

2025-2026

Canton Area Elementary School

Student Handbook



Online Copy

Proud of Our Traditions

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

Canton Area Elementary School does not discriminate in co-curricular activities as to students participating with mental or physical disabilities. All handicapped students with diverse abilities will be provided with an equal opportunity to participate in nonacademic services as are all other students. All students with diverse abilities will be provided with support services and accommodations will be made, as individual needs and circumstances dictate, to allow them to participate in the services and activities.

For information about your rights or grievance procedures contact the superintendent at 509 East Main Street, 570-673-3191. This handbook, published by the Canton Area Elementary School, is designed to be used as a reference throughout the year.

It is our practice to exert every effort to maintain communication between the home and the school. Never hesitate to contact us on any matter because our knowing each other is critical to the welfare of the pupils.

This handbook and other school publications are updated on a regular basis. Policies, herein written, are subject to change. Prior and adequate notice of changes will be given before enforcement of changes.

CANTON AREA SCHOOL DISTRICTS RECORDS POLICY

Regulations of the State Board of Education as amended in July 1977, state: "Each Board of School Directors shall adopt an updated plan for the collection, maintenance, and dissemination of pupil records and submit the same to the Department of Education for approval on or before 1978." While recognizing the legitimate needs for the collection and use of the information, the Canton Area School District is aware of the need to insure as much as possible, the rights of privacy of the individual. Therefore, the school district plan shall contain policies and procedures for the collection, maintenance, release and destruction of educational records. In addition, the school district shall protect the confidentiality of education records containing personally identifiable information. The district Record Policy) is located in the Guidance Office for public review (adopted as revised September, 2009).

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CANTON AREA BOARD OF EDUCATION
509 EAST MAIN ST.
CANTON, PA 17724
(570) 673-3191

Judy Sourbeer, President
Bill Holland, Vice President
Ryan Allen, Treasurer
Sarah Neely
John Ambruch

Arica Jennings
Dave Decristo
Tom Resavage
Dennis Sourbeer

Mr. Mark Jannone, Board of Education Secretary..... (570) 673-3191
Sweet, Stevens, Katz, & Williams, Solicitor..... (215) 345-9111

Board of Education meetings are held on the second Thursday of every month, except for the December meeting, which is held on the first Thursday in December. Meetings are held in the high school library. The public is welcome.

SCHOOL DIRECTORY

Dr. Amy Martell, Superintendent of Schools..... 673-3191
Mr. Mark Jannone, School Business Manager.....673-3191
Mr. Lucas Bailey, Elementary Principal.....673-5196
Mr. Don Cron, Assistant Principal.....673-5196
Mrs. Cindy Reed, School Nurse.....673-5196
Mrs. Amy Repard, Director of Support Services..... 673-3983
Mr. Dave Loomis, School Psychologist..... 673-3983
Mrs. Corrin West, School Counselor673-5196
Ms. Brianna Ward, Principal's Secretary.....673-5196
Mrs. Siarra Shanley, Elementary Building Secretary.....673-5196
Mrs. Terry Weber, Support Services Secretary 673-3983
Mrs. Asti Tillotson, Cafeteria Manager.....673-5196

**Canton Area School District
Mission Statement**

We focus on learning: Every child, every day, "The Warrior Way!"

**Canton Area School District
Vision Statement**

The vision of Canton Area School District is to instill in all students the desire to learn for a lifetime in a global society through quality instruction in skills, concepts, and experiences, which promote excellence in leadership, communication, and technology while valuing community roots.

TEACHERS AND STAFF

Kindergarten

Mr. Brock Kitchen
Mrs. Talia Roupp
Mrs. Jennifer Wile

Mrs. Ashley Pikelnick, Library
Mrs. Jaimee Pequignot, Phys. Ed
Mrs. Cindy Reed, School Nurse
Mrs. Corrin West, School Counselor

Grade 1

Mrs. Rebecca Colton
Mrs. Kelsey Weed
Mr. Garrett Wesneski

Title I Staff

Mr. Jason DeLozier
Ms. Cindy Dewey
Ms. Shaina Slocum
Mrs. Mercedes Meuse, Paraprofessional
Mrs. Janie Segur, Paraprofessional

Grade 2

Ms. Katie Foust
Mrs. Robin Palmer
Mr. Ryan VanNoy

Special Education Staff

Mrs. Amy Repard, Director of Support Services
Mr. Dave Loomis, School Psychologist
Mrs. Jamie Taylor, Speech Support
Miss Deborah Fitzwater, Learning Support
Ms. Shaina Slocum, Learning Support
Ms. Carolann Ward-Spencer, Learning Support
Mrs. Sara Ross, Learning Support
Mrs. Cindy Black, Learning Support/ Gifted Support
Mrs. Heidi Morgan, Paraprofessional
Mrs. Samantha Campbell, Paraprofessional
Mrs. Joanne O'Hara, Paraprofessional
Mrs. Danielle Henson, Paraprofessional
Mrs. Diane Palmer, Paraprofessional
Mrs. Faye Spencer, Paraprofessional
Mrs. Leah Strong, Paraprofessional
Mrs. Janelle Bruce, Paraprofessional

Grade 3

Mr. Joseph Hollett
Mrs. Carmya Storrs
Mrs. Abby Williams

Grade 4

Mrs. Jennifer Edler
Mrs. Yonna Castle
Mrs. Jodi Peterson
Mrs. Theresa Stimson

Grade 5

Mr. Jason Foust
Mrs. Cassandra Howard
Mr. Cody Martin

Maintenance/Custodial Staff

Mr. Fred Richter
Mr. Steve Turner
Ms. Tammy Stone

Grade 6

Mrs. Jaime Fitch
Mr. Craig Route
Mrs. Katie Steever
Mr. Levi Storrs

Administrative Assistants

Ms. Brianna Ward, Principal Secretary
Mrs. Siarra Shanley, Building Secretary
Mrs. Terry Weber, Support Services Secretary

Special Areas

Ms. Tammy MacWhinnie, Instrumental Music
Mr. Jacob Fleury, Music
Mrs. Lucy Chamberlain, Art

TIME SCHEDULE

| | |
|--------------------|------------|
| Breakfast | 755:-8:18 |
| Instruction Begins | 8:20 |
| Lunches | 10:55-1:10 |
| Recesses | 11:00-1:30 |
| Walkers Dismissed | 3:10 |
| Bus Dismissal | 3:15 |

I. INFORMATION REGARDING SCHOOL ATTENDANCE

● ATTENDANCE POLICY

****All students must arrive by 8:18***

Regular attendance is a prerequisite for educating the students at Canton Area Elementary School. Courses and content are planned as a progression of learning activities and ideas, with each day's work building on work previously done. When students are absent, they miss one or more steps in their learning; absent students cannot be taught.

Our goal is to have each student attain the most from all programs at Canton Elementary and to meet the State Standards. Being present on a regular and consistent basis is the only way that a student can begin to achieve that goal. On the other hand, poor or inconsistent attendance breaks the learning process and causes the student to fall behind. Poor attendance may also be a warning sign for other problems. Therefore, it is our aim to inform the students and parents of the general attendance procedures. Good home-school contact and following standard procedures can only benefit the student.

****A reminder that students who arrive after 8:18 AM will be marked tardy. Walkers should not arrive before 7:55 AM, there will be no supervision available before that time. Breakfast is served from 7:55-8:18.**

The following are procedures concerning attendance/absence:

● INTRODUCTION

All persons residing in the Commonwealth between the ages of 6 and 21 are entitled to a free and full education in the public schools. Parents or legal guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. A student may not be excluded from the public school nor from interscholastic athletics or co-curricular activities because of being married or pregnant. Students who reach 18 years and are not fulfilling their responsibilities as students may be asked to leave school. Additionally, students 18 years and older who demonstrate disobedience or misconduct, or irregular attendance will be notified and recommended for school board action. Once a student begins kindergarten, they are required to follow the compulsory attendance law.

● SCHOOL ATTENDANCE IMPROVEMENT PLANS

PDE recommends that unlawful absences do not trigger a formal response until the district has exhausted all efforts to work collaboratively with the parent/guardian to address the truancy of the student and until the student has three unlawful absences over the course of the school year. Schools are a critical part of a child's support system and have a significant opportunity to assist children and families.

Therefore, Canton Elementary School will be abiding by the following PDE BEC, 24P.S. 13-1327 Compulsory Attendance and School Attendance Improvement Plan.

(1) First Unlawful Absence

Parent/guardian receives a notice of unlawful absence from the school district.

(2) Second Unlawful Absence

Parent/Guardian receives a second notice of unlawful absence from the school district.

(3) Third Unlawful Absence

Parent/Guardian receives a notice of unlawful absence by providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.

School districts shall coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon School Attendance Improvement Plan (SAIP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child's education environment, current academic difficulties, physical or behavioral health issues, and family/environmental concerns. At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

(4) Subsequent Unlawful Absence

After agreeing to a SAIP, or if there is not agreement on an attendance improvement plan and 3 days have passed since the parent/guardian received the official notice of the child's third illegal absence, if a child is unlawfully absent, at any point within the school year, an official notice of unlawful absence may be sent home. The purpose of this correspondence is to inform the child's parent/guardian that the child has violated the SAIP or, if there is no SAIP, to inform the child's parent/guardian that the child has again violated the compulsory attendance requirements and advise the parent/guardian that a citation may immediately be sent to the magisterial district judge. After this step, the school is not obligated to inform parents in writing of absence, but it is recommended that the school continue to call the parent/guardian to inform them of additional truant

behavior. Schools should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction in the region.

(5) Referral to County Children and Youth Agency

(a) Children Under 13 Years of Age

Any child who has not attained the age of 13, who fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred to children and youth. The referral to the county children and youth agency may be in addition to proceedings against the parent/guardian sent to the appropriate magisterial district judge. If the parent/guardian provides written consent, a copy of the SAIP should be forwarded to the county children and youth agency.

Continued Truancy

If a child of any age continues to be truant after the above actions have been taken, then school districts are encouraged to file citations with the local magisterial district judge citing the child's continued truancy on a weekly basis. It is imperative that the local magisterial district judge be kept informed if truant behavior continues after a plan is in place. Continued truancy may also lead to decisions about retention for the student.

● EXCUSED AND UNEXCUSED ABSENCES

1. For an excused absence a student:

a. is required to submit a parental excuse to the attendance officer within 3 school days of the student's return to school. These excuses may be sent via email to sshanley@canton.k12.pa.us. Failure to submit proper documentation within this timeline may result in an unexcused/illegal absence. The excuse must state: (1) date(s) of absence, (2) reason for absence, (3) signature of parent or legal guardian.

NOTE: Parent/legal guardian excuses are honored up to ten (one excuse for each day absent: example, miss 3 consecutive days on same note = 3 parental notes; or

b. is required to submit a legal (medical or other legal excuse as defined by Public School Attendance Law) excuse to the Attendance Officer within 3 school days of the student's return to school. Failure to submit proper documentation within this timeline may result in an unexcused/illegal absence.

c. is excused by the school nurse who recommends that the student returns home due to illness.

d. permission to accompany parents on educational trips may be granted if the school is notified in advance (up to 5 days). **Please note that trip requests during the PSSA testing dates are strongly discouraged.**

2. An absence may be marked unexcused if:

a. a student does not return appropriate documentation to the Attendance Officer within 3 school days of the student's return to school. Failure to submit proper documentation within this timeline will result in an unexcused/illegal absence.

b. the number of parental/legal guardian excuses of record exceeds 10 and a medical or other legal excuse as defined by Public School Attendance Law is not submitted to the Attendance Officer.

● UNEXCUSED AND ILLEGAL ABSENCES

1. An excuse is unacceptable according to the Public-School Attendance Laws making the absence unexcused and/or illegal by:

a. student does not return excuse to the office within (3) days of a student's return to school.

b. excuse is unacceptable to Public School Attendance Laws.

c. absence is due to missing the bus, visiting a parent who doesn't live in the household, going to work with a parent (except for the annual **"Take Your Child to Work" day with prior approval**), visiting a relative, shopping, hairdresser appointment, hunting, fishing, staying home to care for parents or siblings, and skipping school.

2. After three unexcused/illegal absences, parents/legal guardians will be sent a warning letter describing their child's attendance status. Further illegal absences will necessitate legal action as stated in the Public-School Code, Section 1333. Fines and court costs vary as to the number of illegal absences and repetition of legal action. Typically, the local magistrate and CYS (Children and Youth Services of PA Human Services) are notified.

3. Students missing more than:

a. Three (3) school days (not documented by medical/legal excuses or parental excuses) will be reviewed by administration and may be referred to legal authorities.

The following is a chart indicating how arrival and departure times at school will be handled as it pertains to school attendance:

| | |
|--|-----------------|
| Arrival Before 11:40 am | Tardy |
| Arrival After 11:40 am | ½ Day Absent |
| Depart Before 11:40 am | Full Day Absent |
| Depart After 11:40 am and Before 1:00 pm | ½ Day Absent |
| Depart After 1:00 pm | Mid-Day |

- **ARRIVAL TIME**

Students **should not** be at school before **7:55 AM** as this is the earliest time that there is supervision for students. Parents are asked to make every effort to ensure that students do not arrive before 7:55 AM.

- **ARRIVING LATE AND LEAVING EARLY**

When a student arrives late for school, he/she must be signed in by a parent or guardian at the office before going to the classroom area. A note from the parent stating the reason for tardiness should be presented to the secretary upon signing in. A student leaving school early is required to be signed out by a parent or guardian.

- **TARDINESS**

It is important that all students arrive at school on time. This promotes responsible behavior. Students who are consistently late for school (**after 8:18 am**) miss important academic opportunities. Students arriving late should be signed in by the parent or guardian stating the reason for lateness. Please have your child to school on time. Habitual tardiness will require a parent meeting and a plan to eliminate tardiness.

CANTON AREA ELEMENTARY SCHOOL

Process to Improve Attendance

Students are expected to be in school in to benefit from teacher instruction.

Illegal excuses are recorded for the following reasons:

- * Not supplying appropriate documentation of an absence within 3 days of return to school.
- * Missing the bus and staying home
- * Visiting parents and relatives who do not live in the household
- * Going to work with a parent unless this is previously approved by the principal
- * Staying home to care for parent or sibling
- * Hunting or fishing
- * Shopping, going to hairdresser
- * Taking trips without prior approval

(According to the Public-School Attendance Laws this list of examples is not all inclusive)

A notice letter will be sent to the parent/guardian from the principal's office after the 1st and the 2nd illegal days consecutively.

After **3 illegal absences**, the following process begins.

School Counselor will contact the following and a letter setting up a SAIP meeting will be mailed home:

- *Parent/guardian and student
 - *Principal
 - * Director of Special Education (if applicable)
 - * Outside support agencies such as: CYS
- A meeting will be arranged with all above parties to create and sign a Student Attendance Improvement Plan.

Upon return to school the parents must send the school, a note within 3 school days, as to the reason for the absence. The note should include the following:

- date(s) of absence
- reason for absence
- parent/guardian signature

If the student has a medical or legal excuse provided from that professional, please send in this documentation in place of a parent excuse.

Parent excuses are limited to **10 days** per school year. Once 8 parent/guardian notes have been received a warning letter will be sent home to inform the parent/guardian that absences beyond 10 will require a medical or legal excuse. Without this type of excuse, absences will be considered to be **illegal**. A SAIP meeting will also be set up with the parent/guardian.

Violation of the SAIP and/or continued illegal absences will result in fines and court costs and further involvement of Children & Youth Services.



Help Your Child Succeed in School: Build the Habit of Good Attendance Early

DID YOU KNOW?

- Starting in preschool and kindergarten, too many absences can cause children to fall behind in school.
- Missing 10%, or about 2 days each month over the course of a school year, can make it harder to learn to read.
- Students can still fall behind if they miss just 1 or 2 days every few weeks.
- Being late to school may lead to poor attendance.
- Absences and tardiness can affect the whole classroom if the teacher has to slow down learning to help children catch up.

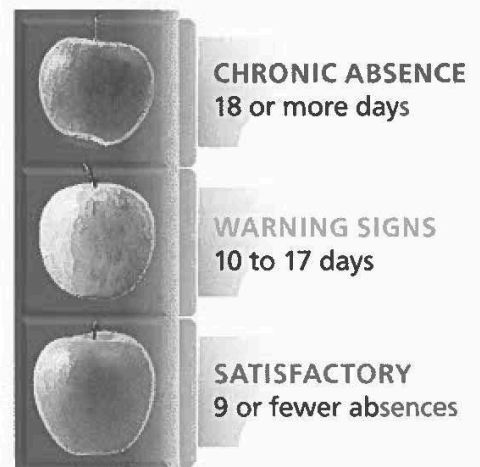
Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Eventually good attendance will be a skill that will help them succeed in high school and college.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Keep your child healthy and make sure your child has the required shots.
- Introduce your children to their teachers and classmates before school starts.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor or another parent.
- Try to schedule non-Covid-19 related medical appointments and extended trips when school isn't in session.
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If you are concerned that your child may have Covid-19, call your school for advice.
- If your child must stay home due to illness or quarantine, ask the teacher for resources and ideas to continue learning at home.

Revised October 2021

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

Visit Attendance Works at www.attendanceworks.org for free downloadable resources and tools!

II. INFORMATION REGARDING SCHOOL PREPARATION/PROCEDURES

● BACKPACKS

Parents are requested to provide their child with a backpack. No dangling key chains, ropes, strings, stuffed animals, etc. are to be attached to the outside of the backpack or book bag. Anything that has the potential of hitting someone when the backpack/bag is in motion may not be attached to it. These items will not be permitted on the district's transportation vehicles due to the safety hazard they pose.

● WATER BOTTLES

Students may bring in water bottles from home. They must be metal or plastic, no glass bottles will be allowed. They may only contain unflavored water.

● FOOD BROUGHT IN FOR STUDENTS/ SCHOOL PARTIES

All food that is brought into the school, to be distributed to students, must be store-bought with the ingredients listed on the item. Homemade items can't be brought into school to be distributed to students. This creates an unsafe situation for many of our students. Store-bought items are permissible to be brought into the school for students' birthdays, parties, and special events.

● BIKES/SCOOTERS

Children have the right to ride their bicycles to school, provided they ride safely and cautiously on all streets. They should park them in the bike racks located behind the high school when entering the school grounds. Bike riders are to leave when the walkers leave.

***NOTE: State law requires that all bike riders under the age of 12 wear helmets.

Students may ride scooters to school. They must stop riding them at the bike rack. Students must leave scooters at the bike rack.

● VALUABLES

Students are cautioned not to bring large amounts of money or any other valuables to school. STUDENTS are responsible for their personal property, not the school. If it is necessary to bring important valuables to school leave it with your homeroom teacher or in the Principal's office for safe keeping.

● HOMEWORK

Homework is used to practice and reinforce skills and facts taught in the classroom. Homework can improve the academic performance of the students. It is the responsibility of the teacher to ensure that the students have the skills to complete the assignment, understand how the assignment is to be completed, when the assignment is due, and how the assignment will be evaluated. It is the responsibility of the student to complete his/her assignment to the best of his/her ability in a legible manner and hand it in when it is due. It is the responsibility of the parent(s) to provide time and a proper setting for the students to complete assignments. Homework, completed on a regular basis, can help the students be successful in school.

● EMERGENCY DRILLS

Emergency drills are a necessary part of the school curriculum. Drills are held at intervals throughout the school year and are checked accordingly to the speed and order in which the building is emptied. A notice is placed in each room indicating egress and which door to use as a fire exit. Students are to walk quickly and silently. Make certain students follow all teacher directions. Once outside the building, remain with your class at least 50 feet from the building. Wait for further directions for students to move to various sections of the campus, if necessary. A signal to return to the building will be given. Students will need to be completely clear of the building for safety purposes.

● DISMISSAL/BUS CHANGES

To ensure that students are picked up by an authorized person, if other than the parent, please contact the school to let us know ahead of time. When there is a legitimate reason to pick up a child during the school day or when there is a bus change, parents are asked to write a note and send it to school that morning with the child. If parents want a friend, relative, or baby-sitter to pick up the child, the school must be notified in advance. The designated person may come to the office and present identification to the office staff.

If you are e-mailing information about a bus change or other important information regarding your child that needs to be addressed that day, please be sure to e-mail the information to the secretary **and** teacher, in the event that one of the recipients might be absent that day.

In an emergency, arrangements can be made over the telephone.

We will appreciate your cooperation in this matter. Without advanced notice, it causes undue delays, unnecessary phone calls, etc. to determine if the child should be allowed to leave school.

- **ARRIVAL/DISMISSAL**

Parents may drop off/pick up students at the playground parking lot located near the gymnasium entrance, walk students to/from school, or allow students to walk independently if they are not transported by bus. Parents on the premises during arrival/dismissal are asked to keep vehicles in these designated areas. While on school grounds, dogs or other pets are not permitted as a safety precaution.

- **FAMILY TRIPS**

Students may be legally excused from school for educational family trips, *if* the school's absence request form is submitted by the parent or guardian and approved by the principal **prior** to the trip indicating:

1. the dates of the trip
2. the destination of the trip
3. that adult supervision will be provided
4. the educational value of the trip

After receiving approval to be excused from school for the trip, it is the responsibility of the student to see all teachers in advance for assignments. It is the student's responsibility to complete all assignments and present them to the teachers the day the student returns to classes.

* A trip form may be obtained by accessing the district webpage, selecting the parent tab, and clicking on parent information. Scrolling down below parent information you can click on the Family Trip form. A total maximum of 5 days is permitted for excused educational trips.

Prior approval must also be granted for the annual "Take Your Child to Work Day" for students to be given a legal absence.

*****Please note that trips are strongly discouraged during the PSSA testing dates. Those dates are as follows:***

April 20-April 24— English Language Arts grades 3-6

April 27-May 1— Math Grades 3-6, Science Grade 5

- **FIELD TRIPS**

Field trips are taken by various grade levels and special classes. These serve as culminating activities for specific units which have been taught, as additional learning experiences, or as a reward for attaining a specific goal. Please note, field trips are a privilege earned by the student.

Prior to the actual trip, the students will bring home an instruction paper explaining the field trip guidelines, schedule, fees, etc. Along with these instructions, will be a permission slip asking the parents to allow the child to take part in the field trip experience. To grant permission for the child to be involved in the field trip, the parents or guardians must sign the permission and return it to the child's teacher. If the parent decides to not let the child participate in the field trip, the child's teacher must also be notified. Before the trip, the parents should also notify the teacher of other special instructions concerning the child, such as administering medications, proneness to motion sickness, preferential seating on the bus, etc.

Often the child is asked to bring in money to help pay for the cost of the field trip. This money is usually due to the child's teacher a week before the actual trip. Parents may send cash or check payable to Canton Elementary School.

Any approved on-site or off-site activity will be under the direct supervision of the teacher, advisor, or coach as directed by the Administration of CASD. Parent Chaperones will assist monitoring of small groups of children the day of the trip. It is the chaperone's responsibility to point out places of interest, answer questions, instruct, discipline, and guide the specified group throughout the field trip. Parents interested in becoming chaperones should notify the child's teacher several weeks before the field trip. The teachers will then select the chaperones from the list of interested parents, notify the parents, and give them a list of responsibilities and guidelines for the field trip. All chaperones need to submit all required paperwork and be approved as a volunteer by the Board of Education. Most of the field trips taken during the school year are within the regular school hours. It will be the responsibility of the parents to deliver the child to the school on time and pick up the child when the bus returns to the school if the departure and return times are outside of the regular school day.

For the child to receive the most benefit from the field trip experience, it is necessary that he or she obtain a restful sleep the night before the trip. It is also necessary for the child to be clean, well-groomed, well-behaved, mannerly, and appropriately dressed for the trip. On the day of the trip, the child should bring with him or her any necessary items which were specified in the instructions previously sent home.

When on field trips, one of the goals is to have each and every student represent Canton Elementary School in the best possible manner. Another goal is to have each, and every student have a rewarding learning experience. If all the field trip guidelines are followed, these goals will be met.

- **INSURANCE**

Student Accident Insurance will be made available to students at the beginning of each school year. Parents should be aware that the school district does not provide medical insurance or pay for medical expenses.

Coverage Information:

School-Time Accident—Insurance coverage for the hours and days when school is in session and while attending school-sponsored/supervised activities.

Full-Time Accident—Around-the-clock accident coverage anywhere in the world. Protection during vacations, weekends, and school days.

- **LIBRARY**

Students are able to choose library books during their scheduled library time.

We encourage parents to take their children to the community libraries for books and materials. Some books for pleasure reading will be available in classroom areas. Students will be charged for books that are not returned, and report cards will be held for fees that are not paid.

- **LOST AND FOUND**

Please label your child's belongings – clothing, book bags, boots, hats, and other personal items. The lost and found department is located in the lobby. Children are encouraged to check there if an item is lost. Parents may check the lost and found box at any time, and articles will be displayed in the lobby during parent/teacher conferences.

- **PHYSICAL EDUCATION**

Parents are requested to make sure that children wear attire suitable for gym class on their scheduled gym days. Appropriate clothing for gym day would be pants that are easy to move in, a shirt that fits well, and, of course, sneakers. Dresses, dress shoes, or hiking boots are not appropriate articles for gym day. Quite often, students are unable to participate in an activity. It is required for students to wear sneakers or gym shoes so that we do not ruin the gym floor. Coming to physical education class in appropriate attire will be a factor in a student's grade for physical education class.

- **REPORT CARDS AND CONFERENCES**

Reporting student progress will be done mostly through progress reports, report cards, and conferences. Special reports or conferences may be held at such times as the teacher feels necessary. Parents are encouraged to review their student's papers and contact the teacher if they have any concerns. Report cards will be issued every nine weeks. Conferences for all children will be held after the first nine-week marking period.

Parents may also create an internet login to be able to see student grades, progress reports, and report cards. Please see the school website to request an access account. Accounts are only available to parents or legal guardians of the student.

- **PTA**

The Parent-Teacher Association (PTA) of Canton Area Elementary School is an active organization of parents, teachers, grandparents, and community members working together for the benefit of each child. The PTA aids the school district, by helping to sponsor field trips and assemblies, help with Kindergarten Registration, and sponsor the Science Fair and Art Show. Numerous other projects have also been supported by the PTA. The organization is always welcoming new members. Help enhance your child's education by joining this dedicated group.

- **PARENT AND SCHOOL COMMUNICATIONS**

The school will be communicating with parents in a variety of ways throughout the school year. A menu letter will be sent home each month with your child. The menu letter includes a listing of the meals for the month, and on the opposite side, other activities for the month are presented. Some of the classroom teachers send home monthly newsletters to keep you informed of what is being covered in the classroom with suggestions on how you might help your child.

Parent-teacher conferences are held in the fall. Parents are also encouraged to set up additional conferences as they deem necessary.

All teachers have a school e-mail address which may be used for communication with parents.

The Canton Area School District and individual buildings have a website at www.canton.k12.pa.us. Please check both the district and building sites for valuable information and announcements.

Look for and utilize these methods of communication between home and school to help your child succeed in school and to assure him/her that we are all working together.

Canton Area School District Chain of Command

The Canton Area School District is committed to listening to suggestions, answering questions, and addressing concerns, complaints, or issues in a timely and efficient manner. Therefore, issues must be handled closest to the source by contacting the person responsible for the various areas of school operations. He or she has the most detailed information about his or her area of responsibility and is most prepared to offer assistance. If issues are not resolved, please work through the chain of communication (below) as needed. Again, if you have questions pertaining to the school district or about your child's work, please do not hesitate to call.

| Concern | Step #1 | Step #2 | Step #3 | Step #4 |
|---|---------------------------|--|-----------------------|----------------|
| Athletics | Head Coach | Athletic Director | High School Principal | Superintendent |
| Budget | Business Manager | Superintendent | | |
| Community Use of Buildings/Athletic Fields | Building Principal | Business Manager | Superintendent | |
| Curriculum | Teacher | Building Principal | Superintendent | |
| Medical | School Nurse | Building Principal | Superintendent | |
| Difficulty in School | Teacher | Principal/Special Education Supervisor | Superintendent | |
| Special Education | Special Education Teacher | Special Education Supervisor | Building Principal | Superintendent |
| Transportation | Bus Driver | Building Principal | Business Office | Superintendent |

Note: In any of the above instances, should you not agree with a decision or have further concerns about a district decision, feel free to contact your school board representative for further discussion.

● STUDENT PLACEMENT

Students are assigned to classes for the new school year by the principal with the input from the teachers who have taught the students throughout the school year. Many factors are considered, and there are often individual needs that must be taken into account. Therefore, we ask that parents not make requests for specific teachers. If there are circumstances or situations that should be taken into account when scheduling a child, please notify your child's current teacher or the principal before the school year is over of any teachers who may not be a good fit for a certain student.

III. INFORMATION ON SCHOOL PROGRAMS

● BREAKFAST/LUNCH PROGRAM

All students in Canton Area School District are eligible to receive Free Breakfast and Free Lunch. For students who choose to bring their own lunch, milk is available to purchase for .45 cents.

● TITLE I SERVICES

The Canton Elementary School has a school wide Title I program. Schools are eligible to have a school-wide program if they meet the requirements of at least 40% low income. A school-wide project gives the school more flexibility in the use of funds and in helping all students regardless of whether or not they meet Title I qualifications. Students will receive extra support in Reading or Math through help from our Title I staff. Determination is made through a variety of assessments that are given to all students. Students receive extra support from Title I staff in a small group setting and/or a co-teaching situation.

There will be a meeting in the spring to gather input from parents and guardians on how to improve our Title I program. All programs and Title I sponsored events are open to all parents.

- **COUNSELING/GUIDANCE SERVICES**

Parents and guardians are encouraged to contact the elementary guidance counselor to discuss any concerns they might have about their school age children. Short-term counseling is provided at school to help students through crisis situations that may arise, such as the death of a loved one, a separation/divorce, or anxiety about coming to school. The guidance counselor will assist the parent in finding further counseling support if the student appears to require help beyond what the school can realistically provide.

The guidance counselor goes into each classroom periodically so that the students can see her as a familiar person whom they can contact to talk about things that are bothering them at school or at home. The guidance counselor is also a consultant to parents, teachers, and administrators.

- **CHORUS AND BAND**

Students in grades four, five and six may participate in chorus. The chorus practices once a week and students perform in winter and spring concerts, and in other concerts as scheduled. In fifth grade students may select a band instrument for weekly lessons and participate in the 5th and 6th grade band.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth, and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate, and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment.

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation.

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance, and arrange transportation

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits
Set clear expectations for student behavior, attendance, and academic performance
Assist students/families access with community services
Assist students/families with access to tutoring, special education, and English language learner resources
Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact the LEA Homeless Liaison, Mrs. Amy L. Repard, at 570-673-3983

IV. INFORMATION ON STUDENT RIGHTS AND RESPONSIBILITIES

This policy sets forth guidelines by which student rights are to be determined consistent with law. The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the education program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

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

● STUDENT RESPONSIBILITIES

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. It is the responsibility of the student to:
 - a. Be aware of all rules and regulations for the student behavior and conduct themselves in accordance with them.
 - b. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
 - c. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause disruption to the educational process.
 - d. Assume that until a rule is waived, altered, or repealed, it is in full effect.
 - e. Assist the school staff in operating a safe school for all students enrolled therein.
 - f. Be aware of and comply with state and local laws.
 - g. Exercise proper care when using public facilities and equipment.
 - h. Attend school daily, except when excused, and be on time for all classes and other school functions.
 - i. Make all necessary arrangements for making up work when absent from school.
 - j. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local authorities.
 - k. Avoid inaccuracies in student newspapers or publications and refrain from the use of indecent and obscene language.
 - l. Report bullying or peer mistreatment immediately to a staff member/teacher.

● BUS CONDUCT

The Canton Area School District has taken proactive measures to improve student safety on our transportation system. Our goal is to prevent misbehavior on our buses so that our drivers can focus their attention on providing safe transport to and from school. To that end, the district has installed video/audio surveillance systems in all district buses. We want parents and students to be aware that these systems are capable of recording **both audio and video**. The recordings may be used by administrators to monitor and address student misbehavior, driver performance, and general vehicle safety. Additional information regarding the school vehicle audio/video systems is available on the district website, specifically Board Policy 816.1. Information or questions concerning transportation should be directed to Mark Jannone, Business Manager at 673-3191. The driver shall be in full charge of the school bus at all times and shall be responsible for order. A pupil may be excluded from the bus for disciplinary reasons by the principal, and parents shall provide transportation to and from school during the period of such exclusion.

Bus Rules:

1. Exercise caution, good manners, and consideration for other people.
2. Obey the driver. His or her first concern is your safety.
3. Be at your stop five minutes ahead of time.
4. Stay a safe distance from the curb.
5. When the bus approaches, get in line.
6. Stay clear of the bus until it comes to a complete stop.
7. Let smaller children board first.
8. Your bus driver has a schedule to keep. If you are not at the bus stop, they can't wait for you.
9. Always use the handrail.
10. Go up the steps one at a time.
11. Go directly to your seat. The bus will not move until all passengers are seated. Regulations do not permit passengers to stand in a moving school bus.
12. Place books or parcels on your lap. Keep aisle clear.
13. Avoid loud talking and confusion which might distract your driver.
14. You can help the driver when the bus approaches railroad tracks by keeping quiet so that he can listen for trains.
15. Ask driver for permission before opening windows.
16. Keep arms and head inside the bus.
17. Throwing objects inside or out of the bus could cause an accident.
18. The emergency door and exit controls may be used only during supervised drills or actual emergencies.
19. The bus is not a playground. Save wrestling and horseplay for another time.
20. Don't smoke or chew tobacco.
21. Remain seated until the bus has come to a complete stop at its destination or your bus stop.
22. Help your driver to keep the bus clean and in good shape. Don't eat on the bus, write on the seat backs, or throw things on the floor.
23. Balloons are not permitted on the bus.
24. Do not bring large items or glass containers on the bus.
25. No taking pictures or recording video allowed on the bus.
26. After you leave the bus go directly to your assigned place or home.
27. You must bring a note from your parents for the school administration anytime you are to get off the bus at a stop other than your own. The note must be signed by the principal.
28. The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the local school district.

WALKERS:

- Follow all safety rules for walking to school.
- Stay on sidewalks only.
- Obey all crossing guards.
- Leave schools grounds immediately after dismissal.

USE OF TELEPHONE:

Students will only be allowed to use the telephone for **important** calls to home. They may use the phone at the secretaries' desks only. Please limit to emergency calls only. (See cell phone policy.)

● DRESS CODE

It is the policy of the school to encourage students to be neat and clean in both dress and personal appearance. Wearing apparel must not hinder a student from doing his/her work nor may the apparel cause a safety hazard, class distraction, or offend the acceptable standards that can be reasonably expected by the community. Everyone entering the building during school hours will be expected to follow the dress code.

1. Sleeveless shirts, spaghetti straps, and shirts that reveal the midriff or stomach will not be permitted.
2. Shoes are to be worn at all times due to health a safety reasons. Flip flops are not permitted because they are a safety hazard on the playground.
3. Any clothing that is worn in a way that reveals undergarments are not permitted.

4. Chains (wallet chains, chains worn around the neck, wrist, ankle, etc.) of any significance are not permitted at school.
5. Shorts may be worn year-round at the discretion of the parent and the student. All shorts, skirts, dresses, etc. need to be mid-thigh length. Any clothing shorter than this is not permitted.
6. Outdoor clothing is not permitted in school. This includes but is not limited to, hats, coats, gloves, mittens, sunglasses, and hoods.
7. All apparel worn at school will be free of vulgar, obscene, profane, or suggestive lettering/wording. Any apparel which advertises or promotes drugs, smoking, vaping, or alcohol is not permitted at school.

- **TECHNOLOGY USE**

Students will use technology in our classrooms throughout the school year. In most instances students will be assigned a Chromebook to use and will be expected to follow the following rules.

1. Carry the Chromebook with 2 hands with the Chromebook shut.
2. Make sure that hands are clean when using the Chromebook.
3. Students should never share their passwords nor use another person's Chromebook unless instructed to by a teacher.
4. Students should only be using Chromebooks when instructed to do so by the teacher.
5. Students should not be installing add-ons or personalizing Chromebooks with backgrounds, pointers, or themes.
6. Chromebooks should be used on a flat surface, and nothing should ever be stacked on top of it.
7. Students will be held responsible for Chromebooks that they damage due to negligence.

- **COMPUTER HEADPHONES**

Each student will be issued a set of headphones to wear while on the computer. The headphones will be worn only by that student and will be stored in a sealed bag. All students must take care of their set of headphones. Any student caught vandalizing the headphones must pay for a new set (\$10.00). Students who vandalize computers or keyboards will be responsible for repairs or replacement.

PBIS

This school year Canton Area Elementary School will be continuing its PBIS (Positive Behavior Interventions and Supports) Program. We will have school rules that will be expected to be followed by all students (listed below) and track behavior infractions. Students will be expected to follow the school rules at all times. When they are following these expectations, they will have the opportunity to earn rewards that will hopefully help to continually promote positive behavior within the school. If students are not following the school behavior

expectations an ODR (Office Discipline Referral) may be issued. This may be a minor or major infraction. Both will be noted on the forms shown below and be sent home to the parent. This has been an exciting program for students that will be continued to be improved upon.

- GENERAL SCHOOL RULES**

| Chiefs | Classroom | Hallway | Cafeteria | Bathroom | Playground | Bus | Social-Emotional |
|-------------------------|---|---|---|---|--|---|--|
| Act Respectfully | Raise your hand when expected. Use appropriate language, kind words, and actions. Keep work area clean. | Keep hallways clean. Keep hands by your sides. Follow zone expectations. | Use an appropriate voice. Use table manners. Say please and thank you. | Use appropriate language. Respect privacy. Respect school property. Flush the toilet. Use kind words. | Share. Take turns. | Keep hands and feet to yourself. Use a quiet voice. Use kind words. | Use kind words. Express feelings by making "I" statements. Cooperate with teacher. |
| Are Engaged | Bring materials to class. Give it your best. Participate. Complete assigned tasks on time. | Go straight to your locations. Keep up with your class. Follow all directions given by adults. | Use utensils to eat when necessary. Try new foods. | Use time wisely. Return to class as soon as possible. | Include others. Be a problem solver. | Listen closely to directions. | Use calming strategies appropriately. Maintain eye contact with teacher. |
| Stay Safe | Keep hands, feet, and other objects to yourself. Sit and move around the room appropriately. Follow directions. | Keep hands, feet, and other objects to yourself. Keep your focus by facing forward. When in line, walk in single files. | Keep legs and feet under the table. Keep hands close to your own tray. Ask permission to leave your seat. Follow directions. | Keep area clean. Wait patiently for your turn. Use soap and water to wash your hands. | Follow the equipment rules. Listen for the whistle. | Stay seated. Face forward. | Ask for a break. Maintain self-control. |

**CANTON ELEMENTARY SCHOOL
MINOR OFFICE DISCIPLINE REFERRAL (ODR)**

Student Name: _____

Referring Adult: _____ Homeroom Teacher: _____

Date: _____ Time: _____ Grade: _____

LOCATION (CHECK ONE)

- | | | |
|--|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Playground | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Other (_____) | | |

MISBEHAVIOR (CHECK ONE)

- | | | | |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Disrespect | <input type="checkbox"/> Disruption | <input type="checkbox"/> Dress Code |
| <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Physical Contact | <input type="checkbox"/> Property Misuse | |
| <input type="checkbox"/> Technology Violation | | | |

CONSEQUENCE (CHECK ONE)

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Loss of Privilege(s) (_____) | <input type="checkbox"/> Retraining | |
| <input type="checkbox"/> Conference/w student | <input type="checkbox"/> Time-Out | <input type="checkbox"/> Parent Contact |
| <input type="checkbox"/> Other (_____) | | |

MOTIVATION

- | | | | |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Avoid Adult | <input type="checkbox"/> Avoid Peer(s) | <input type="checkbox"/> Avoid Tasks/Activities | <input type="checkbox"/> Avoid Work |
| <input type="checkbox"/> Obtain Items/Activities | <input type="checkbox"/> Obtain Adult Attention | <input type="checkbox"/> Obtain Peer Attention | |

Description Of Behavior:

Parent/Guardian Signature _____ x

**CANTON ELEMENTARY SCHOOL
MAJOR OFFICE DISCIPLINE REFERRAL (ODR)**

Student Name: _____

Referring Adult: _____ Homeroom Teacher: _____

Date: _____ Time: _____ Grade: _____

LOCATION (CHECK ONE)

- | | | |
|--|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Playground | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Other (_____) | | |

MISBEHAVIOR (CHECK ONE)

- | | | | | |
|---|--|--|-----------------------------------|--|
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Disrespect | <input type="checkbox"/> Disruption | <input type="checkbox"/> Fighting | <input type="checkbox"/> Physical Aggression |
| <input type="checkbox"/> Forgery/Theft | <input type="checkbox"/> Harassment/Bullying | <input type="checkbox"/> Inappropriate Language | | |
| <input type="checkbox"/> Inappropriate Location | <input type="checkbox"/> Lying/Cheating | <input type="checkbox"/> Property Damage/Vandalism | | |
| <input type="checkbox"/> Technology Violation | <input type="checkbox"/> Use/Possession of Weapons | | | |

CONSEQUENCE (CHECK ONE)

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Parent Contact | <input type="checkbox"/> Parent Meeting | <input type="checkbox"/> Retraining |
| <input type="checkbox"/> After School Detention (Date: _____) | | |
| <input type="checkbox"/> Retraining w/Principal (Date: _____) | <input type="checkbox"/> Out Of School Suspension (Date: _____) | |
| <input type="checkbox"/> In School Suspension (_____) | | |
| <input type="checkbox"/> Other (_____) | | |

MOTIVATION (CHECK ONE)

- | | | | |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Avoid Adult | <input type="checkbox"/> Avoid Peer(s) | <input type="checkbox"/> Avoid Tasks/Activities | <input type="checkbox"/> Avoid Work |
| <input type="checkbox"/> Obtain Items/Activities | <input type="checkbox"/> Obtain Adult Attention | <input type="checkbox"/> Obtain Peer Attention | |

Description Of Behavior:

Parent/Guardian Signature _____ x

Principal Signature: _____ x

PBIS Tier II

Some students may need more intense help when acquiring expected behaviors at school. We have established a PBIS Tier II team to help with this process. We have a process in place to identify students who need more supports and have developed some supports to help meet these students' needs.

Advanced Tiers Nomination Process

****Prior to nominating students to the Advanced Tiers Team, classroom teacher(s) should initiate parent contact to discuss behavioral and/or academic concerns. Advanced Tiers Support is for students when classroom interventions and Tier 1 supports are not having a positive effect on student behavior and/or progress.***

Students to Nominate for Advanced Tiers Support:

- Students who have trouble staying on task and/or are disruptive in class, making it difficult for them and other students to learn
- Students who need motivation and support in completing their work and/or display problem behaviors throughout the day
- Students with frequent reprimands from teacher and office referrals (ODRs)
- Students who seek peer and adult attention
- Students who would benefit from organizational support
- Students with school avoidance issues (i.e., anxiety, attendance)
- Students who are not making progress/are not successful with Tier 1 interventions and support

Nomination Process:

1. Classroom teacher will complete the Advanced Tiers Nomination Form
2. Copy and attach any behavioral documentation/additional information to the Nomination Form.
3. Return completed forms to Guidance Counselor
4. Advanced Tiers Coordinator will set up a meeting with the team to review data and determine which intervention is appropriate.
5. Coordinator or AT team member will contact the teacher with the team's decision.
6. If student is accepted into an Advanced Tiers intervention, coordinator will follow up with all necessary paperwork and parent consent forms.
7. Implement intervention *with fidelity* for the required time frame.

Brief Description of Interventions

CHECK-IN CHECK-OUT (CICO)

Check In-Check Out is an intervention program designed to provide increased daily positive support and monitoring of student behaviors. This system provides immediate feedback to students throughout the day. The data is reviewed by the Tier 2 team biweekly and decisions on increasing goals are based on data. This program should require no more than 10 minutes per teacher per day.

Basic features of the Check In-Check Out program include:

- Check-in and check-out with an adult at school that is not the regular teacher
- Regular feedback and reinforcement from teachers
- Positive family component (parents sign the behavior sheet each night)
- Daily performance data used to evaluate progress
 - This data can be narrowed down to look at specific time periods and settings.
- Goal setting for the students

MENTORING

An intervention designed to provide a non-judgmental, kind, supportive climate for the struggling student to talk about identified behavior issues and/or work on identified organizational issues, routine oriented issues, friendship problems, or choice making concerns that have been documented by the classroom teacher. These concerns may be negatively affecting the student and hindering that student from positively moving forward within the educational setting.

Basic features of the Mentoring intervention:

- Provides students with a personal connection
- Mentors provide support, encouragement, builds relationships
- Mentor checks in with students daily
- Communication with parents on a weekly basis

SOCIAL GROUPS

An intervention designed to provide a non-judgmental, kind, supportive climate for the struggling student to talk about identified social, emotional, or academic issues that have been documented by the classroom teacher. These concerns may be negatively affecting the student and hindering that student from positively moving forward within the educational setting.

Basic features of the Social Groups intervention:

- Small groups with students close in age
- Focus on specific social skill
- Four-to-six-week time frame, ideally meeting once per week
- Requires frequent communication between social group facilitator and classroom teacher(s) to ensure fidelity with implementation in traditional settings
- Examples of topics: impulse control, positive decision making, building positive friendships

ATTENDANCE

An intervention designed to provide an additional incentive to increase student motivation to attend school regularly.

Basic features of Attendance Intervention:

- Targeted for students that are identified as being at risk for chronic absenteeism
- Check-In System with milestones, based on days present. For example, after 5 check-ins, they could receive one incentive. Gradual increase of expectations for days present.

V. INFORMATION ON SCHOOL POLICIES

● CELL PHONE POLICY

Students are discouraged from bringing cell phones to school. However, if cell phones need to be brought to school, here are the expectations:

1. Students are not to have cell phones in their possession at any time during the school day defined from 8:18 AM-3:15 PM.
2. Phones are to be turned off and placed in lockers during this time.
3. The following consequences will happen should students be found with cell phones between the hours of 8:18 AM-3:15 PM:
 - 1st Offense – The phone will be taken by a staff member and handed into the office. The phone will be returned to the student at the end of the school day.
 - 2nd Offense – The phone will be taken by a staff member and handed into the office. The phone will be returned to the parent/guardian who comes to the office to pick it up.
 - 3rd Offense – The phone will be taken by a staff member and handed into the office. A parent conference will be held to determine when the phone is returned.

It is expected that when a student is found with a cell phone, full cooperation is displayed to the staff member requesting the phone from the student.

***Note on **electronic devices** (a-pods, hand-held game devices, etc.) The school is not responsible if they are lost or stolen. They will be treated the same as cell phones if they are used inappropriately in school.

● DRUG AND ALCOHOL POLICY

The Canton Area School District will make all its resources available to a student who will voluntarily accept assistance. The district does not, however, waive its right or obligation to impose disciplinary measures or to recommend exclusion from school if the student is involved or implicated in a drug, mood-altering substance, or alcohol incident while under school jurisdiction.

Any student seeking assistance may do so in confidence from the Student Assistance Program (SAP Team), school guidance counselor, or nurse.

1. PURPOSE

The Canton Area School District recognizes that the use and trafficking of drugs, mood-altering substances, and alcohol is a real and present danger to young people. The district accepts the fact that neither the cause nor the solution is entirely within the control or jurisdiction of the school district. It therefore encourages and expects cooperative efforts from all segments of the community which includes, but is not limited to, the churches, the medical and social welfare professions, parents, and the citizenry at large.

2. STATEMENT

The Canton Area School District feels that student drug, alcohol, and mood-altering substance use is **TOTALLY UNACCEPTABLE**. The district will work to **EDUCATE**, **PREVENT**, and **INTERVENE** in the use and abuse of these substances by its students. The staff will provide this comprehensive program through a multifaceted approach:

1. The school district will provide an integrated drug and alcohol education program in grades K-12. This program will be multi-disciplinary and structured to the grade level of the students, using appropriate instructional materials and community resources.
2. The school district will provide a Student Assistance Program (SAP Team). This team includes teachers, counselors, administrators, and the nurse. The SAP Team has been trained to understand and intervene with adolescent drug, alcohol, tobacco, mood-altering substance abuse.
3. The district will provide a consistent administrative and faculty effort which will include rehabilitative and disciplinary procedures.
4. The school district will use available community support systems and resources.
5. The school district will support a chapter of SADD (Students Against Destructive Decisions).
6. To parents and students: compliance with the standards of the drug and alcohol policy/program is mandatory.

3. DEFINITIONS

ALCOHOL AND OTHER DRUGS: Includes but is not limited to alcoholic beverages, anabolic steroids, any volatile solvents or inhalants, prescription, or over-the-counter drugs (except those for which permission for use in school has been granted pursuant to board policy), look-alike drugs, or any dangerous controlled substance controlled by law.

LOOK-ALIKE DRUGS: Substances manufactured or designed to resemble any form of alcohol or other drugs, narcotics, or other health-endangering compounds.

DRUG PARAPHERNALIA: Includes all equipment, products and materials of any kind which are used, intended, or designed for use of alcohol or other drugs. These are in addition to all items as defined as drug paraphernalia in Section 102 of the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. 780-102 as amended.

POSSESSION: The act of holding alcohol and/or other drugs on one's person or among one's possessions or under one's control.

DISTRIBUTION: To deliver, sell, pass, share or give to another person, or to assist in the distribution of any alcohol or other drug; actual, constructive, or attempted transfer from one person to another of any form of alcohol or other drugs.

4. GUIDELINES

SEARCHES

1. School district administrators and building principals or designees have the right to search a student's person and/or personal effects (backpacks, pockets, books, etc.), lockers and vehicles. This can occur whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband materials. School authorities may seize any prohibited materials.

2. With authorization of administration or a designee, a dog, trained for the purpose of detecting the presence of illegal substances, under the supervision of a qualified and authorized trainer, may be used for an inspection on or within school property to detect the presence of illegal, unauthorized, or contraband materials.

3. School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant.

The school district desires to deter students from the use of drugs or trafficking in drugs. Therefore, possession, consumption, and/or distribution of alcohol and/or other drugs or drug paraphernalia during school hours or at any school activity is strictly prohibited.

In addition to school buildings, this restriction extends to school busses, school grounds, field trips sponsored by the school, or any activity related to the school or for which the school is responsible.

● INTERVENTION PROCEDURES

1. A student while under the school's jurisdiction, who is found to possess or be involved in the distribution of an object or substance suspected of being alcohol or another drug, shall be subject to the following course of action:

a. The student's parents or legal guardians shall be contacted by the building administration or designee and requested to come to the school.

b. Where reasonable suspicion exists, a search shall be made of the student's person, personal property, locker(s) and/or motor vehicles (if on school property).

c. The proper law enforcement agency will be contacted and requested to confirm identification via official police procedure.

d. Disciplinary procedures will be implemented as set forth in the following section (See "DISCIPLINARY PROCEDURES").

2. A student, while under the school's jurisdiction, who is suspected to be under the influence of alcohol or another drug, shall be subject to the following course of action:

a. student will be isolated from other students.

b. When it is deemed that a medical emergency situation exists, the student shall be taken immediately via ambulance to the nearest medical facility. Parents or legal guardians will be notified of the emergency.

c. If it is deemed that a medical emergency does not exist, then the parents or legal guardians shall be contacted immediately by the building administration or designee and the student shall be removed from the school.

● SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcomed sexual behavior that can take many forms: physical, verbal, or non-verbal. Examples of physical sexual harassment may include: standing in someone's way or standing too close; purposely bumping into or brushing up against another person; patting; hugging; kissing; grabbing; touching; or pinching. Examples of verbal sexual harassment may include: threats; insults; comments about a person's body; sexual jokes; suggestions, or remarks; sexual stories or rumors; notes; letters or graffiti; pressure to go out on a date; whistles; cat calls; or rude noises.

Examples of nonverbal sexual harassment may include: staring at someone's body; sexual pictures or drawings; mimicking or pantomiming in an insulting way; or gestures or looks -winking, lip licking, or suggestive body movements. Any such activity will be considered inappropriate activity at school, and the parent(s)/legal guardian(s) of the alleged victim may receive a recommendation to report it to the local law enforcement authorities for record. The incident may be punishable by school officials when possible.

While examples of physical, verbal, and non-verbal sexual harassment were given, these examples are not all inclusive. The procedure for reporting claims of sexual harassment will be for the student to contact a school official to report the details surrounding the incident. An investigation of the claim will be conducted and dealt with accordingly.

- **DISCIPLINARY PROCEDURES**

The following disciplinary actions will be followed for admitted use or possession, proven use or possession, sale or distribution of alcohol or other drugs:

First Offense

| |
|---|
| 5 days out-of-school suspension followed by 5 days of in-school suspension. Required attendance and completion of an alcohol and other drug evaluation defined by the SAP team and offered by the school district within 10 days of the initial suspension. Non-compliance will result in an additional 10-day suspension. Police will be notified, and applicable charges filed. |
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| A conference with parents or legal guardians and building administration will be held before the student will be admitted to regular classes. |
|---|

Second/Subsequent Offenses

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|--|
| 10 days out-of-school suspension. Police will be notified, and applicable charges filed. |
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|--|
| A student must have an evaluation by a drug and alcohol agency. Proof of this evaluation must be presented in order to return to school. The recommendations of the evaluation must be followed. Failure to follow and complete the recommendations will result in a recommendation for expulsion to the superintendent. |
|--|

Selling or distributing alcohol or other drugs on school property or school transportation will result in immediate suspension and referral to the superintendent for expulsion.

- **DETENTION**

Detention will be held as needed in a designated classroom area from dismissal time until 4:20 P.M. A parent, or a person designated by the parent, will be expected to pick up the child at school at 4:20 P.M. Parents/guardians of students who are expected to serve a detention will be contacted by the principal or teacher.

- **PSSA TESTING POLICIES**

In addition to teacher made tests, other forms of assessment will be used at various grade levels.

Students in grades 3, 4, 5 and 6 will take the Pennsylvania System of School Assessment (PSSA) in English Language Arts and Math. The PSSA Science test will also be administered to grade 4. Additional assessments including DIBELS, and CDTs will also be taken by students during the school year. Please note the following State mandated testing schedule for the PSSA and **do not plan family trips during this period:**

April 20-April 24— English Language Arts grades 3-6
April 27-May 1— Math grades 3-6 and Science Grade 5

Pennsylvania has established very specific guidelines, regarding cell phones, during the administration of PSSA tests. These rules and policies apply to the administration of the PSSA.

All cell phones, smart phones, and other prohibited electronic devices are to be collected as students enter the testing site. Thus, school districts and schools should do the following:

- * Inform parents and students before testing that cell phones are not allowed during the test administration.
- * Inform parents and students that the consequence for using and/or having a cell phone or other electronic device during the test administration will result in the application of a "Do Not Score" label on his/her test booklet or appropriate notification to not score on the online version, and the student will not receive a score.
- * Inform parents and students that, if the student uses a cell phone or electronic device in any manner during the administration of the test, the phone or electronic device will be confiscated until such time that the parent or guardian can come to the school, and in the presence of the parent or guardian, the cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present;
- * Inform parents and students that violation of the no cell phone or other electronic device rule will result in discipline and that discipline will vary depending on whether test material has been compromised.

- **VISITORS POLICY**

All visitors must first report to the Main Office and sign in. Upon signing in, a visitor's pass will be issued. This pass must be worn at all times. Anyone wishing to visit classes must get permission from the elementary principal. Doors will be locked at all times, and visitors must register with the secretary before entering the school. Kindergarten parents may walk their child to class the first day only.

Visitors are limited to pre-designated areas in the building and may not visit other areas beyond those requested at entry. Classroom visits must be pre-arranged. Visitors who are not approved volunteers will be escorted by a staff member or approved volunteer at all times. **Students are not permitted to bring friends or younger family members in as guest visitors.**

- **WEAPONS (Policy # 218.1)**

- | | |
|---|--|
| 1. Purpose | The Board shall recognize the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. |
| 2. Definitions SC 1301-A, 1372.2 | <p>Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p>Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.</p> |
| 3. Authority SC 1317.2 Pol. 218 | The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school-sponsored activity, and onto any public conveyance providing transportation to school or a school-sponsored activity or while the student is coming to or from school. |
| SC 1317.2 Pol. 233 | The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. |
| 20 U.S.C. Sec. 1400 et seq Pol. 113.1 | In the case of an exceptional student, the district shall take all necessary steps required to comply with the Individuals with Disabilities Act and Board policy. |
- ***Please note, if a child unintentionally brings a contraband item to school and reports it immediately to a teacher or the principal, the principal has the ability to waive consequences.

- **THREAT ASSESMENT PROCEDURE**

The CASD threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration. The team members include: Mr. Wells, Mrs. Repard, Mr. Jacopetti, Mr. Jannone, Dr. Martell. Ad Hoc members crisis team: Mr. Loomis and Mrs. West. Threat assessment team members are provided individual and/or group training annually on the following:

- Responsibilities of threat assessment team members.
- Process of identifying, reporting, assessing, responding to and intervening with threats.
- Identifying and avoiding racial, cultural, or disability bias.
- Confidentiality requirements under state and federal laws and regulations, and board policies.
- Safe2Say Something

Any report associated with a risk of violence is immediately investigated by the administration. The student is removed from the class and a thorough search of their person, property, and vehicle (if applicable). A threat assessment developed in conjunction with the Department of Homeland Security is conducted to determine the threat level. Parent communication is initiated, and discipline is issued if applicable. Other agencies such as CYS and/or law enforcement notification follow if applicable.

- **USE OF TOBACCO POLICY**

"USE OF TOBACCO" is an established health hazard. The Canton Area Schools are a tobacco free campus. Smoking/smokeless tobacco is not permitted anytime. Student use of tobacco presents a health risk for those students with respiratory problems, a clear and present danger of fire/safety to all who must live and work in the building and a sanitary/custodial problem.

- **RETENTION POLICY**

At the elementary level, retention is an individual matter which depends on scholastic, developmental, health, and attendance factors. Teachers will notify parents of the possibility of retention as soon as it becomes apparent. A final decision regarding retention will be made by May 29 following a conference between the teachers, parents, and principal.

- **STUDENT/SUBSTITUTE TEACHERS**

Student teachers and substitute teachers are to be recognized as having the same authority as a regular member of the faculty. They are vested with the same powers to make assignments, award marks, etc. as a regular member of the staff. It is readily understood that substitutes face out-of-ordinary situations in taking up assigned class work on relatively short notice and teaching students with whom they have not had an opportunity to become acquainted. Your total cooperation is expected.

- **HAZING**

Hazing occurs when a person intentionally, for the purpose of initiating, for the purpose of continuing or enhancing membership or status in an organization, cause, coerces, or forces a student to do any of the following: violate law, consume any food or drink that could cause harm, endure brutality of a physical, mental, or sexual nature, or endure any activity that could cause bodily injury. The school board prohibits hazing in connection with any student activity on or off of school property.

- **STUDENT EXPRESSION/DISSEMINATION OF MATERIALS (BOARD POLICY 220)**

These procedures address the dissemination by students of nonschool materials that are not part of the curricular or extracurricular program of the district. Materials sought to be disseminated as part of the curricular or extracurricular program of the district will be regulated as part of the district's educational program and are not subject to the time, place and manner provisions set forth herein. Students may disseminate nonschool materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Board Policy 220 (Student Expression/Dissemination of Materials), the Code of Student Conduct, these procedures and the school dress code, if applicable. It is the responsibility of students intending to disseminate nonschool materials to become familiar with the provisions of Board Policy 220 and pertinent provisions of the Code of Student Conduct.

The district has no responsibility to assist students in or to provide facilities for the dissemination of nonschool materials.

Dissemination of Nonschool Materials

The dissemination by students of all nonschool materials will be governed by the following procedures:

1. All nonschool materials, together with a copy of the plan of dissemination, must be submitted to the building principal no later than 10 a.m. on the school day prior to the requested dissemination. The building principal will forward such information to the Superintendent or designee for approval. The plan will set forth in detail the desired time, place and manner of dissemination, as well as the individuals involved.
2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to disseminate such material must provide in writing their name, address, telephone number and organization, if any. This information will be filed in the building principal's office.
3. The Superintendent or designee will review the material, determine if it constitutes expression that is prohibited by Board policy, and inform the building principal or designee of the decision. The building principal or designee will notify the student(s) planning to disseminate nonschool materials of the decision to grant or deny permission. If the decision is to not permit the dissemination, the building principal or designee will specify the reasons for the decision as well as the changes in the content of the material or in the plan of dissemination which must be made, if any, in order to secure such permission. If the student(s) desiring to disseminate such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned dissemination, the building principal or designee may then grant permission to disseminate.

Time - When permission has been granted, students may disseminate approved nonschool materials only at school-sponsored activities.

Place -Nonschool materials may not be disseminated during any regularly scheduled class unless specifically authorized by the Superintendent or designee.

Manner -Materials approved to be disseminated may be required to display the appropriate district disclaimer, as directed by the building principal or designee.

All nonschool materials must bear the district disclaimer.

DISCLAIMER: THE CANTON AREA SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.

Any student who disseminates materials will be responsible for cleaning any resulting litter, including any discarded pamphlets, fliers or other documents.

No student will harass or otherwise interfere with the dissemination of approved nonschool materials by student(s), nor may a student in any way compel or coerce a student to accept any materials.

Disciplinary Consequences:

Any student who violates any provision of Board Policy 220 or these procedures will be subject to disciplinary action, in accordance with Board Policy and the Code of Student Conduct, which may in appropriate cases include suspension and/or expulsion from school.

VI. LEARNING SUPPORT SERVICES

• SPECIAL EDUCATION SERVICES

The Canton Area School District offers several program services to the students of the district. Those students identified as falling under the guidelines for Academic Learning Support for Specific Learning Disabilities and Intellectual Disabilities, Speech and Language Disabilities, Visual Impairment, Hearing Impairment and Physically Disabled will receive services if eligible. Students requiring the more intensive services for Life Skills Support and Emotional Support are served within the district whenever possible but may be assigned to inter-district classes which are age/grade-appropriate through contractual agreements with neighboring school districts.

• GIFTED SUPPORT SERVICES

Gifted support students are served in a variety of settings within the elementary school. Screening procedures are in place to assist in the identification of students for these services. Also, students who are thought to be Gifted may be referred to the principal by a regular education teacher as well as by a parent or guardian.

• SECTION 504/ADA STUDENTS

When a student's medical disability requires specific accommodations in the regular education classroom, parents may request that a 504 Accommodation Plan be written.

VII. INFORMATION ON DISCIPLINARY PROCEDURES/CONSEQUENCES

Student misbehavior will be addressed using a hierarchy of interventions appropriate for the infraction using a progressive discipline approach. Classroom behavior will be addressed by the classroom teacher except in cases of repeated infractions or serious school behaviors. Following is a list of interventions considered to correct inappropriate student behavior.

- | | |
|-------------------------------------|--|
| ❖ Proactive measures | □ Guidance referral |
| □ Classroom management plan | ▪ Counseling |
| □ Routines and procedures | ▪ Individual behavior plan |
| □ Specific school-wide expectations | ▪ Parent conference |
| ❖ Teacher intervention response | □ Major ODR (Office Discipline Referral) |
| □ Student conference | ▪ Student conference |
| □ Classroom consequences | ▪ Student/Parent/ Teacher/Team meeting |

- Re-teaching sessions
- Parent contact/conference
- Minor ODR (Office Discipline Referral)
- ❖ Supports
 - SAP/ Behavior Support Team referral
 - School and Community Based Mental Health referral
- Parent contact
- After school detention
- In-school detention
- Referral to police
- Out of School Suspension
- Retraining with the principal

Parental support is the most effective measure in correcting behavior. It is the goal of the school to work together with the parent to develop your child's ability to make good behavioral choices, develop healthy work habits, and become self-disciplined. It is also the goal of the school to provide and maintain a safe learning environment for all children.

● STUDENT ASSISTANCE PROGRAM

The Student Assistance Program was created to identify and help students who are experiencing social, emotional, or physical problems that are detrimental to their success in school and to themselves as people. The program is designed to be an intervention, not a treatment or cure. It provides a means for teachers and school staff to help students through difficult times. The focal point of the program is a group of specially trained professionals. The members of the team include the Principal, Guidance Counselor, High School teachers, School Nurse, Drug and Alcohol Counselor and Mental Health Counselor. Their training has prepared them to help students in behavior areas such as alcohol and drug abuse, child abuse, eating disorders, suicide, pregnancy, peer pressure, personal loss, and dysfunctional families. Students may refer themselves or may be referred by anyone else in the district who has a concern for their well-being.

● EXCLUSION FROM SCHOOL

Pursuant to 22 Pa. Code of § 12.6:

- a). The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by § 14.35 (relating to discipline), of Title 22 of the Pennsylvania Code.
- b). Exclusion from school may take the form of suspension or expulsion.
 1. Suspension is exclusion from school for a period of 1 to 10 consecutive school days.
 - Suspensions may be given by the principal or person in charge of the public school.
 - No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety and welfare of the school community are threatened.
 - The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
 - When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth below in the section entitled "Hearings", pursuant to 22 Pa. Code § 12.8(c).
 - Suspensions may not be made to run consecutively beyond the ten (10) school day period.
 2. Expulsion is exclusion from school by the board of education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 22 Pa Code § 12.8.
- c). During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- d). If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

e). Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

1. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
2. If the parents or guardian are unable to provide for the required education, they must within thirty (30) days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty (30) days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.

If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education.

HEARINGS

Pursuant to 22 Pa. Code § 12.8:

- Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
 - Formal Hearings: A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or an authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
1. The following due process requirements are to be observed with regard to the formal hearing:
 - Notification of the charges shall be sent to the student's parents or guardian by certified mail.
 - Sufficient notice of the time and place of the hearing must be given.
 - The hearing shall be held in private unless the student or parents request a public hearing.
 - The student has the right to be represented by counsel.
 - The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - The student has the right to testify and present witnesses on his own behalf.
 - A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - The proceeding must be held at a reasonable speed.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

- a. Informal Hearings: The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

2. The following due process requirements are to be observed in regard to the informal hearing:

- Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- A student has the right to question any witnesses present at the hearing.
- A student has the right to speak and produce witnesses on his own behalf.

- The district shall offer to hold the informal hearing prior to the suspension taking effect, unless it is that the health, safety, morals or welfare of the school community was threatened at the time the suspension is imposed, in which case the district shall offer to hold the informal hearing within the first five (5) days of the suspension.

• SOCIAL MEDIA

Posting on social media can be an effective way to communicate information to a large number of people very quickly but can also cause issues within the school setting. If postings disturb the educational process, they will be dealt with accordingly. This could include postings from students, parents, or other adults. Posting negative and hurtful comments about individuals is not an acceptable usage of social media and will be addressed.

• INFORMATION FOR SCHOOL CLOSING

When storm conditions are of such severity to make the holding of school unsafe or impractical, there will be an early morning automated phone call. The phone number listed as your *primary number* will be the number that will receive the phone call. Parents can also listen/watch one of the following stations for such an announcement to determine if school is being held: Radio: WHGL (wiggle radio), WILQ, WJSA, WGRC, KC101, WNKZ TV: WNEP (16), WETM (18), WBNG (12), WYOU (22), WBRE (28) WENY (36). **Information regarding school closings, delays, early dismissals, make up days, etc. will also be posted on the district website at www.canton.k12.pa.us.**

If weather conditions appear to be improving or roads may be plowed momentarily; the decision may be made to start school later in the morning. In such a case, buses and classes will start two (2) hours later as announced at that time. This, of course, would mean that the students would not have to make up the day as is the case when schools are closed. In event of make-up days due to weather cancellations, please refer to the District Website for revisions.

An automated call will be made to all primary contacts of our students to indicate a closing, delay, or early departure from school.

Should an emergency occur during school hours which necessitates the closing of school, such a dismissal will be authorized. Attempts will be made to also broadcast such announcements. An automatic call will go home to all contacts for each student. Bus drivers will be notified. Please do not call the television or radio stations.

Any notice of school closing should be considered as only for one day, with school resuming the next day, unless parents are notified otherwise.

HEALTH SERVICES

NURSE'S OFFICE

The nurse's office is provided so that every student can benefit from its services. The following is necessary in order to provide efficient medical attention:

- Every student must have an emergency information card updated, completed and on file.
- Any student with a health problem (e.g. allergies, asthma, diabetes, epilepsy) should have their parent/guardian notify the school nurse with specific requirements for treatment.
- If a student becomes ill, they must ask the teacher to be seen by the school nurse. A staff member will escort the student to and from the nurse's office.
- No student will be excused to go home when ill without permission from the principal or designee, as well as permission from parents.
- If the school nurse is not available, a student is to report to the main office.
- No student is permitted to make false statements about medical conditions they may or may not have. This would include pregnancy, skin irritations, contagious diseases and any other alarming false medical statements.

HEALTH EXAMINATIONS / SCREENINGS (Pol. 209)

The legally mandated School Health Program of the Commonwealth of PA requires that school districts provide nursing services to school children. A school nurse is responsible for assessing the health needs of students and school personnel, as well as evaluating, planning, and implementing health plans within the school. Health records are transferred from the home school district and maintained by the school nurse. The following chart highlights yearly mandated health services to be provided by schools:

| Service | K-1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | SE |
|---------|-----|---|---|---|---|---|---|---|---|----|----|----|-----|
| Vision | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Growth | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Hearing | X | X | X | | | | X | | | | X | | A/N |

| | | | | | | | | | | | | | |
|-------------------------|---|---|---|---|---|---|---|---|---|---|---|---|-----|
| Physical Exam | X | | | | | X | | | | | X | | A/N |
| Dental Exam | X | | X | | | | X | | | | | | A/N |
| Scoliosis Screen | | | | | | X | X | | | | | | |
| Immunization Assessment | X | X | X | X | X | X | X | X | X | X | X | X | X |

For kindergarten admission the following must be provided:

- Proof of residency
- Required immunizations (or Statement of Exemption to Immunization Law)
- Valid Birth Certificate

The present school immunization minimum requirements are as follows:

Children in ALL grades (K-12) need the following vaccines:

- 4 doses of tetanus, diphtheria, and acellular pertussis*
(1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday)
- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 dose of varicella (chickenpox) vaccine or history of disease

Students that are entering 7th GRADE need the following vaccines:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade

Students that are entering 12th GRADE need the following vaccines:

- 1 dose of MCV on the first day of 12th grade. If the one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

ON THE FIRST DAY OF 7th or 12th GRADE, unless the student has a medical or religious/philosophical exemption, a student must have had above vaccines. **State Regulations change 2023: without the exemption or proof of vaccines students risk exclusion from school.**

- Proof of immunization means a written record showing the dates (month, day, year) that the child was immunized.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend Canton Area School District, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent, in consultation with the district of residence, after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.

Parent(s)/Guardian(s) are asked to inform the school of any health conditions. State law requires that any student who does not meet the immunization requirements must be excluded from school, unless meeting the medical or religious exemption specifications. Please refer to the *Pennsylvania School Code, Subchapter C. Immunizations*.

A family who does not have medical insurance for their child can contact the school social worker or the school secretary to obtain information regarding Pennsylvania's Children's Health Insurance Program (CHIP). **Please reference CASD Board Policy 211 - [Student Accident Insurance](#) / CASD Board Policy 209 - [Health Examinations / Screenings](#)*

COMMUNICABLE DISEASES (Pol. 203)

Canton Area School District shares with others a responsibility to safeguard the welfare of all students and employees. In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that the established policy and guidelines of the member school district concerning communicable diseases and immunization be followed for students admitted from that district into programs of the Canton Area School District (CASD). Therefore, CASD will review each diagnosed case of communicable disease to determine how each student's educational needs can best be met and how to protect the health and welfare of all students and employees with whom they might come in contact. **Please reference CASD Board Policy 203 – [Immunizations](#)*

and Communicable Diseases

STUDENT MEDICATION (Pol. 210)

Parent(s)/Guardian(s) have the primary responsibility for the health of their child. Although the Canton Area School District strongly recommends that medication be given at home, we realize that the health of some children require that they receive medication while in school. In order for any prescription or non-prescription medication to be administered in school, the CASD Authorization Form must be completed by the student's parent(s)/guardian(s). This form along with a copy of the physician's original order(s) must be provided to the school nurse.

- **No medication will be given without an order from the child's doctor.**
- **All medication must be brought to the school in the original container by the parent or designated adult.**

During school hours, the school nurse or parent/guardian will administer the medication as directed by the student's physician. A student will be permitted to self-administer (in the presence of the school nurse) their medication only when the family physician specifies this in their orders. The person administering medication will record the name of the student; the prescribing physician, dosage, and the time the medication is given. This person will sign or initial the medication log.

Prescription Medication

When it is necessary for the nurse to dispense prescription medication to a student, the following procedure will be followed:

- The parent/guardian completes and signs the CASD *Authorization to Administer Prescribed Medication (AAPM)* form.
- The parent/guardian attaches the physician's order to the CASD AAPM form.
- Parent/Guardian (**not the student**) must provide any medication that is to be given during school hours directly to the nurse, principal or designee in its original container. **Any ordered medication must be counted when provided, and the correct number verified and documented by both the adult supplying the medication and the nurse or designee.**
- A prescription medication log is kept for any child receiving prescription medicine during school hours.

Non-Prescription Medication

When students need non-prescription medication, the following procedure is strictly enforced:

- A student is not permitted to carry non-prescription medications to school.
- Parent/Guardian must bring any non-prescription medication to the school in its original container along with specific orders from the family physician.
- The person administering the medication will record non-prescription medications taken at school in the medication log.

Student Self-Administration

With written permission, students may carry and self-administer medications such as hypoglycemic agents, asthma inhalers, and epinephrine auto-injectors according to the procedures stated in Policy 210.1. Medications, other than stated above, shall not be in a child's possession. Violations will be addressed by the school's drug and alcohol policy.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

The nurse will evaluate each request for exceptions to this policy based upon medical need, receipt of supporting written orders and documentation of the student's correct procedure/technique by the student's licensed prescriber, and receipt of written parent/guardian request. Examples could include inhaler/discuss, emergency anaphylactic kit, and diabetic insulin pump. Specific plans may be developed considering individual student health needs.

Refer to CASD Board policies # 209 – [Health Examinations / Screenings](#) and # 210 [Use of Medications](#).

STUDENT ILLNESS GUIDELINES

The following guidelines are used by the Campus at McMurray for student illnesses and are recommended if your child is ill:

- If your child's temperature is **100.4** degrees or higher, the child should stay home. Children should be fever free for 24 hours **without the use of fever reducing medications** before returning to school.
- If your child vomits or has diarrhea, the child should stay home for 24 hours from the last episode.

- If your child's eyes are red, swollen, itchy, have drainage, or have a crusty appearance on awakening, the child should stay home and be seen by the doctor.
- If your child has a productive cough that cannot be controlled with medication, the child should stay home and be seen by a doctor.
- If your child has been diagnosed with a communicable illness such as head lice, impetigo, ringworm, or chicken-pox, the child should stay home and the school nurse should be called.
- If your child receives a serious injury or appears obviously ill, the child should be seen by the doctor.

If your child presents with any of the above symptoms during the school day, you will be called to pick up the child in a timely manner. The United States Centers for Disease Control and Prevention has shared information on [Preventing Spread of Infections in K-12 Schools | CDC](#) (updated May 17, 2024).

HEAD LICE (Pol. 203, 203-AR-1)

At any time throughout the school year, the school nurse, principal, or appointed designee may examine any student(s) for lice. If live lice are identified during the examination the following procedure will be implemented:

1. Your child will remain in the classroom until the end of the day but discouraged to have close head contact with others.
2. On the day of lice identification, the school nurse, principal or appointed designee will contact you and counsel you on the proper treatment for this condition.
3. Your child may return to school following the first treatment.
4. You will have UP TO TWO CONSECUTIVE days to treat your child (THIS INCLUDES WEEKENDS AND HOLIDAYS). Absences starting on the third day will be considered unexcused.
5. Seven days following the first treatment, the school nurse, principal, or designee will again assess your child for evidence of live lice. If lice are identified, the above steps will be followed again.
6. A student who continues to have a chronic issue with lice infestation will be referred by the school nurse, principal, or designee for further treatment.

DIABETES MANAGEMENT (Pol. 209.2)

Diabetic management in the school setting is crucial to the immediate safety and long-term health of a student with diabetes. The school staff, nurse, and the student's family must be in close communication to ensure the student is ready to learn and participate fully in school activities. Proper management during school hours will minimize the possibility that emergencies related to diabetes will occur and not disrupt the student's classroom activities.

Parents/Guardians will provide the school nurse with physician orders and written authorization for care and instructions from the student's health care practitioner. In addition, any rescue medication, snacks, and blood glucose testing equipment will be provided by the student and available during the school day. Any changes in the student's care plan, level of self-management, or school circumstances need to be updated via a written statement from the physician. The student's Parent/Guardian must complete and sign the CASD Authorization to Administer Prescribed Medication Form (AAPM) every school year.

Refer to CASD Board policy 209.2 – [Diabetes Management](#)

FOOD ALLERGY MANAGEMENT (Pol. 209.1)

Our school district is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. Parents/Guardians should alert the school nurse of any food related allergies their student has. The student must have a written medical statement signed by a medical provider identifying the medical or special dietary condition which restricts the student's diet, the food(s) to be omitted from the student's diet, and the food or choice of foods to be substituted. This information will also be provided to the cafeteria supervisor. A Medical Plan of Care for School Food Services document must be completed. The nursing staff have these forms available at both schools. The district will make appropriate accommodations, substitutions, or modifications for students with special dietary needs. If the student requires an Epi-pen, the medication will be provided by the student along with a medical provider's order. *Refer to CASD Board policy 209.1 – [Food Allergy Management](#)*

POSSESSION / ADMINISTRATION OF ASTHMA INHALERS / EPINEPHRINE AUTO-INJECTORS (Pol. 210.1)

Before a student may possess or use an asthma inhaler or epinephrine auto injector in the school setting, there must be an order from a medical care provider for the medication stating the student may self-administer. Parents/Guardians must also provide their signature of acknowledgement. In addition, the student must demonstrate to the school nurse that s/he is capable of self-administering the medication. The student is required to report to the nurse immediately following each use of their medication. This privilege may

be withdrawn at the discretion of the school nurse or administration if the student is not in compliance with policy. *Refer to CASD Board policy 210.1 – [Possession / Administration of Asthma Inhalers / Epinephrine Auto-Injector](#)*

HIV INFECTION & BLOODBORNE PATHOGENS (Pol. 203.1)

The school district will safeguard the health and well-being of students and staff while protecting the rights of the individual. All employees shall be required to consistently follow universal precautions / infection control for exposure to bodily fluids in all settings. All employees will maintain a respectful school climate and prohibit any physical or verbal harassment of any individual or group, including infected students. The school nurse should be advised of any student with HIV infection. District employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/guardian. *Refer to CASD Board Policy 203.1 - [HIV Infection](#)*

CONCUSSION MANAGEMENT (Pol. 123.1)

A concussion is a type of head (brain) injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly. Consequences of severe brain injury (including concussion) include problems with thinking, memory, learning, coordination, balance, speech, hearing, vision, and emotional changes.

What are the signs and symptoms of a concussion? You cannot see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you as an athlete or your child or teen is acting or feeling, if symptoms are getting worse, or if you/they just "don't feel right." Most concussions occur without loss of consciousness. If the child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

These are some SIGNS of concussion (what others can see in an injured athlete):

- Dazed or stunned appearance
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior or personality changes
- Loss of consciousness (even briefly)
- Repeats questions
- Forgets class schedule or assignments

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred.

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it is OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):

- Headache
- Nausea or vomiting
- Dizzy or unsteady
- Sensitive to light or noise or blurry vision
- Difficulty thinking clearly, concentrating, or remembering
- Irritable, sad, or feeling more emotional than usual
- Sleeps more or less than usual

If you or your child or teen has signs or symptoms of a concussion. Seek medical attention right away. A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe to return to normal activities, including physical activity and school (concentration and learning activities).

After a concussion, the brain needs time to heal. Activities may need to be limited while recovering. This includes exercise and activities that involve a lot of concentration. Refer to CASD Policy 123.1 [Concussion Management](#)

PAYS SURVEY

CASD participates in the bi-annual Pennsylvania Youth Survey (PAYS) sponsored by the Pennsylvania Commission on Crime and Delinquency, the Pennsylvania Department of Education, and the Pennsylvania Department of Drug and Alcohol Programs. The survey asks questions about the behaviors of students in the 4th, 6th, 8th, 10th, and 12th grades, including questions about school climate, violence, depression, bullying, and substance abuse.

The information we receive will assist us and our community partners in working to prevent adolescent drug use and other problem behaviors. We want to ensure that all parents and caregivers are notified that the survey is being conducted and provide you with as much information about the survey as possible. As a parent or caregiver, you have the right to prohibit your child's participation. The following facts about the survey will help you make an informed decision about your child's participation: Participation in this survey is completely voluntary. Students will be instructed by their proctor that they can skip any questions they do not understand or choose not to answer. If they have any questions or concerns after taking this survey, they are instructed to talk with their school counselor or a trusted adult. The survey is designed to protect each student's privacy. It is anonymous and confidential. Students will not put their names on the survey, and no student will ever have their individual responses reported.

The survey will be administered during the school day and will take one class period to complete. A letter will be sent prior to conducting this survey. If you do not want your child to participate, you may opt them out of the survey by contacting the Principal in writing either via letter or by email.

APPENDIX

TITLE IX

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

SCOPE OF TITLE IX

Title IX applies to schools, local and state educational agencies, and other institutions that receive federal financial assistance from the Department. These recipients include approximately 17,600 local school districts, over 5,000 postsecondary institutions, charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories of the United States.

A recipient institution that receives Department funds must operate its education program or activity in a nondiscriminatory manner free of discrimination based on sex, including sexual orientation and gender identity. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment, which encompasses sexual assault and other forms of sexual violence; treatment of pregnant and parenting students; treatment of LGBTQI+ students; discipline; single-sex education; and employment. Also, no recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in a proceeding under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The Department's Title IX regulations (Volume 34, Code of Federal Regulations, Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

ACCEPTABLE USE OF INTERNET BOARD POLICY NO. 815

PURPOSE

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

DELEGATION OF RESPONSIBILITY

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

Administrators, teachers, and staff have 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 inappropriate use is.

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 students and adults to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by students, or determined inappropriate for use by students by the Board.

2. Maintaining and securing a usage log.
3. Monitoring online activities of students.

GUIDELINES

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. 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. Illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work during the school day.
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 to material that is harmful to students or is determined inappropriate for students 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 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 personal communications in a public forum without the original author's prior consent.

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. Students shall not reveal their passwords to other students.
2. Users are not to use a computer that has been logged in under another user's name.
3. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the network.
4. Faculty have read permission rights to all student files.
5. Employees may be required to share their password with the in-house technical support personnel.

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 damages to files of data belonging to others; copyright violations; and thefts 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 unauthorized 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 measurers shall effectively address the following:

1. Control of access by students to inappropriate matters on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of student's access to materials harmful to them.
6. Students are to be advised that logs of their online actions may be released to State, Local and Federal Authorities as required by law.
7. All Internet activity is being monitored.

WEAPONS BOARD POLICY 218.1

PURPOSE

The Board shall recognize the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

DEFINITIONS

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

AUTHORITY

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school-sponsored activity, and onto any public conveyance providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

In the case of an exceptional student, the district shall take all necessary steps required to comply with the Individuals With Disabilities Act and Board policy.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent or designee shall immediately report the discovery of any weapon prohibited by this policy to local law enforcement officials and inform the student's parent/guardian.

The Superintendent shall annually, by July 31, report all incidents involving acts of violence or possession of a weapon to the Office of Safe Schools on the required form in accordance with state law and regulation.

GUIDELINES

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

TRANSFER STUDENTS

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

TOBACCO AND VAPING PRODUCTS BOARD POLICY 222

PURPOSE

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

DEFINITION

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[3]
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia*

AUTHORITY

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.

REPORTING

Parental Report –The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Office for Safe Schools Report -The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.

Law Enforcement Incident Report –The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

GUIDELINES

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.

STUDENTS WITH DISABILITIES

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

GANGS BOARD POLICY 218.3

PURPOSE

The Board recognizes that a school campus is a place that requires appropriate rules and regulations to ensure a safe and healthy environment which is conducive to learning for all students. All persons shall be aware and knowledgeable of the conduct and expectations upon which this school district operates.

AUTHORITY

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process.

Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited.

Under authority in the School Code, the Board will impose corrective action ranging from short-term suspension to long-term suspension and, in extreme cases, the student could be recommended to the Board for expulsion. School district building administrators have the authority to reduce long-term suspensions to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.[1]

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

DEFINITIONS

Gang - For the purposes this policy, the term gang means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

Gang activity - The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a gang, whether real or implied, and/or which has, through past experience in the school district, been shown to be a danger to the school environment, its staff and students, and to substantially disrupt the school district's educational programs. Gang activity is, therefore, strictly prohibited.

GUIDELINES

Any incident involving initiations, intimidation and/or similar or related gang activity at school during school hours, en route to school or a school-sponsored event, en route from school or a school-sponsored event, or anywhere while in attendance at a school-sponsored event or activity, will hereby be considered actions which present the danger or likelihood of bodily injury or physical harm; substantially disrupting the school's education programs; and/or substantially interfering with the educational rights of other students and are, therefore, strictly prohibited.

Any student wearing, carrying, distributing, or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or otherwise engaging in gang activity will be subject to disciplinary action including suspensions and/or permanent expulsion.

Any student charged with gang activities or affiliations may be required to sign a negotiated Gang/Behavior Contract between the student, parent/guardian and administrator before s/he will be allowed to return to the school s/he attends.

The building administrators of all school district facilities shall ensure that:

1. Information about gang affiliation and activities is included in printed rules and regulations provided to staff, students and parents/guardians.
2. Students identified as possibly being involved in gang-related activities receive counseling to enhance self-esteem, encourage interest and participation in character-building activities, and promote membership in authorized student organizations.
3. Parents/Guardians will be notified of the school's concerns.

4. Staff in-service training regarding gang activities, methods of operation, and current methods of identification are available to staff.
5. All gang affiliation or gang-type incidents are referred to the appropriate law enforcement agency.
6. Staff, students, and parents/guardians are informed that affiliation with a gang, gang activities and/or claiming gang membership is considered a serious form of misconduct and is/are subject to the following corrective actions.
 - a. Gang membership activities:
 - i. Minimum: Short-term suspension.
 - ii. Maximum: Expulsion.
 - b. Claimed gang membership for the purpose of intimidation:
 - i. Minimum: Short-term suspension.
 - ii. Maximum: Expulsion
7. Any student suspended for gang activities and/or affiliation be required, as appropriate, to sign a negotiated Gang/Behavior Contract between the student, parent/guardian and administrator before the student will be readmitted to school upon serving the assigned disciplinary consequence.
8. Building administrators have the authority to reduce a long-term suspension to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.
9. Students who have been expelled and/or suspended for gang-related activities may be subject to emergency expulsion and may lose their right to remain in school during the appeal process, subject to their procedural rights under applicable Department of Education regulations.

DELEGATION OF RESPONSIBILITY

The Board delegates the Superintendent or designee to promote membership in authorized school groups and activities as an alternative to students at risk.

Recognizing that organized gang activities are a community/school problem which may involve or lead to criminal behavior, the Superintendent will involve and inform the police in each of the communities/townships of any school-observed gang activity and develop a working relationship to suppress and combat gang activities.

The school district will further immediately involve parents/guardians, courts and such other agencies, as is appropriate, to abolish gang activities and promote prevention and intervention programs.

CONSTITUTIONAL INTERPRETATION

This policy is to be interpreted and applied by the school district administration in a constitutional manner, consistent with the preservation of students' constitutional rights.

CONTROLLED SUBSTANCES/PARAPHERNALIA BOARD POLICY 227

PURPOSE

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

DEFINITIONS

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense, bath salts, or other products containing synthetic cannabinoids.
8. Prescription or nonprescription (over the counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student. For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

AUTHORITY

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

OFF-CAMPUS ACTIVITIES

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[6]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[7][8]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.

The Superintendent shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of controlled substances by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.

GUIDELINES

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

ANABOLIC STEROIDS

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware annually of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Board Policy 220 STUDENT EXPRESSION/DISSEMINATION OF MATERIALS

PURPOSE

The right of public-school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to disseminate nonschool materials to others as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.^[1]

This policy addresses student expression in general as well as dissemination of expressive materials that are not part of district-sponsored activities (nonschool materials).

This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of the district, which shall be regulated separately as part of the school district's educational program.

DEFINITIONS

For the purposes of this policy, dissemination shall mean students distributing or publicly displaying nonschool materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the school district.

Expression means verbal, written, technological or symbolic representation or communication.

Nonschool materials means any printed, technological or written materials, regardless of form, source or authorship, that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, online discussion areas and digital bulletin boards, personal websites and the like.

AUTHORITY

Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, schoolwork, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression is prohibited to the extent that it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or
7. Violates written district procedures on time, place, and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events or occurs at any time or place when created or communicated using district-provided equipment, email, websites, or other technological resources, is subject to this policy. The

limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment.
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Dissemination of Nonschool Materials

The Board requires that dissemination of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

The Board requires that students who wish to disseminate nonschool materials on school property shall obtain approval by submitting them at least one (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent. If the nonschool materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed nonschool materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Printed nonschool materials displayed in a fixed location of a school building shall bear the date when placed in each location. The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

Review of Student Expression

Review of nonschool materials proposed for dissemination shall be conducted promptly so as to avoid unreasonable delay in dissemination.

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible, and apart from regarding time, place and manner, shall not be restricted unless the expression violates some other aspect of this policy, e.g., because it is independently determined to be in violation of this policy for reasons other than the religious nature of the content.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.^[5]

DELEGATION OF RESPONSIBILITY

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be disseminated in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit dissemination of nonschool materials to noninstructional times.

When student dissemination of nonschool materials or other student expression violates this policy, the building principal may determine what if any disciplinary or other consequences should be imposed. Disciplinary actions shall be in accordance with applicable Board policy and the Code of Student Conduct.

The Superintendent shall ensure that building principals and other staff involved in reviewing nonschool materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on school officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

