support all students to maximize their full individual potential.

VISION

The vision of the Canon-McMillan School District is to graduate all students with effective collaboration skills, the knowledge to utilize resources, and a passion for lifelong learning which are imperative for success in an emerging global society.

BIG MACS POSSIBILITIES

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WE'RE HERE TO SERVE YOU

If you have any questions, concerns, or need support, please don't hesitate to reach out. Contact information for our various offices and schools is listed below. Our K–4 elementary buildings are open Monday through Friday, from 8:00 AM to 4:00 PM, on school days.

District Office	School Offices
Dr. Greg Taranto Superintendent of Schools 724-746-2940	Dr. Matt Wolfe Borland Manor Elementary, Principal 724-745-2700
Dr. Scott Chambers Deputy Superintendent 724-746-2940	Ms. Lisa Czejdo Hills–Hendersonville Elementary, Principal 724-745-8390
Dr. Mark Abbondanza Assistant to the Superintendent, K-6 724-746-9604	Mrs. Tula Dziak Muse Elementary, Principal 724-745-9014
Mrs. Becky Lieb Director of Special Education 724-746-9604	Mrs. Marella McConnell Muse Elementary, Principal 724-745-9014
Mr. Jurdon Maier Director of Facilities and Transportation 724-745-1502	Mr. Rob Miele South Central Elementary, Principal 724-745-4475
Mrs. Erin Lenhart Food Service Director 724-746-1040	Mrs. Shannon Balch Wylandville Elementary, Principal 724-222-2507

ACADEMIC EXPECTATIONS

Canon-McMillan has high expectations for ***all*** students, from K to 4th grade. The staff wants all children to get the most out of their educational experiences. It is important that every student:

1. Come to class prepared.
2. Follow the class and school rules.
3. Show respect for staff/students.
4. Show pride in YOUR school.
5. Do your BEST!

Standards have been set by the staff to advance from one grade to another. It is very important that students make every effort to meet and exceed these standards – which include the following components:

1. Attendance
2. Effort
3. Scores achieved on the district assessment test
4. Completion of the Pennsylvania Assessment Program
5. Report Card Grades

Parents are encouraged to become a part of their child's educational experience and communicate regularly with the teachers.

AGENDA PLANNERS

Every student in grades 1 – 4 is issued an Agenda/ Planner. This is an organizer/planner that helps students understand expectations, create timelines, set goals, monitor progress, and track their own success. The agenda provides one place for students to record all assignments. The Agenda/ Planner is an effective learning tool for students, a vital communication tool for parents, and a real teaching tool for educators. We trust that through the cooperative efforts of all concerned, we may help our students achieve their full potential at Canon-McMillan. One Agenda/Planner is issued *free* to each student. Lost or misplaced planners *must* be purchased for $5.00.

ATTENDANCE (Policy 204)

The attendance policy of the Canon-McMillan School District is based on the premise that regular attendance is necessary if a student is to achieve success in school. No student who is excessively absent during the school year can profit from educational programs and activities offered at the school. There is little chance of continuity of instruction or maintenance of interest when a student does not attend classes regularly. Students with good attendance have greater opportunities to utilize their talents, to increase their self-esteem and to acquire more self-discipline. The school cannot educate students or provide them with support and assistance if they are absent. Therefore, we believe it is the obligation of the district to require students to attend school regularly in order to receive the full benefits of an education.

In the event of a student's absence, a written excuse from the parent, guardian or physician after returning to school is required. It is the student's responsibility to make all necessary arrangements for making up work when absent from school. Students have a maximum of two days for every day of absence to make up work upon their return to school. No student will be allowed to participate in any school activity or practice on the day of his/her absence from school.

The number of student absences, along with student attendance patterns during the course of the school year, will be tracked and correspondence as well as other suitable interventions will be initiated based upon this information.

Absence Reporting By Parents/Guardians

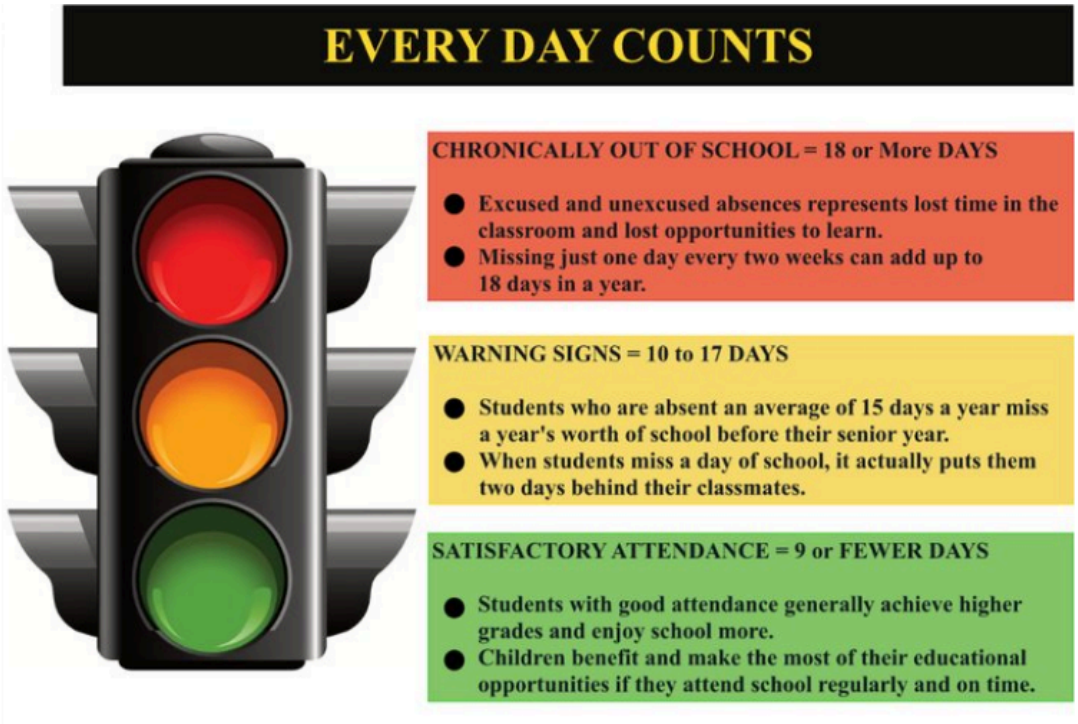
All parents or guardians are requested to call the office of their child's school before 9:15 A.M. to report the absence of their child. An attempt is made to check on all children absent from school. The school secretary will call to verify if parents do not call in. We anticipate your cooperation in our endeavor to maintain a loving and safe environment for our children by this method.

Acceptable reasons for Non-Attendance

The Canon-McMillan School Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Death in family
4. Family educational trips ***(must be approved 2 weeks prior to the trip)***
5. Educational tours and trips ***(must be approved 2 weeks prior to the trip)***
6. Health-related appointments
7. Recognized religious holidays and services
8. Court appearances
9. School-sanctioned absences
10. Exceptionally urgent reasons (discretion of administration)
11. An out-of-school suspension may not be considered an unexcused absence

To be credited with a full day's attendance, elementary students must enter school no later than 2 ½ hours (11:30am) after the school day has begun, and remain in school until the end of the school day, or must attend from the start of the school day and leave school with no more than 2 ½ hours (12:45pm) remaining in the school day. A student arriving between 11:30am and 12:45pm will be considered a half day absence. Absences are considered unexcused/illegal if the district does not receive a satisfactory written excuse explaining the absence submitted within three (3) school days of the student's return from the absence. All absences beyond fifteen (15) cumulative days shall require an excuse from a licensed physician. The administration shall report to the local magistrate infractions of the law regarding the attendance of students below the age of seventeen (17). The administration shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.



Tardy

Students must report to the office if they are not in class by the 9:00 A.M. bell. If students are not, ***parents must sign their students in at the office when they are arriving after 9:00 A.M.*** *Afternoon K is tardy at 12:35 P.M.*

Truant

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
We are committed to work collaboratively with families and Washington County Children and Youth Service Agency to consistently implement established expectations for (minor) students and their families to improve student attendance. Such community partnerships provide an opportunity for the school to showcase their collaborative approach in proactively maximizing the efficiency of school personnel through regulating and monitoring student attendance. Possible team involvement bridging the family, school and community include, if necessary, the development of a Truancy Elimination Plan (TEP). Through parent accountability for monitoring and adhering to student attendance regulations, in which some scenarios could afford team meetings, a TEP, and appearance before local authorities; opportunities exist for constant communication with the various stakeholders. **After three (3) cumulative days of unexcused/ illegal absences (absences without a parent note), a student will be referred to the TIPP program.**

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence. The notice shall: Be in the mode and language of communication preferred by the person in parental relation; include a description of the consequences if the student becomes habitually truant; and when transmitted to a person who is not the biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order. The notice may include the offer of a School Attendance Improvement Conference. If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.
School Attendance Improvement Conference -
District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.
The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.
The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.

3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.
The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.
The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

ACCIDENT INSURANCE (Policy 211)

Parents/guardians may enroll in an insurance program at the beginning of the year that will cover a child going to and coming from school, within the school building or grounds, or attending a school –sponsored activity. The cost of the program is paid by the parents/guardians. Information concerning this program is sent home at the beginning of the school year. Feel free to contact the school office if you do not receive this insurance information and wish to participate in the program; purchase of the insurance is optional.

AFTER-SCHOOL DETENTION

We believe students choose the actions they exhibit. We attempt to instill a sense of responsibility in our children by encouraging them to behave appropriately. Students who continually abuse rules are subject to after-school detention. Detention is scheduled from 3:45 PM – 4:45 PM on designated days. Parents/guardians will be notified at least one day in advance in the event their child is assigned to detention. Detention can only be rescheduled one time. Parents/guardians are responsible for picking up their child promptly at 4:45 PM.

ANIMALS ON SCHOOL PROPERTY (Policy 904.1)

Animals are **not** permitted in school, or on any property owned by the district, with the exception of certified service animals.

ARRIVAL AND DISMISSAL

School begins at 9:00 A.M. Students are permitted into the specific, designated location in their building at 8:15 A.M. Adult supervision does not begin before 8:15 A.M. **Please *do not* bring your child to school before that time as they cannot be supervised and their safety is a major concern**. They may proceed to their classrooms at 8:45 A.M. * *Afternoon Kindergarten should arrive at 12:30pm*.
Dismissal is at 3:20 P.M. Any parent or guardian wishing to pick up their child should do so at 3:20 P.M. Please wait in the particular area designated by your school until 3:20 P.M. Check with your building principal for this location so that our children may have access to a clear, unobstructed, safe entrance and exit.

BAND/CHORAL PROGRAMS

Students in Fourth Grade are given the opportunity to participate in band and/or chorus. Information and parent permission forms are sent home at the beginning of the school year. Students participating are expected to attend all scheduled day and evening concert performances.

BEHAVIOR/CONSEQUENCES (Policy 218)

Each teacher team will develop a classroom management plan that includes expected behavior and graduated consequences. Parents will receive this information in writing shortly after the beginning of the school year. Parents will be asked to review the form with their child and to return the form to the classroom teacher.
We value the safety of our children. The school district is responsible for student welfare:

1. during instructional hours of the school day.
2. during instructional hours on district property.
3. on school district vehicles.
4. at school events before, during, and /or after school when directly supervised by school personnel.

All Canon-McMillan School Policies regarding student behavior that impact the safety and security of the school and/or disrupt the educational process will be upheld by the principal. Infractions in any of these policies may result in

after-school detention, in-school detention, removal from school programs, in-school suspension, out of school suspension, and in extreme cases, expulsion from school.

BIRTHDAYS

A birthday is an important event in the life of an elementary school child and many children wish to treat their classmates at this time. Parents/Guardians should feel free to make arrangements with their child's teacher if they desire to send a **non-edible treat** to school. *No invitations are permitted to be distributed in school unless everyone in the class is to be invited.*

BREAKFAST, LUNCH AND MILK PROGRAMS (Policy 808)

During the first few weeks of school, all children will be given an application for free and reduced lunch/breakfast to be taken home to their parents/guardians. Only those who wish to apply need to return the forms. Please keep in mind that we are required to provide every family with this information. Breakfast is FREE for all students Lunch prices are available in each elementary school office. A menu will be sent home on a monthly basis. Flavored and low-fat milk is available on a daily basis.

BREAKFAST/LUNCH A La CART and EXTRA FOOD PURCHASES:

A la carte and extras are separate from a school meal. A la carte and extras cannot be charged and require prior written permission from a parent / guardian before a student can purchase them. If you wish to grant this permission you accept responsibility and acknowledge money must be in your child's account to make the purchase. In the event there is not, your child will need cash for full payment of the a la carte or extra items at the time of purchase. Permissions established from the previous school year or at registration for new students remain in effect. Granting permission or not for the purchase of a la carte or extra food will not impact or prohibit your child's ability to obtain a regular school lunch. You can check your child's current permissions at Schoolcafe.com (Directions and guidance on using Schoolcafé)

To grant permission or change current permissions complete the A La Carte and Extra Food Purchases- Permission Slip and return it to the Canon-McMillan School District Business Office. The form is included in the appendix of the student handbook, available at your child's school, or online at https://www.cmsd.k12.pa.us/district/forms-and-links under the Student Handbooks section.

BREAKFAST/LUNCH BEHAVIOR (Policy 218)

Our cafeteria is a pleasant and clean place to eat. It is a student's responsibility to observe and practice good manners. Cutting in line, throwing food, leaving trash at the tables, etc. will not be tolerated. A student who misbehaves in the cafeteria will face appropriate consequences.

The following behaviors are expected during breakfast and lunch times:

- Appropriate table manners are expected at all times.
- Children are to respect the rights and privileges of others.
- Misuse of food will not be permitted (throwing, mixing, etc.).
- All food and drink is to be consumed in the cafeteria.
- A student must receive permission to leave the table or cafeteria from the supervisor.
- Mutual respect is expected between students and all adults supervising the meal periods.
- Talking in a low (restaurant) voice with immediate neighbors is acceptable.

BULLYING/CYBERBULLYING (Policy 249)

The Canon-McMillan School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied or intimidated by other students may not be able to take full advantage of the educational opportunities offered by the school district. Therefore, the school district strives to offer all students an educational environment free from bullying.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting, or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying shall mean unwelcome written and/or audio and cell phone/camera information directed at a student by another student that has the intent and effect of (to create a nexus):
1. Sending cruel, vicious, and sometimes threatening messages.
2. Creating web sites that have stories, cartoons, pictures, and jokes ridiculing others.
3. Posting pictures of classmates online and asking students to rate them, with questions such as "Who is the biggest (derogatory term)?"
4. Breaking into an email account and sending vicious or embarrassing material to others.
5. Engaging someone in IM (instant messaging), tricking that person into revealing sensitive personal information, and forwarding that information to others.
6. Taking a picture of a person on school property (i.e. in the locker room using a digital phone camera or other digital media technology) and sending that picture to others with the intent to humiliate, ridicule or harm.

Cyberbullying, including harassment, intimidation, threats, impersonation, or other harmful behavior through digital devices, social media, messaging platforms, or online spaces is prohibited. This includes the creating, altering, sharing, or distributing any type of artificial intelligence (AI-generated) or (AI-modified) images, videos, audio, messages, or other digital content intended to embarrass, harass, threaten, deceive, impersonate, or harm another student or staff member. Students who engage in any type of cyberbullying will be disciplined.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property on school-sponsored events.

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal, or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

Consequences for students who are found to have bullied others will be under the auspices of the principal and may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities.

Hazing, or any form of initiation or harassment, as part of a school-sponsored activity, is not condoned or tolerated in any form (Policy No. 247).

BUS BEHAVIOR/CONDUCT (Policy 218)

Good behavior on the school bus is expected at all times. Any student not following bus rules will be subject to discipline by the principal. Any questions regarding transportation should be directed to: 724-745-1502. Misbehavior on the bus may result in suspension of bus privileges. We expect our students to behave appropriately at all times. Please note the following information: Students should arrive at their respective bus stops at least five minutes before bus arrival time. Parents/Guardians are responsible for their child's behavior at the bus stop. If the bus does not arrive at the prearranged time, all students should wait a minimum of 30 minutes before leaving the stop area.

School Bus Rules- *Buses may be equipped with audio and video tape.*

1. Except for ordinary conversation, classroom conduct is expected. The students will conduct themselves as if they were in a classroom setting.
2. Do not drink or eat on the bus. Students are to refrain from eating, drinking and/or chewing gum on the bus.
3. Keep the bus clean.
4. Keep the aisle clear. Students will keep the aisles clear. This includes items such as gym bags, projects, instruments, etc. Animals, pets and other nature items are prohibited.
5. Stay in your assigned seat. Students are to remain in their assigned seats at all times. Two students in a seat must permit a third student to sit with them. Students will refrain from standing, kneeling or laying in the seats or in the aisles. Every student who rides a bus must get on and off at the assigned bus stop. Any student wanting to get off at a different bus stop or wishing to ride a different bus must have a written request signed by a parent or legal guardian. The request is to be shown to the principal. The student must get written permission from the principal. Permission can be denied due to overcrowding. Students must have a signed permission slip to give to the bus driver. A student will not be permitted to ride without the appropriate signed permission slip. There will be no exceptions.
6. Do not extend any part of the body or any object out of the bus window at any time.

7. Students riding the bus are to be at the bus stop at the regularly scheduled time. Students should arrive at their respective bus stops at least five (5) minutes before bus arrival time. If the bus does not arrive at the pre-assigned time, all should wait a minimum of thirty (30) minutes before leaving the stop area.
8. Enter and leave the bus through the front door. Emergency exits are to be opened for emergencies only.
9. Do not damage or deface any part of the bus. Students are not to damage or deface any part of the bus. Students and/or parents must repay the cost of repairing any damage. The student may be prosecuted. A student must report immediately to the driver any visible damage to the bus. No shoes with cleats or spikes are to be worn on the bus. Personal objects such as pencils and pens must be stored carefully.
10. All school policy rules and regulations are in effect on buses. Smoking and/or tobacco, alcohol and drugs, fighting, weapons policies and all other school policies and rules will be in effect at all times – bus rides to and from school, activity runs and field trips. School discipline will be added to the bus discipline.
11. Parents and/or guardians are responsible for meeting their Kindergartner and/or 1st Grader at the Bus Stop, and should have a backup plan in place if they are not able to meet their Kindergartener/1st Grader at the bus stop due to an unforeseen emergency.

THE DRIVER IS IN CHARGE OF SCHOOL BUS DISCIPLINE/CONDUCT EXCEPT WHEN A TEACHER IS PRESENT. STUDENTS SHOULD REPORT PROBLEMS IMMEDIATELY.

Progressive Discipline Penalties

#1	*Warning*
#2	*1 day After-School or Lunch Detention*
#3	*1 day bus suspension*
#4	*5 day bus suspension*
#5	*10 day bus suspension*
#6	*15 day bus suspension*
#7	*30 day bus suspension*
#8	*45 day bus suspension*

Note: Based on the incident type and severity, the school principal has the right to apply any of the following penalties without regard to the student's number of previous violations.

Bus Changes

Students are not allowed to ride a bus other than their assigned bus. If a change is necessary for childcare reasons, then a written request must be received from the parents or guardians of both children (the home child and the visiting child) stating their permission to do so. The student requesting to ride on a different bus will be issued a bus pass allowing him/her to get on or off at a different stop or ride a different bus *provided there is room on the bus*. This procedure reinforces our concern for the safety of our children.

Transportation Changes

Please notify the office in writing in advance and/or advise the teacher in writing if there is to be a change in the transporting of your child. If no written notification is received, your child will follow his/her regular method of getting home.

Bus Emergencies/Parent Reunification Plan

In the event that a school bus cannot complete a run (i.e. involved in an accident, engine trouble, etc.), the following plan will be used for parent/guardian/student reunification:

• Only students needing medical assistance will be released from the scene; other students will not be released from the scene.

• If needed, another bus will be dispatched; students will be transported by CM buses to their stop/destination.

• If an accident/incident occurs after school hours or during a weekend, students will be returned to the district's Support Facility (on Boone Avenue); parents (with identification) can pick up their children under the direction of the Transportation Director.

CANCELLATION OF SCHOOL

In the event it is necessary to close or delay school, an announcement will be made over local radio and television stations. The message will also be communicated through School Messenger and posted on the district website. If the opening of school is delayed, pupils are to report to their building one or two hours after their normal reporting time, depending on the radio/TV or Alert Now message. It is advisable that families devise a plan in the event of a delay or early dismissal to ensure the care and safety of the children.

On weather delay days our Kindergarten will operate on a Modified Schedule so that our students in both sessions will receive approximately the same instructional times for the school year. The morning Kindergarten classes will begin at 11:00 A.M. and will be dismissed at 1:00 P.M. The afternoon Kindergarten classes will begin at 1:30 P.M. Afternoon Kindergarten students will be dismissed at our normal dismissal time.

Grades K-4

For students in grades K–4, Remote Contingency Learning packets will be distributed and sent home on a regular basis for use during unexpected remote learning days. These packets are designed to provide meaningful learning opportunities when a remote day is necessary. When a remote learning day is called, families will receive communication via email indicating the instructional format that will be used. Specific directions for each remote learning day will be communicated through district email and other established communication channels. Please find information here on Remote Days vs. Snow Days from our Parent Resource page on the district website.

CHANGES OF ADDRESS, EMAILS OR PHONE NUMBER

Please relay any changes of address, email address, or telephone numbers to your elementary school office **immediately.** In extreme emergencies, if parents are not available the child will be taken to the emergency room at the hospital.

CHEATING (Policy 218)

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the student's work will be confiscated. Families will be notified, disciplinary action will take place, and an alternative assessment will be given.

CHILDREN WITH PARENTS HAVING SPLIT CUSTODY (Policy 238)

Parents have the right to share in the education of their children, even when circumstances exist in which both parents do not live together with the child. Unless ordered otherwise by a court order, each parent will be provided with all records and information concerning their child. (Please note: children are only permitted to be removed from the school by the parent who has physical custody during school hours). It is the responsibility of the non-custodial parent to inform the school of the particular situation and request to be placed on a mailing list to receive a copy of all school correspondence.

COMPUTER/ ELECTRONIC NETWORK TECHNOLOGY (Policy 815)

Student Internet and Network Acceptable Use Policy

At Canon-McMillan School District we believe the Internet offers vast, diverse, and unique resources to our students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The following are examples of services available on Canon-McMillan's networks:

1. Electronic mail (e-mail) communication with people all over the world via an account provided by Canon-McMillan School District
2. Public domain software and graphics of all types for school use
3. Access to many university library catalogs, the Library of Congress, and ERIC, a large collection of relevant information for educators and students
4. Access to thousands of websites via a direct connection to the Internet
5. Discovery Education United Streaming Multimedia Library access
6. Power Library
7. Various productivity and multimedia applications.

In making decisions regarding student access to the Internet, the Canon-McMillan School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to

preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

As much as possible, district-provided access to Internet resources should be structured in ways that point students to resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

The electronic information available to students and staff 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.

The district reserves the right to log network use and to monitor files server space utilization by district users, while respecting the privacy rights of both district users and outside users.

Students utilizing district-provided Internet access must first have the permission of, and be supervised by, the district's professional staff. Students are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Board shall designate an online server that blocks access to visual depictions of obscenity, child pornography, or material harmful to minors.

Definitions

Internet: a massive electronic library connected to databases around the world through the use of a computer.
E-Mail: the sending and receiving of messages through the use of a computer account and password.
Networked Computer: any computer system that is connected to a data network.
Inappropriate Material: any material that contains profanity; obscene comments; sexually explicit material (pornography); expressions of bigotry, racism, or hate; or information intended to cause harm to self or others. Also included is any reference to information on how to consume or manufacture drugs, weapons, or other unauthorized materials, or any reference to information on how to gain unauthorized access to accounts or systems.

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

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate 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 and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use.

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:
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 district shall provide a copy of this policy to parents/guardians, upon written request.

Guidelines
The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of accounts must be in support of education and research and consistent with the educational objectives of the Canon-McMillan School District.
Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. E-mail sent and received, as well as Internet usage through the school district's technology networking system, is the property of the district and the district reserves the right to monitor all email/Internet usage at any time.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions
Students and staff 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. Non-work or non-school-related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Granting Internet or network access to unauthorized persons intentionally or unintentionally.
19. Failing to notify an administrator if you suspect someone of using your password.
20. Posting personal contact information.
21. Posting false or defamatory information.
22. Attempts to disrupt access.
23. Overriding desktop security software and changing system settings.
24. Other as defined by the district.

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, the following 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.

Consequences for Inappropriate Use
The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will 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. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. 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.

Copyright
The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Safety
To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications 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, e-mail, Internet, etc.
Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software. Internet safety measures shall effectively address the following:
1. Control of access by minors to inappropriate matters 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 communication.
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.

School District Internet Use Agreement
I understand and will abide by the above Internet Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action up to and including expulsion and appropriate legal action may be taken.

CONFERENCES
Parent /Teacher conferences are scheduled once a year. All parents are encouraged to attend this conference to discuss their child's progress to date. Specific information regarding conferences will be forthcoming from the school office. Conferences other than these may be arranged at *any time* by contacting your child's teacher and making an appointment.

COUNSELOR (Policy 112)
Every elementary student in the Canon-McMillan School District has access to a guidance counselor. Our counselor is available to meet privately with parents or guardians regarding their child. We are very proud of the quality of our guidance program offered in our school district. Contact your child's school to arrange for an appointment with the guidance counselor.

CRISIS MANAGEMENT/SAFETY AND SECURITY (Policy 705)
The Canon-McMillan School District has adopted a Crisis Management/Safety and Security Plan.

CUMULATIVE RECORDS (Policy 216)
A cumulative record will be maintained for each student from entrance into school through the twelfth grade. All material in each cumulative record shall be treated as confidential. All students and their parents/guardians have the right to examine the student's cumulative record and to challenge or correct any information they believe to be inaccurate. FERPA: Family Educational Rights and Privacy Act-The Family Educational Rights and Privacy Act affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:
1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want

changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school 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.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

A copy is available in each school office for parents/guardians to review. Elementary students wishing to examine records must be accompanied by parents/guardians.

DISCIPLINE

In our schools, we believe every student has the right to feel safe, respected, and ready to learn. Good behavior helps everyone enjoy school and do their best. The expectation is for students to be kind, responsible, respectful, and to make good choices. Students who do not adhere to these expectations will be disciplined according to the policies, rules and regulation of the district. The following chart will serve as a guide to ensure a safe and orderly school environment for all students.

Behavior Level	Infraction	Possible Consequence
Minor	• Dress code violation • Forgetting materials or homework • Not following directions • Off-task behavior • Possession of electronics/cell phone (1st time) • Running in the hallway • Talking out of turn	• Lunch/Recess Detention • Phone Call Home • Verbal or written warning
Moderate	• Disrespectful behavior • Disruptive behavior • Inappropriate language/gesture • Leaving class without permission • Misuse of school property • Possession of electronics/cell phone (2nd time or more)	• Parent Contact • Behavior Reflection • Lunch/Recess Detention • After School Detention • In-School Suspension • Out of School Suspension • Removal from Activities
Major	• Actions that endanger self or others • Bullying or harassment • Defiance or refusal to follow adult directions • Electronic technology violation • Excessive disruption to the good order and discipline of the school , • Fighting or aggressive physical contact • Leaving school grounds without permission • Making threats • Physical or verbal assault toward student/staff member • Possession of a vaping device • Possession of a weapon or look-alike • Racial Slur • Stealing • Threatening or intimidating others • Vandalism or property damage	• Parent Meeting • In-School Suspension • Out of School Suspension • Removal from Activities • Expulsion • Contact Authorities

Note: The principal has the discretion to adjust the above level of consequences.

DISCRIMINATION

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

DRESS CODE (Policy 221)

As adopted by the C-M School Board in the *Proper Attire for Students Policy*, the Canon-McMillan School District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Canon-McMillan School District believes that the manner in which a student is dressed does not reflect the abilities or qualities of that student, but that attire which is clean, non-disruptive and in good taste enhances the educational environment and promotes learning.

While the Canon-McMillan School District does not intend to interfere with the right of students and their parents to make decisions regarding their appearance, it is appropriate to do so when their choices affect the educational program of the schools or the health, safety or security of themselves or others. Accordingly, the Board of Directors of the Canon-McMillan School District authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

A. Present a hazard to health, safety or security of the student himself/herself or to others in the school
B. Interfere with school work, create disorder or disrupt the educational process
C. Cause excessive wear or damage to school property
D. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement
E. Impede the School District's legitimate educational concerns
F. Are plainly offensive

Students may be required to wear certain types of clothing while participating in physical education classes, extracurricular activities or other situations where special attire may be required to ensure the health, safety or security of the students. Shoes are required at all times.

DRUG AND ALCOHOL POLICY (Policy 227)

Our school is committed to providing a safe, healthy, and supportive learning environment. The use, possession, distribution, or being under the influence of drugs, alcohol, or any controlled substances is strictly prohibited on school property, during school hours, at school-sponsored events, and while traveling to or from school or school activities.

This includes illegal drugs, alcohol, prescription drugs not approved for school use, look-alike drugs, drug paraphernalia, and inhalants. Students involved in athletics are also prohibited from using anabolic steroids unless prescribed for a valid medical reason.

Violations of this policy may lead to disciplinary actions, including suspension, expulsion, and/or referral to law enforcement. Students may also be required to participate in counseling or treatment programs before returning to school activities.

The school may also take action for off-campus behavior if it impacts the school community or disrupts the learning environment. Our goal is to support students in making healthy choices and reaching their full potential in a safe and drug-free environment.

ELECTRONIC DEVICES (Policy 237)

The Board prohibits possession and use of personal technology devices (cell phones, iPods, digital cameras, smart watches, meta glasses, etc.) by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities unless officially given permission by the building principal. The district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

We are seeing a rise in the number of smart watches that students are wearing to school. Please know that it is disruptive for students to receive texts and calls during class through these devices. They are also not to be used because unlike typical watches, these fall under personal technology and are not allowed per policy 237. Students wearing any smart watches/devices will be required to keep it in their backpack during school hours.

EMERGENCY INFORMATION

All students are required to have medical cards filled out for use in emergency situations. Name, address, phone, parents' names, places of work, doctor's name and number are among the items requested on the card. If any of the information changes within the course of the school year, please notify the school office.

ENGLISH LEARNERS (Policy 138)

In accordance with the Board's philosophy to provide a quality educational program for all students, the Canon-McMillan School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English" as indicated on our Home Language Survey. If you believe your child qualifies for such services, please contact your building principal.

FEDERAL PROGRAMS

The Elementary and Secondary Education Act (ESEA) of 1965, reauthorized in 2015, provides school districts federal funds to ensure opportunities and success for all students, allowing schools to focus on meeting the educational needs of historically underserved students, including low-income students, students of color, English Learners, and students with disabilities, among other subgroups. Muse Elementary School and South Central Elementary School are designated as a Title I school and receive federal funds on top of local/state money to support identified students.

FIELD TRIPS (Policy 121)

Field trips within our community and to nearby points of interest may be scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Families will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. For student trips between district buildings, permission slips are not needed however written notification of the trip will be sent home for the parents/guardians. Parents/guardians may be asked to serve as chaperones; Chaperones' ratio will be based on Field Trip Guidelines.

If your child has a food allergy care should be taken to ensure that your child has their Epi-Pen or other medication with them should a reaction occur while on the field trip. The classroom teacher will call the establishment prior to the trip to make them aware of the fact that there are students with food allergies and the fact that certain foods, or products, should not be used in demonstrations.

FIGHTING (Policy 233)

Fighting is not allowed on school grounds. Students who fight will receive a suspension. Injury to a teacher or other staff member while fighting will result in appropriate action, which may include a full suspension, and legal action. Students who participate in a fight and refuse to stop when ordered by an administrator or teacher or who attempt to restart a fight (verbally or physically) after it has been broken up will receive a full suspension and face possible expulsion and/or legal proceedings. Students will not threaten or force a staff member or other student to do anything against his/her will. Threatening any member of the staff or other student may result in a full suspension and possible expulsion hearings. Students assaulting any member of the school staff may face an expulsion hearing and, in addition, potential criminal charges.

All threats of physical harm must be reported to school personnel. The principal or his/her designee will investigate these threats. Offenders will be disciplined using the guidelines that are consistent with C-M's *Suspension and Expulsion Policy*.

FIRE DRILLS/SAFETY DRILLS (Policy 705)

Fire drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information regarding fire drills must be posted in each room. Each elementary school will regularly practice safe and appropriate evacuation procedures to ensure the absolute safety of our children. In addition to fire drills, safety drills are also practiced as part of our proactive safety and security plan. The principal of each elementary school will disseminate information regarding these procedures appropriately.

FLAG SALUTE AND NATIONAL ANTHEM (Policy 807)

Students are responsible to demonstrate proper respect for the country and the flag. If they choose not to participate in these activities, they must maintain respectful silence.

FOOD ALLERGIES (Policy 209.2)

The Canon-McMillan School District is committed to providing a safe and healthy environment for all students and staff, with the understanding that the district cannot guarantee that a student will never experience an allergy-related event while at school. The district provides the following guidelines:

Expectations for all Students

1. Never take food allergies lightly. Students should not joke or tease other students about allergies.
2. Never try to trick someone into eating food they are allergic to.
3. Never share food with food allergic friends.
4. Always wash hands before and after eating.
5. Help allergic classmates by knowing items the classmate is allergic to and by checking labels to make sure items do not contain those foods.

Expectations for Students with Food Allergies

1. Never trade food with other students or eat any food with unknown ingredients.
2. Notify an adult immediately should s/he believe contact with the food has occurred or medical attention is needed.
3. Agree to be active in the care and management of his/her food allergy.

Parents/Guardians of Students with Allergies

1. Contact the school nurse each year to complete and/or update all medical records including specific information pertaining to any and all known allergies.
2. Provide written documentation from the attending physician to the school nurse regarding the specific allergy, severity and treatment.
3. Provide the school with a list of the food contacts to be avoided.
4. Follow the district medication policy in providing medications for allergic reactions (see **Medication**).

An individual health care plan may be developed, as needed, by the school nurse, with input from the parent/guardian, school personnel and building principal. As part of the plan, if appropriate and necessary, may be procedures agreed to by the school and parent/guardian regarding concerns of student contact (with the allergen) throughout the school day. The plan and procedures will vary depending on the individual circumstances. Regardless of the allergy, the district will not support a complete ban on specific foods in the cafeteria that may contribute to the student's allergy unless approved by the Board.

FORGERY (Policy 218)

Any student using a falsely signed excuse, report card, class assignment, or any other form requiring a parental, teacher, or principal signature will be given appropriate disciplinary consequences.

FREEDOM OF EXPRESSION (Policy 220)

Students have the right to speak or publish and distribute their opinions. However, they have the responsibility to observe the following whenever speaking or writing:

1. Do not be obscene or possess pornographic materials.
2. Do not ridicule a person.
3. Do not injure a person's reputation.
4. Do not cause disruption of the school operation.

The principal will review any material considered for distribution to see that legal standards are met and that approved areas for posting are utilized. Students are also responsible for cleaning any litter related to their publications. Students may also hold their own meetings in the school because they have the right to a peaceful assembly. To do this, permission must be requested from the principal. To obtain permission, an agreement must be made to take proper care of the building and not disrupt other school activities.

GUM

Gum chewing is not permitted in the Canon-McMillan Elementary Schools.

HARASSMENT (Policy 248)

Harassment is a form of discrimination based on the protected classifications and consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and

2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

The school district encourages students and third parties who believe they or others have been subject to discrimination or harassment to promptly report such incidents to the building principal. Violations of this nature, including acts of retaliation, or knowingly providing false information, may result in disciplinary consequences under applicable district policy and the student's code of conduct.

Our schools are fair places where people treat each other with respect. Harassment of any type will not be tolerated from anyone under any circumstances. It is wrong and unfair for anyone to:

1. Make someone feel uncomfortable or threatened;
2. Humiliate or insult another person;
3. Force themselves on anyone who doesn't want physical contact with them;
4. Cause a person to lose confidence, self-respect or self-esteem.

Verbal complaints of harassment should be put in writing by the individual complaining or by the person who receives the complaint and signed. All complaints regarding harassment will be investigated. Offenders will be disciplined. All threats of physical harm must be reported to school personnel. The principal or his/her designee will investigate these threats. Offenders will be disciplined using the guidelines that are consistent with C-M's *Harassment Policy*.

HOMEBOUND INSTRUCTION (Policy 117)

Homebound instruction (instruction in the home by certified tutors) may begin the first day of absence, when the statement from the physician states that the period of illness shall exceed ten (10) days. Please contact the building principal to obtain a "Homebound Instruction Application" to be filled out by the physician verifying the need for this process if this circumstance occurs to your child.

HOMELESSNESS

The McKinney-Vento Homeless Assistance Act defines "homeless children and youths" as individuals who lack a fixed, regular and adequate nighttime residence. A family or student can be considered homeless under this definition if they are living in any of the following situations:

- Public or private shelters
- Public or private places not designated or ordinarily used as regular sleeping accommodations such as vehicles, parks, ...etc.
- Living in substandard housing (no running water or working utilities, infestations, etc...)
- Living with relatives or friends due to lack of housing
- Living in transitional housing programs
- Runaway children (under 18 years of age) and children who have been abandoned or forced out of their home by parents or other caretakers (unaccompanied youth). These children may be in temporary shelters awaiting assistance from social service agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances

Because the circumstances of homelessness vary with each situation, determinations are made on a case-by case basis. The district liaison will facilitate the process working with the family to make an appropriate determination of eligibility and to reduce disruptions to the child(ren)'s education.

If you believe your current situation may qualify, please contact Dr. Scott Chambers, Deputy Superintendent and District Homeless Liaison at Chamberss@cmsd.k12.pa.us or 724-746-2940.

HOMEWORK/OTHER SCHOOL ASSIGNMENTS (Policy 130)

We believe homework and other school assignments are integral to a student's success. Longer term assignments, papers requiring a parent's signature, and other school related tasks all reflect and reinforce a student's responsibility. *Students are responsible for completing all homework and other school assignments.* Generally speaking, on average, students should receive homework that amounts to 10 minutes per evening per grade level. (For example, first graders should receive an average of 10 minutes of homework, second graders should receive an average of 20 minutes of

homework and so on. Keep in mind that these estimates reflect the average.) Assignments not completed within the required time must be made up.
Inconsistency in completing homework assignments will result in the following consequences: Parents/guardians will receive a notice advising them of their child's neglect to complete assignments. On the third offense and each succeeding offense, the student will stay for one hour of after-school detention. The "slate will be wiped clean" each 9 week period. The incomplete homework slips/detentions do not carry over from one 9 weeks period to the next. Slips detailing incomplete homework are *never* carried over from one school year to the next. We encourage and appreciate support from the home in consistently carrying out this endeavor.

HOTLINE

We encourage open communication in each of our schools. In the event a student has information related to the safety and security of our children, he or she should seek out an adult in the school and relay this input. If for some reason this is not possible, the following hotline number serves this purpose: *724-873-5244*

ILLNESS OR INJURY

In case of illness or injury a child will be cared for temporarily by the school nurse or a member of the school staff. We will make him/her comfortable and render first aid treatment only. If emergency treatment is necessary the parents will be contacted. If parents/guardians cannot be reached, we will attempt to contact the emergency numbers that are listed on the Emergency Medical Card completed at the beginning of the year. In extreme emergencies, if parents are not available the child will be taken to the emergency room at the hospital.

INTEGRATED PEST MANAGEMENT POLICY (Policy 716)

The school district will annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds. Information regarding pest management activities shall be available to the public at the district's administrative office.

LIBRARY MEDIA CENTER (Policy 224)

Library classes are held weekly for grades K-4. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books. All materials checked out are expected to be cared for and returned on the due date in like condition. To avoid inadvertent charges, students are expected to check materials prior to leaving the library/media center and report any damages to the librarian. Materials that are lost or stolen must be paid for at replacement cost. Materials that are misused will be charged a fine or the replacement cost at the discretion of the librarian for such things as: torn pages; barcodes; coloring/writing on pages; pocket/date due slips; covers torn; wet pages; or spine damage. If materials have been damaged, none will be checked out on the day of return until the parent/guardian has been notified of the damage and the fine paid. Afterward, any student owing a fine will not be permitted to borrow any materials from the library.

LOST AND DAMAGED BOOKS/MATERIALS/EQUIPMENT

We believe that students have a responsibility to maintain and secure school property issued to them. Consequently, textbooks that are new, or up to two years old, will be assessed at full replacement cost if lost or damaged. Books older than two years will be assessed at 70% total replacement value.
Library books and audiovisual materials will be assessed at full replacement cost regardless of their age.
Damage to school property will be assessed on a case by case basis.

LOST AND FOUND

A place housing lost/found articles is provided for in each elementary school. Check with your school's office for a detailed location. Students missing any articles are encouraged to check in the lost/found for their belongings. Please label all of your child's articles (coats, backpacks, lunch boxes, etc.) to facilitate their return. Unclaimed items will be given to a charitable organization after a reasonable length of time. The school is not responsible for items left in the lost/found area.

MEDICATION (Policy 210)

It is the policy of the Canon-McMillan School District that all children's medication be administered by family at home. Under exceptional circumstances, medication prescribed by a physician may be administered by school personnel in compliance with the C-M School Board *Administering Medicine to Students Policy*. Any student who needs to take medication at school must report to the nurse or his/her designee. Written instructions signed by the parent and the physician will be required. **The necessary form is located here.**
Students may not transport medicine on the school bus; a parent or guardian must deliver the medicine to the school office where it will be turned over to the nurse, principal, or secretary.

MYPOWERHUB

MyPowerHub is a centralized platform that operates as the parent portal to PowerSchool and simplifies how families receive and manage school information. Available as both an app and a website, MyPowerHub works across all devices and replaces multiple systems with one secure, easy-to-use experience.

With MyPowerHub, you will be able to:

- Check your student's grades
- Message teachers directly
- Receive important updates and announcements from your school

We encourage you to explore the following resources:

- MyPowerHub Startup Guide for Parents
- MyPowerHub Parent Guide
- District Technology Resource Website
- Engaging Every Family MyPowerHub Overview
- Scheduling Tile

NURSE/HEALTH ROOM

The school nurse is NOT to be used instead of the family physician. An injury/illness occurring out of school should be taken care of at home. Any student in need of seeing the school nurse should obtain permission from his/her classroom teacher in accordance with school procedures. A student should report to the health room or school office under the following conditions:

- ❑ *If he/she has a physical defect or is under doctor's care.*
- ❑ *If a doctor advises that the student may not participate in physical education class or must have limited activities (outdoor recess). A note from the doctor must be submitted. A written release to resume participating must be submitted by the same doctor.*
- ❑ *If an injury is received during school hours or going to and from school or in athletics.*
- ❑ *If he/she is in need of first aid or in an emergency.*

In addition, the school nurse assists a licensed physician and a dentist while said doctors are performing state-mandated medical exams. Students receive physical exams in grades 1, 6, and 11. They receive dental exams in grades 1, 3, and 7. More information regarding these exams will be communicated to you as their dates approach during the school year.

PERSONAL BELONGINGS (Policy 239)

The bringing of personal belongings to school is discouraged. Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom. Unauthorized articles that are brought to school that are lost/ broken will be the family's responsibility.

PICTURES

Individual student pictures will be taken during the fall. Families will receive notices in advance of the photo session. Class pictures will be taken in early spring and will also be available for purchase.

PHOTO REFUSAL/OPT-OUT

Photographs/videotape footage of Canon-McMillan students involved in school-related activities are often used in district publications, social media, newspapers, yearbooks, television, websites, various communication platforms, newsletters, etc. If, for any reason you do NOT want photographs or videotapes of your student used in this manner, please complete the 2026-2027 CMSD Photo Opt-Out Form.
Canon-McMillan School District's District-Wide 26-27 Photo Opt-Out Form

PLAYGROUND/RECESS GUIDELINES

We expect everyone in our school to use good manners and treat both people and property with kindness and respect. Consequently, the following guidelines are to be followed when our children have access to our playgrounds:

- All activities should be safe. Activities which could result in student injury will not be allowed.
- Throwing of foreign objects is obviously unsafe and will not be tolerated.

- All children will be expected to go outdoors for recess periods. This rule may be waived if a written request is received from parent/guardian. **Please be sure to dress your child appropriately for the weather.**
- During winter months, either temperatures and/or ground conditions will dictate whether or not recess is held outside. Playground supervisors will use their judgment in deciding this issue by considering such things as ground cover, wind – chill, and temperature.
- The school playground will be available to children for recreational purposes during the daytime hours when school is in session. However, the school is *not* responsible for children on the playground when school is not in session or immediately before or after the regular school hours.
- Motorized vehicles are not to be used on school property except for school related purposes.
- Students continually failing to follow playground guidelines will be withheld from playground activities and the parents/guardians will be notified.
- ***No visitors, including parents, are permitted on the playground while school is in session, including while the students are using it during recess.***

PHYSICAL EDUCATION

Students are expected to participate in physical education classes on a weekly basis. A student may be excused from active participation in physical education classes for a certain period of time only with written permission from a physician indicating that such activity would be detrimental to the student's health. A student may be excused from active participation in gym class for up to two class periods with a written note from parents/guardians and validation by the school nurse, principal or the principal's designee. An excuse for more than two classes must be validated by a physician. For safety reasons, tennis shoes are required for participation in class**. If a student is medically excused from physical education class, they may not participate in recess.**

POWERSCHOOL

Students' grades are able to be viewed using an online grading program called PowerSchool. PowerSchool is an excellent resource for both students and parents to monitor student progress and work completion.

However, it is strongly recommended that parents/students do not visit PowerSchool more than once every two weeks to check overall grade status. Individual scores should not become the focus of daily discussion or used for micromanagement of the learning process. Rather, individual scores are a piece of the overall big picture, or pattern of performance. Also, it is expected that different teachers/classes have various methods of grading, and the number of assignments may vary based on course content and individual teaching style. All teachers are required to adhere to the district's grading policy (Policy No. 212).

PowerSchool may be accessed through the district's website (www.cmsd.k12.pa.us) under the "Parent Links" tab by clicking on "PowerSchool." For instructions on using PowerSchool, an online tutorial and "Q&A" section are also available under the Parent Links. To access students' grades, parents are provided with a unique username and password (near the start of the school year) that should be kept confidential. Usernames and passwords remain the same if a student has been issued one. If a student loses his/her password, please contact the school's office for assistance.

Disclaimer
PowerSchool is provided as a convenience. Grades and other information provided by this system are not official records and may not be accurate due to human or technical error. Neither this institution nor Pearson School Systems accepts any responsibility for information provided by this system and/or for any damages resulting from information provided by this system. Official grades will be distributed on a nine-week basis on the student's report card.

PROGRESS REPORTS (Policy 212)

Progress Reports will be issued at the midpoint of each grading period. Parents can stay informed of their child's academic growth and personal development by accessing Powerschool from the district's webpage. Progress reports will be emailed to families through PowerSchool on the date listed in the school calendar.

RELEASE FROM SCHOOL FOR TRIPS

Parents/guardians who wish to obtain the release of their children from school for family trips, family business or other family activities must request *prior* permission two weeks in advance from the principal by completing the form located in the appendix. ***(you may also request one from your child's school)***. Parents must define the nature of the activity, its duration, and its purpose. According to school policy, only those activities which are emergencies or which are educational in nature will be excused. Though pre-approved, these absences still count towards the student's total number of absences for the school year.

REPORT CARDS (Policy 212)

Report cards will be available at the close of each nine-weeks grading period. Report Cards will be emailed to families through PowerSchool on the date listed in the school calendar.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a student in the Canon-McMillan School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Part of the (**ESSA) Every Child Succeeds Act** law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/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 degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact the principal of your child's school.

SAFE ARRIVAL

Our school uses SafeArrival to make reporting student absences quick and convenient. Parents and guardians can report their child's absence using the MyPowerHub app, MyPowerHub Desktop, or by calling the toll-free number (1-888-905-5815) —anytime, day or night. This system helps ensure that we know each student's whereabouts every day and that families receive timely notifications if a student is unexpectedly absent. SafeArrival helps keep all our students safe and accounted for.

After teachers record their attendance, parents will receive a message from the automated notification system at (10:00 am) if their child is marked absent. Upon receiving the call, parents will be prompted to provide the reason for their child's absence. You can use any of the three options to report your child's absence by 11:45 PM the day of the absence.

Entering Your Child's Absence

- Absences (full day only) may be scheduled in advance (ex. scheduled dr. appt.) or on the day of the absence before 10:00 AM.
- Absences can be reported using the School Messenger app, PowerSchool, or toll-free phone number.
- Options for reporting are available anytime, 24 hours a day, 7 days a week, up to the cutoff time on the day of the absence, which is 11:45 PM.
- If you do not report your child's absence in Safe Arrival by 11:45 PM on the day of the absence, you will need to submit a written excuse to your child's school within 3 days to report the absence.
- If you report your child's absence either the morning of the absence or in advance of a known absence using the SafeArrival School Messenger app, PowerSchool, or toll-free phone number you will NOT receive these notifications that your child has been marked absent.
- If your child has been absent for three (3) consecutive days, on the fourth absence, the system will not accept your submission. You must contact your child's school. The system will be reset after the fourth absence, and SafeArrival can be used again.

Revising or Canceling an Absence

SafeArrival only allows revisions/cancellations for present or future dates. It is not possible to revise/cancel an absence for a previous day. If you missed making a change, please contact your child's school main office.

SafeArrival Phone Number

- Save the SafeArrival phone number 1-888-905-5815 as “SafeArrival” contact in your phone. Doing this makes it easy to have the toll-free number on hand and to easily report an absence (if not using the app). It is also helpful to see “SafeArrival” as a contact if the school is calling to verify an unreported absence.
- If your child will be late or missing only part of the day, report the absence as a full day and when the student arrives at school the attendance will be adjusted.

SchoolMessenger Communicate

We use the SchoolMessenger Communicate automated notification system to contact parents/guardians whose child is absent and not reported in advance in SafeArrival.

- The automated notification system will attempt to contact parents by both phone and email on the day of the absence only until a reason is submitted for the absence.
- The phone number that will appear on your caller ID is 1-888-905-5815. If you report your child's absence in Safe Arrival before the start of the school day, you will not receive these notifications, and you will not need to supply a note to your child's school's attendance email.
- If you report your child’s absence in advance using SafeArrival, you will NOT receive automated notifications.
- If the system is unable to reach the designated contact or you do not enter an absence for that day, the absence will remain unexcused unless you send an excuse note to your child’s school office within three (3) days of the absence.

Vacation Request

- Pre-Planned trips can not be reported through SafeArrival. Parents must complete the Pre-Planned Trip form in advance of their child’s absences.

SCHOOL CAFE – CAFETERIA ACCOUNT

The SchoolCafe program is a debit card system used in the school cafeteria. Each student is given a student’s account number. Parents can place money in their child’s account by sending it to school with the child or at schoolcafe. School Cafe is an online credit card prepayment service to allow parents to prepay for their child’s school breakfast and lunch purchases using their credit card, or debit card.

During the 2022-2023 school year breakfast and/or lunch can be ordered for no cost when all of the components are taken. Students will be charged for a la carte items. To purchase a la carte items an a la carte permission form must be returned to the office.

When the child purchases items in the cafeteria the card is swiped. The cost is deducted from the account and all purchases are recorded. Now parents can go into their student’s account and see their meal history. No student will be denied lunch if they do not have their card or if they have a zero or negative balance, however students will not be permitted to purchase extras if they do not have their card or carry a negative balance. *It is the guardian’s responsibility to pay for all charges to the account that may accrue from insufficient funds.*

SCHOOL CALENDAR (Policy 803)

Notices of special school events are printed monthly on a calendar update and distributed to the students. This calendar keeps everyone informed of the quality activities ongoing in our elementary schools. Please see the Canon-McMillan website for the district calendar, as well as building specific calendars.

SCHOOL EMERGENCIES/PARENT REUNIFICATION PLAN

In the event students and staff must be relocated due to an emergency, assembly areas have been designated as primary locations. Circumstances of an emergency could cause these locations to change. School Messenger will be used to notify parents in the event of an emergency. Parents / Guardians picking up students will be asked for Photo Identification.

SCHOOL SECURITY (Policy 705)

We value the safety of our children. The school district is responsible for student welfare:

1. During instructional hours of the school day.
2. During instructional hours on school district property.
3. On school district vehicles.
4. At events before, during, and/or after school when directly supervised by school personnel.

Each elementary school has a security system. All doors are locked; in order to gain admittance to the building, please ring the doorbell. At this time, be prepared to identify yourself and state the purpose of your visit. Upon entering the building, all visitors must report to the school office and sign in. A visitor's badge must be obtained prior to visiting other areas in the school. All visitors must present photo identification at the office. It will be kept in the office in exchange for a visitor pass. You will receive your ID back when signing out of the building. We care about the safety of our children and believe precautions such as these demonstrate our concern.

SEARCHES (Policy 226)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may conduct searches according to the C-M *Search and Seizure* Policy and may seize any illegal, prohibited or contraband materials discovered in the search.

SMOKING (Policy 222)

Students may not smoke or use snuff on school property or school buses, nor may they possess these items. First and second offenses may result in disciplinary action. Further offenses may result in a temporary/full suspension or expulsion. Pennsylvania Law makes it illegal for anyone to use any form of tobacco on school property.

SPECIAL EDUCATION SERVICES

In Canon-McMillan, we are proud of the fine services offered through our special education programs. These include special education resource teachers, speech/language therapists, vision/hearing therapists, psychologists, and teachers of the gifted. Children may be referred by a parent or teacher and then screened to determine their needs. For further information, contact your child's school or our special education department at (724) 873-5231.

STUDENT RESPONSIBILITIES (Policy 235)

In our schools, all students have important rights that are protected by law. These include the right to be treated equally, to receive a fair education, to express yourself respectfully, and to have your voice heard. No student will be denied these rights based on who they are or what they believe.

With these rights come responsibilities. All students are expected to:

- Come to school regularly and on time.
- Try their best in class and with homework.
- Follow school rules and policies.
  Respect teachers, staff, and classmates.
- Share ideas in a kind and respectful way.

Families also have the right to review the instructional materials used in the classroom (except for tests or assessments) by contacting the school. Our school is committed to making sure everyone learns in a safe, respectful, and supportive environment.

STUDENT WELLNESS (Policy 246)

Canon-McMillan School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The district is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition

and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

SUSPENSIONS (Policy 233)

Any student breaking a rule may receive a temporary suspension, full suspension, or possible expulsion. The principal may temporarily suspend a student for a minimum of one day to a maximum of three days without a hearing. The principal is required to establish the facts, allow the students to respond to the charges and notify the parents/guardians if the suspension is imposed.

A full suspension may be issued for up to ten days. However, an informal hearing must be conducted by the principal before a full suspension goes into effect. Parents/guardians will be notified so that they may be present for the hearing, if they so desire.

Expulsion is exclusion from school for more than ten consecutive days, and may be permanent. Expulsion proceedings require a formal hearing before members of the Canon-McMillan School Board. Appropriate notices and all information to which a student is entitled will be furnished. Any student suspended or expelled from school will be charged with trespassing if seen on school grounds during the time of suspension. Suspended students may not participate in any after school practice or activity.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT (SWPBS)

In the Canon-McMillan School District, all elementary schools implement a School-Wide Positive Behavior Support (SWPBS) program to promote a safe, respectful, and inclusive learning environment. SWPBS is a proactive, research-based approach that focuses on clearly teaching behavioral expectations, recognizing and reinforcing positive behaviors, and using data to guide decisions and support.

Students are explicitly taught appropriate behaviors for various settings throughout the school day, including classrooms, hallways, cafeterias, restrooms, and playgrounds. Staff members consistently model and reinforce these expectations to create a positive and predictable environment. Positive behaviors are acknowledged through building-wide recognition systems, and students are supported in developing strong social-emotional and self-regulation skills.

While each elementary building may tailor its program to reflect its unique school community, all schools follow a consistent district-wide framework. This unified approach fosters shared responsibility among students, staff, and families to ensure that every child feels safe, supported, and ready to learn.

TELEPHONE USE

All emergency calls (illness, injury) are conducted via the school telephone by school personnel. Please arrange with your child at home as to transportation, meeting places, etc. so that our school telephones do not have to be used for these reasons. Because responsibility is an important measure of learning, students should not use the phone to call home for forgotten things. You may pick up your child by coming to the school office; messages to students will be placed in their teacher's mailbox. Emergency messages will be delivered at once. Please help by limiting your requests.

THREATS/TERRORISTIC THREATS (Policy 218.2)

A terroristic threat is when someone says or suggests they might hurt others, cause harm to the school, or create fear even if they don't plan to follow through. These threats can include words, messages, or actions that cause panic, disrupt school, or put people at risk.

Making a threat is very serious and can lead to major consequences, including suspension, expulsion, and involvement from law enforcement. All threats will be reported to our school's threat assessment team, and parents/guardians will be contacted immediately.

Everyone including students and staff has a responsibility to report any threats or concerning behavior right away. We are all part of creating a safe and respectful school community.

TREATMENT AND CONTROL OF HEAD LICE (Policy 209.1)

Every effort will be made to prevent the spread of lice in our schools. If a lice problem occurs, a written notification will be sent home to the Parents/Guardians of students in the affected classrooms. Parents will be given guidance regarding treatment methods. The school nurse must inspect the child's hair to be sure proper treatment has been carried out before the child will be readmitted to school. Your cooperation in our effort to maintain a healthy environment for our children is appreciated.

Absences in excess of two days will be considered illegal. Subsequent absences could result in referrals to the appropriate authorities i.e. Public Health, CYS, Magistrate.

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate disciplinary action. If a student accidentally causes damage he/she should report it to school personnel immediately, so that the damage is not misconstrued as vandalism.

VISITS TO SCHOOL (Policy 907)

Families are always welcome in our schools. **Upon entering the building, all visitors must report to the school office and sign in. A visitor's badge must be obtained prior to visiting other areas in the school.** All visitors must present photo identification at the office. It will be kept in the office in exchange for a visitor pass. You will receive your ID back when signing out of the building. To avoid interruptions in our educational program, please contact the teacher in advance to make an appointment. Visits to school by other children are discouraged unless an adult accompanies them and/or have made prior arrangements with the principal.

VOLUNTEERS

Under Act 15 of 2015, which amends the provisions of Child Protective Services Law, volunteers who are responsible for the child's welfare or who have "direct volunteer contact" with children at school - meaning the care, supervision, guidance, or control of children and routine interaction with child are required to have background checks.

Routine interaction is defined as "regular and repeated contact that is integral to a person's employment or volunteer responsibilities." PDE's view is that mere visitors are not normally required to obtain background checks if such visitors are not responsible for a child's welfare or are visiting the school irregularly and not providing care, supervision, guidance, or control of the children. Some examples of situations in which visitors would normally not be required to have background checks could include: school concerts, school assemblies, parent guest readers, giving a presentation at a class for a Career Day, volunteering at Santa's workshop, etc.

Most school events are considered to be irregular and we always have school staff present at events to provide care, supervision, guidance, and control of children. However, for field trips, Fitness Day, and classroom parties, sometimes volunteers may be helping our staff to provide care or supervision of groups of students. While we intend to have our certified staff to continue to stay with their groups of students during these events and provide supervision, guidance, care, and control, it is with an abundance of caution that we are requiring volunteers for these events to submit the required clearances.
Volunteer clearances can be obtained at no cost to you. Clearances that will be required are:
Act 34 Pennsylvania Criminal History Check

Act 151 Pennsylvania Child Abuse Clearance

Act 114 FBI Criminal History Report

In addition to the required clearances, parent volunteers are required to complete the following three hour course:

Recognizing and Reporting Child Abuse (Required for Field Trips, Book Fairs, Class Parties, Fitness Day)

*FBI Fingerprinting is not required so long as you have been a PA resident for the entirety of the last 10 years. If you have not been a resident of PA for the last 10 years, you will be required to provide a FBI Fingerprinting clearance obtained after residency was established in PA. PA residents of 10 years may submit a notarized Volunteer Affidavit Form (email Mrs. Ross if you need this form).

Clearances can be submitted to your student's school office to remain on file if you plan to volunteer for these events.

WEAPONS (Policy 218.1)

Weapons offenses are serious issues in our schools' community. As per the C-M *Safety Policy*, the Canon-McMillan School District cannot tolerate the danger and disruption of such an unwarranted offense in any school building or during school activities. Students who are determined to be in *"possession of a weapon or any instrument of potential harm" which also includes "look – alike weapons"* will be immediately suspended. This initial suspension will be extended, during which time school district officials will make a determination whether to recommend that student for expulsion to the Board of Directors. Also, charges will be filed with the police and local magistrate under the state weapon violation statutes.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or contact the school at least two weeks prior to the withdrawal date. This will enable us to have ample time to complete required paperwork. All library books and textbooks must be returned and all outstanding charges paid before your child leaves. Your child's records will be forwarded upon request to the new school. No withdrawal will be made without official notice from the parents/guardians to the school. As always, your cooperation is appreciated.

Google Apps for Education Parental Consent Form

Dear Parents/Guardians,

As you know, technology is an integral part of Canon-McMillan's unique curriculum, and we strive to use technology in ways that will assist learning and prepare students for life after graduation. Canon-McMillan's students, teachers, and staff use Google Apps for Education to allow students to collaborate on school projects, communicate with their teachers and one another, and continue learning regardless of their location. Google Apps for Education are provided without advertisements and include the following online services for students:

- **Email** – an individual email account for school use, managed by Canon-McMillan.
- **Calendar** – an individual calendar used to record and collaborate on assignments, educational activities, or project schedules
- **Drive** – a set of tools providing for the creation and storage of word processing documents, spreadsheets, presentations, etc.

To set up the necessary Google Apps for Education account for your child, Canon-McMillan provides Google only with a username, and no other personal information is required to open the account. However, given the nature of the services being provided, your student's email, assignments, projects, and other classwork stored in Google Apps for Education will likely include personal information about your child. Google has agreed to comply with the Family Educational Rights and Privacy Act (FERPA), the federal law that protects the confidentiality of student educational records and personally identifiable information, and to adhere to industry standards with respect to the security of the information. You can read more about Google's privacy practices on their website at http://www.google.com/policies/privacy/. The Canon-McMillan Technology Resource page is located here.

By signing this student handbook you provide consent for your student to utilize Google Apps for Education while enrolled at Canon-McMillan School District.

APPENDIX

CANON-MCMILLAN SCHOOL DISTRICT

HANDBOOK ACKNOWLEDGEMENT FORM

Please review the Student Handbook, complete the acknowledgement form, and return to your child's teacher ***within one week.***

The Elementary Student Handbook can be found by following the steps below:

- Go to the Canon-McMillan Website: www.cmsd.k12.pa.us
- In the blue menu bar click "Schools"
    - Select your home school
        - Click "Student Handbook" button

The following signatures indicate that both parent and student have:

- **READ**
- **REVIEWED**
- **DISCUSSED** the Elementary School Handbook.

NOTE: Failure to sign and return this form does not preclude the student from adhering to the contents herein.

☐ **I would like to request a printed copy of the Student Handbook**

_____

Print Parent/Guardian Name

_____

Signature of Parent/Guardian Date

_____

Print Student Name

_____

Signature of Student Date

A La Carte and Extra Food Purchases - Permission Slip

_____**YES,** I permit my child(ren) to purchase a la carte and/or extra food items.

By checking this option, I understand that money will be in the account and I will be financially responsible for any expenses they may incur. I understand that if I do not make lunch account payments in a timely fashion, my account may be turned over to collections, at which time 1 would be responsible for additional fees that are charged by the collections agency.

_____ _____

Signature **Date**

Please list your children)'s name(s) below*: (Please print.)*

Name(s): **School:**

_____ _____

_____ _____

_____ _____

_____ _____

Please return this completed permission slip to the Business Office. *A* copy will be sent to your child(ren)'s school for their **records.**

Canon-McMillan School District

Attn: Business Office

1 North Jefferson Ave

Canonsburg, PA 15317

*Y*our child(ren) WILL NOT be permitted to purchase a la carte food and/or extra food items and your children) will remain unable to purchase them until written permission is received. This form will be available online at a la carte Permission Form should you want to make changes to your child(ren)'s ability to purchase a la carte and/or extra food items.

Thank you,

Canon-McMillan School District Business Office

Request for Excused Absences from School for a Pre-Planned Educational Tour or Trip

Canon-McMillan School District

Date of Application _____

Student's Full Name _____ Grade _____

Date(s) of Proposed Absence _____through _____ No. Days Absent _____

Person directing/supervising student during above absence:

Name_____

Address_____

Phone_____

The district procedure of pre-approved absences is as follows:

1. Parent/Guardian will submit requests for excused absences on an approved district form to the principal two weeks prior to the tour/trip dates.
2. All school work missed during the approved tour/trip shall be made up on the initiative of the student.
3. All pre-approved absences will be recorded as excused absences. This approval does not supersede the District Attendance Policy.

Describe experience that will be a substitute for schooling:

_____
_____
_____
_____
_____

_____ _____ _____
Signature of Parent/Guardian Phone Date

Date received in the school office:_____
Principal's Initials: Approved _____ Not Approved _____
(If not approved, a copy will be returned to parent/guardian.)
Date:_____
Copy of request sent to Superintendent_____

(White)

South Central Elementary School and Muse Elementary School
230 South Central Avenue **40 Muse School Road**
Canonsburg, PA 15317 **Muse, PA 15350**

August 20, 2026

Dear Parent(s)/Legal Guardian(s):

Your child attends Muse Elementary School or South Central Elementary School**,** which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Muse Elementary School and South Central Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As Title I schools, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right-to-know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
    - subject matter tested,
    - purpose of the test,
    - source of the requirement (if applicable),
    - amount of time it takes students to complete the test, and
    - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

Sincerely,

Mrs. Dziak and Mr. Miele

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

South Central Elementary School and Muse Elementary School
230 South Central Avenue **40 Muse School Road**
Canonsburg, PA 15317 **Muse, PA 15350**

August 20, 2026

Estimado Padre Legal / tutor:

Su hijo asiste a Muse Elementary/South Central Elementary**,** que recibe Federal título financia para ayudar a los estudiantes en el cumplimiento de normas estatales de desempeño. Durante el año escolar, nos se le proporciona información importante sobre esta ley y la educación de su hijo. Esta carta le permite saber acerca de su derecho a solicitar información sobre las calificaciones del personal de aula trabajan con su hijo.

En Muse Elementary School/South Central Elementar**y**, estamos muy orgullosos de nuestros maestros y sienten que están listos para el próximo año escolar y están dispuestos a darle a su hijo una educación de alta calidad. Como una escuela de título I, debemos satisfacer las regulaciones federales relacionadas con las cualificaciones de un maestro como se define en ESEA. Estas regulaciones le permiten obtener más información sobre formación y credenciales de los maestros de su hijo. Estamos encantados de proporcionar esta información. En cualquier momento, usted puede preguntar:

- Si el maestro cumple estado calificaciones y requisitos de certificación para el grado y el tema está enseñando,
- Si el profesor recibió un certificado de emergencia o condicional a través del cual fueron renunciados la calificación de estado, y
- Qué licenciatura o postgrado el profesor sostiene, incluyendo certificados de postgrado y grados adicionales y major(s) o áreas de concentración.

También puede preguntar si su hijo recibe ayuda de un paraprofesional. Si su niño recibe esta ayuda, podemos proporcionarle información sobre calificaciones de paraprofesionales.

El cada estudiante logra la ley (ESSA) que fue firmada en ley en diciembre de 2015 y reautoriza la ley primaria y secundaria Educación de 1956 (ESEA) incluye además derecho a conocer las peticiones. En cualquier momento, los padres y miembros de la familia pueden solicitar:

- Información sobre las políticas relativas a la participación de los estudiantes en las evaluaciones y procedimientos para optar hacia fuera, y
- Información sobre las evaluaciones necesarias que incluyen
    - materia de prueba,
    - propósito de la prueba,
    - fuente de la obligación (si corresponde),
    - cantidad de tiempo que tardan los alumnos para completar la prueba, y
    - tiempo y el formato de difusión de resultados.

Nuestro personal está comprometido a ayudar a su niño a desarrollar el conocimiento académico y el pensamiento crítico que necesita para tener éxito en la escuela y más allá. Ese compromiso incluye asegurarse de que todos nuestros profesores y paraprofesionales cumplen requisitos de estado de Pennsylvania aplicables.

Atentamente,
Mrs. Dziak and Mr. Miele

Padres derecho a conocer la información requerida por la escuela primaria y secundaria Education Act (ESEA) [sección 1112(e)(1)(A)] y cada estudiante tiene éxito ley [sección 1112(e)(1)(A)]