



2023-2024
ELEMENTARY
HANDBOOK

CRAWFORD  CENTRAL
SCHOOL DISTRICT

DISTRICT INFORMATION

Schools	Principal	Phone
Cochranton Elementary School	Renee L. Keyser	814-425-2105
First District Elementary School	Jon J. Colinear	814-724-1124
Neason Hill Elementary School	Michael B. Ditzenberger	814-724-7886
Second District Elementary School	Dr. Kelli A. Trenga	814-724-7073
West End Elementary School	Meghan M. Stefanucci	814-724-1450
 District		
Superintendent of Schools	Dr. Thomas K. Washington	814-724-3960
Director of Special Services	Alisa A. Willey	814-724-3128
Director of K-12 Curriculum	Dr. Jennifer A. Galdon	814-724-3122
Director of Educational Technology	Dr. Ann M. Noonan.	814-724-3122
Integration, Federal Programs and Community Outreach		
Director of Technology - Questeq	Scott J. Price	814-724-3176
Business Manager	Austin R. Stofferahn	814-724-3960

AUTHORITY OF SCHOOL PERSONNEL

All teachers, specialists, aides, monitors, etc., have the authority to direct activities and students throughout the building. This authority exists on school grounds as well as school sponsored activities. Bus drivers have this same authority. Students are required to respond to the persons in authority in accordance with accepted standards of conduct and manners.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance and conscientious effort in classroom work. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. **NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE EDUCATION OF FELLOW STUDENTS.** It is the responsibility of each student to respect the rights of teachers, students, and administrators and all others who are involved with the educational process.

WEAPONS AND ASSAULT

Students are not permitted to have any type of weapon or look alike while under the authority of school or at school events. Students are not to carry anything to school that may be harmful to the health, safety, and welfare of themselves or others.

Students are not permitted to have in possession any device such as smoke bombs, firecrackers, M-80s, incendiary devices, or other explosives while under the authority of the school or at school related activities.

Students are guilty of assault if they intentionally cause serious bodily injury to another student, school staff, or school employee. Fighting (no matter who started it), hitting, slapping, pinching and pushing will not be tolerated and will most likely result in suspension from school and/or referral to police.

POSSESSION OF TOBACCO/VAPING

Students are not to be in possession of tobacco or tobacco products while under the authority of the school, on the school bus, or at a school related activity. If a student is found in possession of tobacco or tobacco products, a citation will be issued to the District Magistrate. Fine and costs can exceed \$100.

CARE OF SCHOOL AND GROUNDS

School furniture, equipment, buildings are provided for student use and benefit at a cost paid for by parents and district taxpayers. Students should take pride in their school and keep it clean and free of paper and other debris. Students share in the responsibility of keeping the building and the equipment in good condition. Defacing or damaging school property or busses will not be tolerated. Offenders will be required to pay for damages caused. Police may be notified.

TEXTBOOKS AND SUPPLIES

Textbooks, paperbacks, and general school supplies are loaned to students. These are the property of Crawford Central School District and must be returned in the condition they were loaned, excepting normal use and wear. Students who do not return textbooks or return them damaged will be required to pay for the repair or the replacement.

HALLS AND RESTROOM

Halls are not to be used for any activity that could harm the safety and welfare of other students. Noise and talking in the hall must be kept to a minimum so as not to disrupt other classrooms. Students must have permission from their teacher to be out of their classroom and may be required to register in a room log. Students are not to carry pencils, crayons, markers, or marking pens to the restroom. Leaving the classroom or school building without permission will result in disciplinary action.

STUDENT HOMEWORK RESPONSIBILITIES

All assignments are to be completed as directed by the teacher.

Late or incomplete assignments will receive a grade based upon the work completed.

Partial or incomplete assignments will only receive credit equivalent to the work produced.

Missing or lost assignments will receive a 0% as a grade.

If a student is absent from school because of illness:

- Requests for assignments will be accepted on the day of absence. The request must be made before 9:00 a.m. to allow teachers enough time to gather the class work and homework which can be picked up in the office at the end of the day.
- Make-up work for illness will be due within the number of days the student was absent. If the student is absent 1 day, make-up work is due 1 day after return.
- Make-up work for extended illness (5 days or more) will be due within 5 school days of return.

If a student is absent from school because of vacation:

- Assignments provided before leaving are due no later than 2 days after the student returns to school.
- Make-up work that cannot be completed while on vacation (tests, labs, etc.) must be completed within 5 days of return to school.

DRESS CODE

The Crawford Central School District Dress Code applies to all students, regardless of gender. Students in violation of the dress code will be asked to change and discipline consequences will be applied. Students must dress appropriately for an educational setting. This is not an exhaustive list and final decisions are made by the administration.

- Skirts and shorts must be an appropriate length and not reveal undergarments or any part of the buttocks. Bottom garments must fit appropriately (not too tight and not too baggy) as to be cumbersome or compromise safety.
- The torso (chest, back, stomach) must be covered. Revealing clothing and see-through materials are not acceptable. All undergarments must be covered. Camis, strapless tops, midriff tops, tank tops, and muscle shirts are not permitted.
- Necklines and hemlines should reflect an appropriate environment for learning and not a social setting.
- Clothing must be of an appropriate cut and fit while sitting and/or bending. Garments should not need to be adjusted to cover while in a normal body position.
- Hats, hoods, bandanas, wave caps, skull caps, bonnets, and any other head coverings are not to be worn by students inside of school buildings.
- Pajamas, sleepwear, bathing suits/swimwear, volleyball-style shorts, and cut-off shorts are not allowed.
- Outerwear, trench coats, and capes are not allowed.
- Shoes/acceptable footwear must be worn. Bare feet and slippers are inappropriate. Tennis shoes are required for physical education.
- Sunglasses worn in the building are not acceptable, unless approved by the principal or as a result of a doctor's authorization submitted to the principal and nurse.
- Spiked jewelry, billfold/wallet chains, and large beaded chains are prohibited.
- Clothing that represents illegal activities or school-inappropriate items such as profanity, drinking, sex, weapons, death, gangs, hate groups, or drugs are prohibited.
- Book bags/backpacks/fanny packs that are not see-through are not permitted to be carried to or from classes.

RELIGIOUS AND HEALTH ACCOMMODATION

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices, religious beliefs, or medical condition shall not be prohibited under this policy.

DISCIPLINARY MEASURES

The following consequences to enforce violations of school rules will be used at the principal's discretion.

NOTE: The order of listing does not necessarily represent the order of consequence.

1. After School Detention
2. Apology
3. Behavior Contracts
4. Expulsion
5. In School Suspension
6. Limited Privileges
7. Other Consequences Deemed Appropriate
8. Out of School Suspension
9. Parent Conferences (telephone /in person)
10. Payment for Damages
11. Removal from Class
12. Reteaching or Practice
13. Suspension of Bus Privileges
14. Time Out
15. Warning

SCHOOL HEALTH PROGRAM

The goal of the Pennsylvania School Health Program is to keep children as healthy as possible. With the health and safety of the students in mind, the following mandated school screenings are done each year.

Vision	All Students Grades K-12
Hearing	All Students Grades K-3, 7 and 11
Height/Weight/BMI (Letter sent home)	All Students Grades K-12
Scoliosis	All Students Grades 6 and 7
Physicals (Recommend your private physician)	All Students Grades K, 6, and 11
Dental Exam	All Students Grades K, 3, and 7

The required physical, may be given by the child's pediatrician or personal care physician; however, documentation of that physical must be turned into the school nurse. You will be notified in writing if your child is due for a physical. For students in the required grades, the school physician will be available for this mandated physical.

Following the required screening, you will be notified if your child did not pass the screening or if the nurse feels that your child needs a follow up for further evaluation.

INJURY, ILLNESS, HOSPITALIZATIONS, ETC

If a child is injured or becomes ill at school, the parents/guardians will be notified. If the parents/guardians are not available, then the person designated on the Emergency Call and Parent Permission Card will be contacted. Emergency contacts need to be in the local area, so their response time does not endanger the child. Be sure to keep the school informed of any changes to telephone numbers, emails, addresses, places of employment, and emergency contacts.

The Pennsylvania Dept. of Health mandates the School Health Program maintain confidential health records on every student in grades K-12. Please let the nurse know if your child's health status changes, if there has been a hospitalization, an illness, injury, or concussion recently. The nurse, along with teachers and guidance counselors, can make any health accommodations to ensure your child's wellness, safety, and continued participation in school.

MEDICATIONS

If necessary for your child to receive medication during the school hours, please consult the Crawford Central School District Medications policy - See Guidelines for Administration of Medication to Students During the School Hours. The nurse can provide you with the required forms that need to be completed by you and the prescribing physician, or licensed prescriber **BEFORE** the medication can be given at school. See Appendix for Medication Administration Consent and Licensed Prescriber Order Form.

Medication **MUST** be provided in the original pharmacy container, or original packaging properly labeled with child's name, medication, dose, time, and route of administration.

A select few over-the-counter (OTC) medications may be administered by the nurse according to standing medication orders provided by the school physician and parent/guardian consent. See appendix for Emergency Call and Parent Permission Card for approved OTC medications.

Remember the nurse is willing to answer any questions or concerns you may have regarding your child's health or medication. ***No medications including over-the-counter as well as prescribed medications are to be kept by the student.*** See Crawford Central School District Drug & Alcohol Policy.

IMMUNIZATIONS

The following immunizations are required for entrance to public, private, and parochial schools in Pennsylvania unless a medical, strong moral or religious exemption is in place.

- 4 doses of Tetanus Vaccine (1 dose on or after the 4th birthday)
- 4 doses of Diphtheria Vaccine (1 dose on or after the 4th birthday)
- 4 doses of Polio Vaccine (1 dose on or after the 4th birthday)
- 3 doses of Hepatitis B Vaccine
- 2 doses of Varicella (chicken pox) Vaccine or history of the disease
(1st dose after 12 months of age)

- 2 doses of live Measles Vaccine or a blood test showing immunity
(1st dose of vaccine must be after 12 months of age)
- 2 doses of live Mumps Vaccine or a signed statement from your physician stating that your child had the disease (1st dose after 12 months of age)
- 1 dose of live Rubella Vaccine (German measles) or a blood test showing immunity (vaccine given after 12 months of age)
- OR 2 doses of MMR (1st dose after 12 months of age)

RECOMMENDATIONS

If your child has one of the following conditions, please keep them home for the recommended amount of time.

Fever (Temp. over 100.4) – 24 hours after the last temperature over 100.4 without medication to lower temperature.

Vomiting – 24 hours without vomiting.

BUILDING SECURITY

All parents and visitors must report to the office upon entering the building, sign in, and wear a visitors' badge while in the school. Upon conclusion of your visit, return to the office to sign out and leave the badge at the front desk.

For the safety of our students, only the designated front doors will be accessible for the convenience of parents coming into the school during the day.

Students being picked up for appointments and being returned to school must be signed out/in by the parent/guardian. Dismissal procedures may vary for each building.

CLASSROOM VISITS

We welcome parents to visit the classrooms; however, in order to minimize disruption, we ask that you follow a few guidelines.

1. Parent must receive prior approval from the building principal.
2. Upon arrival, parents are to report to the office, at which time they will be given a visitors' badge.
3. Visitations will be limited to approximately 30 minutes.
4. Principal or designee will accompany the visitor for the duration of the visit.

PARENT/GUARDIAN TEACHER CONFERENCE

Parent/Guardian Teacher conferences are scheduled once in fall and once in spring. Parents/Guardians and teachers must work in partnership to support students' academic and social growth. Parents/Guardians may request a conference at any time. Teachers and Guidance Counselors may request a conference during the school year.

ARRIVAL AT SCHOOL

School	Drop- Off Time	Classes Begin
Cochranton Elementary	7:45 a.m.	8:00 a.m.
First District	7:50 a.m.	8:00 a.m.
Neason Hill	7:45 a.m.	7:55 a.m.
Second District	7:50 a.m.	8:00 a.m.
West End	7:35 a.m.	7:50 a.m.

- Students are not permitted in the building before drop off time.
- Students will enter the building directly through the designated door and report directly to their homeroom.
- Students are not permitted to transport any materials to school that could create a safety hazard to themselves or classmates.
- Students who arrive late must report directly to the office.
- Students should cross only at supervised corners, should not loiter or become disruptive while enroute to and from school. Students should avoid taking shortcuts through neighbor's yards and walk on approved routes.
- Once students arrive on school property in the morning and enter the building, they are not permitted to leave the building without permission.

DISMISSAL FROM SCHOOL

1. Teachers or an aide will monitor student dismissal.
2. Bus students will walk directly to the bus as soon as they exit the building.
3. Walkers will walk directly home from school and obey crossing guards.
4. Snowballing or disruptive behavior is not permitted.
5. Parents meeting children at dismissal time should wait in the designated area. Parents should ***NOT*** go to the child's classroom.
6. Parents should obey all parking restrictions posted at the school.

EARLY DISMISSALS/APPOINTMENTS

Students should present a signed note from a parent/caregiver to the homeroom teacher during the morning homeroom activities. The parent/caregiver is expected to enter the building and meet the child in the office. Students are not permitted to leave the building and enter an automobile during an excused early dismissal without being escorted by a parent/caregiver or a designated adult. Students are expected to return to school from appointments in a reasonable amount of time with an official excuse (i.e. doctor, dentist, agency) accompanied by a parent/caregiver and signed-in. Extended time periods out of the building may be marked as an absence.

CELL PHONES

1. Cell phones are permitted in school, but they must be turned off and out of view during school hours. It is the school district's recommendation that cell phones remain at the student's home. However, the building principal may grant approval for possession and use of an electronic device by a student under certain circumstances. See Policy #237, Electronic Devices, for information.
2. Violations of cell phone usage in school may result in the confiscation of the student's cell phone. The student's parent or guardian must come to the principal's office to retrieve it.
3. Sexting (the sending of sexually explicit photographs by use of a cell phone) is strictly prohibited. Incidents of sexting on school district property will result in a student receiving a minimum three-day out-of-school suspension, and local law enforcement authorities will be contacted by the school district.
4. The school district is not responsible to a student or his/her parents or guardian for lost, stolen, or damaged cell phones. It is the school district's recommendation that cell phones remain at the student's home. If a student brings a cell phone to school, he or she is responsible to follow policy on use of cell phones and to keep the cell phone secure at all times.

TELEPHONE CALLS

Student use of the telephone will be limited to emergencies only. If a student occasionally forgets an item at home, permission may be granted to call home under supervised conditions.

Classes will not be disrupted for incoming phone calls. Messages will be placed in the teachers' mailboxes. Return calls will be made at the staff's convenience.

GENERAL CAFETERIA INFORMATION

In order to promote an enjoyable, safe, cafeteria atmosphere the following rules have been established:

1. Walk.
2. Students are not to use abusive, obscene, or degrading language.
3. No throwing food.
4. No sharing food.
5. Students are to sit at assigned tables and return to those tables after returning trays.
6. Glass containers are not permitted in the cafeteria.
7. Carbonated beverages and energy drinks are not encouraged.
8. Permission is required to leave the cafeteria for any reason.
9. Keep hands, feet, and other objects to yourself.

The cafeteria rules are based on basic good citizenship. In the event a student has difficulty conducting themselves in an acceptable manner, he or she will lose the privilege of socializing with friends during lunch and may be required to eat alone or possibly in the office.

Nondiscrimination Statement and Complaint Procedure

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age or disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

CLASSROOM SNACKS

Any food or drink items to be shared with classmates must be in store bought prepackaged, unopened, sealed containers. For the safety of all children, homemade items will no longer be distributed at school. In following the district's wellness policy, we encourage healthy drinks and snacks.

SCHOOL COUNSELOR PROGRAM

The School Counselor program is a school board approved program that emphasizes both social and emotional development. In past years, issues such as self-esteem, conflict resolution, respect, responsibility, cooperation and teamwork have been addressed. In addition, the school counselor may also run group counseling and individual counseling sessions as needed. School counselors also perform academic screenings and assist with school and state assessments. The school counselor is part of the building Core Team and decides for further needed referrals to the school psychologist or community agencies. The school counselor works collaboratively with parents, staff, students and agencies to make elementary school a positive experience.

PARENT TEACHER ORGANIZATIONS (P.T.O.)

The P.T.O. is an active and vital part of the elementary school experience. A common goal is to provide a forum for parents and teachers to work together to provide the finest quality elementary school education to every child who attends school. Fundraisers during the year provide field trips, gym equipment, educational materials, assemblies, accu-cut equipment and library materials. P.T.O. committees work with the school for various special activities.

Check your school calendar for meeting dates. We welcome all who are interested in the welfare of the children. Speakers and programs are also provided at some of the meetings. P.T.O. committees are formed for various school activities during the year. Parental involvement is welcomed.

FIELD TRIPS

Walking:

It is helpful to have a blanket permission slip allowing your child to go on walking field trips. Your child's teacher will let you know when and where these field trips are scheduled.

Bus Field Trip:

A permission slip will be sent home by your child's teacher prior to the bus field trip. It is necessary that this field trip request be signed and returned in advance so that your child has permission to attend the bus field trip. Without it, your child will not be permitted to attend the designated field trip.

Information about these activities will be provided on the school's monthly calendar. Parental permission slips will not be required for district or building wide activities.

CHANGE OF ADDRESS AND OTHER INFORMATION

It is the responsibility of parents to inform the school of address changes, phone numbers, and other important information in case of emergency or other important reasons. **Please call the school office with any changes.**

NON-INSTRUCTIONAL ITEMS

The classroom teacher or principal may hold any item that distracts from the learning in a CCSD classroom. In order to retrieve the item, the parent/guardian may be required to see the principal.

CHILD CUSTODY ISSUES

It is the responsibility of parents to provide the school with a current copy of any court orders involving student(s) and records. The school will make a copy of your current court order. The school can only take action on the most current court documentation that has been provided to the school office.

LOST AND FOUND

Lost items are placed in the Lost and Found in each school. Unclaimed items will be donated to charity or provided to students in need. Parents and students are encouraged to look through the Lost and Found to locate missing things. Valuable and important items are discouraged from being brought to school. It is recommended that parents mark clothing, book bag, and other items with the child's name.

SCHOOL CLOSING INFORMATION

If the school is on a two-hour delay or closed due to weather or other emergencies, the Blackboard Connect calling system will be activated and periodic announcements will be made on local radio, tv stations, Armstrong Cable stations 72 and 201, www.craw.org and on CCSD Facebook and Twitter accounts. When a two-hour delay is called, a decision to close school for the entire day will be made by 7:30 a.m. If the decision is made to stay with the two-hour delay, students will be required to be in school two hours after the normal starting time.

OFFICE OF THE SUPERINTENDENT

Crawford Central School District is an equal opportunity education institution and will not discriminate on the basis of age, religion, sex, race, color, national origin, or disability in the admission or access to, or in the provision of services, programs, or employment in compliance with Title IX, Title VI, Section 504, of the Rehab Act of 1973 as amended, and the American With Disabilities Act of 1990.

For information regarding civil rights or grievance procedures, contact Janet Nahay, Title IX Coordinator, or Alisa Willey, Section 504 Coordinator and ADA Coordinator, at the Instructional Support Center, 11280 Mercer Pike, Meadville, Pennsylvania, 16335 (814-724- 3960).

APPENDIX - Crawford Central School District Policies

#103	Discrimination/Title IX Sexual Harassment Affecting Students
#103.1	Nondiscrimination – Qualified Students With Disabilities
#104	Discrimination/Title IX Sexual Harassment Affecting Staff
#138	English as a Second Language
#204	Attendance
#218	Student Discipline
#219	Student Complaint Process
#226	Searches
#227	Controlled Substances/Paraphernalia
#233	Suspension and Expulsion
#235	Student Rights/Surveys
#237	Electronic Devices
#249	Bullying/Cyberbullying
#801	Public Records
#810	Transportation
#810.2	Transportation – Video/Audio Recording
#815	Acceptable Use of Internet, Computers, and Network Resources
#906	Public Complaints
#916	Volunteers
#918	Title I District-Wide Parental Involvement

AHERA Regulations Letter

Annual Public Notice of Special Education

Education of Homeless Youth

Emergency Card and Parent Permission Card

Medication Administration Consent and Licensed Prescriber Order

HIPAA Information

Request to Remove Directory Information

Right to Know Law

Rules and Regulations for School Bus Transportation

Transportation Review

Student Records Notification

Student Technology and Internet Acceptable Use Procedure

Title I Parent Compact

Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Students
Code	103
Status	Active
Adopted	September 23, 2013
Last Revised	October 26, 2020
Prior Revised Dates	4/23/2018

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures. This policy prohibits individuals from knowingly making false statements or knowingly submitting false information during the Title IX grievance process outlined in Attachment 3 and during other grievance processes established by Board policy and procedures and/or the Student Code of Conduct. A violation of this prohibition by district students may lead to discipline up to and including referral for [expulsion](#).[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

This Policy 103 references two (2) documents, entitled "103 Attachment 2, Discrimination Complaint Procedures," and "Attachment 3, Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints." The Board intends these two (2) attachments to be substantive components of this policy and incorporates them by reference into this policy as if fully set forth [herein](#).

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or the Title IX Coordinator, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal or the Title IX Coordinator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal or the Title IX Coordinator, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal (or any other employee of the district who received the report) shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant and, if deemed to be necessary, the reporter if not the complainant, regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures for the complainant. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment of the information supplied by the reporter and/or complainant to determine whether the reported circumstances, if presumed to be true, could constitute Title IX sexual harassment or retaliation. If they do not, they may be addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy. If the reported circumstances, if presumed to be true at this point in the process, meet the definition of Title IX sexual harassment, they shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3. If the reported circumstances, presumed to be true, do not constitute either Title IX sexual harassment or retaliation nor conduct otherwise prohibited in the Policy 103 and Attachment 2, the Title IX Coordinator shall refer the report for follow-up under any other applicable Board policy and/or the Student Code of Conduct.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.[18][20][23][24]

If possible, the district will refrain from pursuing disciplinary action pursuant to the Student Code of

Conduct until such time the Title IX grievance process has concluded. This means suspensions and expulsion referrals may be temporarily postponed until the conclusion of the Title IX grievance process when/if the district, in consultation with the Title IX Coordinator, determines that supportive measures and other non-punitive actions agreed to by the parties (ex: complainant and respondent voluntarily agree to stay away from each other; respondent voluntarily participates in the school district's online/virtual education program or other alternative setting during the grievance process, etc.) result in there being no immediate threat to the physical health or safety of any student or other individual arising from the allegations during the grievance process period.

The respondent shall be provided with notice and provided an opportunity for due process, in accordance with law, regulations and Board policy. When expulsion is necessary because continuation of educational services is not feasible, If, however, the district, in consultation with the Title IX Coordinator, after having taken an initial individualized safety and risk analysis, believes the respondent must be removed from the district's education program or activity on an emergency basis during the Title IX grievance process in order to address an immediate threat to the physical health or safety of an individual, the process outlined in detail in Attachment 3 shall be followed.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations. [\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)

Retaliation

The Board prohibits retaliation by the district or any other person against any person for: [\[28\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including but not necessarily limited to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts

including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

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

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. [27][30]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. [30]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to: [30]

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy. [17][18][23][24][31]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [30]

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo*

sexual harassment.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[32\]](#)
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [\[32\]](#)
 - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. [\[33\]](#)
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either: [\[32\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus. [\[26\]](#)[\[27\]](#)[\[30\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer and Confidential Executive Assistant to the Superintendent - Personnel as the Title IX Coordinator. The Compliance Officer can be contacted at: [\[34\]](#)

Address: Crawford Central School District, 11280 Mercer Pike, Meadville, PA 16335

Email: thomas.washington@craw.org

Phone Number: 814-724-3121

The Title IX Coordinator can be contacted at:

Address: Crawford Central School District, 11280 Mercer Pike, Meadville, PA 16335

Email: janet.nahay@craw.org

Phone Number: 814-724-3139

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[35]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.

8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][20]

1. Loss of school privileges.
2. Temporary or permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][36]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Legal

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4
5. 24 P.S. 1301
6. 24 P.S. 1310
7. 24 P.S. 1601-C et seq
8. 24 P.S. 5004
9. 43 P.S. 951 et seq
10. 20 U.S.C. 1681 et seq
11. 34 CFR Part 106
12. 29 U.S.C. 794
13. 42 U.S.C. 12101 et seq
14. 42 U.S.C. 1981 et seq
15. 42 U.S.C. 2000d et seq
16. U.S. Const. Amend. XIV, Equal Protection Clause
17. Pol. 103.1
18. Pol. 113.1
19. Pol. 218
20. Pol. 233
21. Pol. 317
22. Pol. 806
23. Pol. 113.2
24. Pol. 113.3
25. 20 U.S.C. 1232g
26. 34 CFR 106.44
27. 34 CFR 106.45
28. 34 CFR 106.71
29. 34 CFR Part 99
30. 34 CFR 106.30
31. Pol. 113
32. 34 U.S.C. 12291
33. 20 U.S.C. 1092
34. 34 CFR 106.8
35. Pol. 150
36. Pol. 317.1
- 18 Pa. C.S.A. 2709
- 20 U.S.C. 1400 et seq
- 28 CFR Part 41
- 28 CFR Part 35

[34 CFR Part 100](#)

[34 CFR Part 104](#)

[34 CFR Part 110](#)

[U.S. Const. Amend. I](#)

[Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 \(2020\)](#)

[Davis v. Monroe County Board of Education, 526 U.S. 629 \(1999\)](#)

[Franklin v. Gwinnett County Public Schools, 503 U.S. 60 \(1992\)](#)

[Gebser v. Lago Vista Independent School District, 524 U.S. 274 \(1998\)](#)

[Office for Civil Rights - Resources for Addressing Racial Harassment](#)

[Pol. 122](#)

[Pol. 123](#)

[Pol. 138](#)

[Pol. 216](#)

[Pol. 220](#)

[Pol. 247](#)

[Pol. 249](#)

[Pol. 251](#)

[Pol. 252](#)

[Pol. 320](#)

[Pol. 701](#)

[Pol. 815](#)

[Pol. 832](#)

[103-Attach 1 Report Form.doc.pdf \(224 KB\)](#)

[103-Attach 2 Discrimination \(2\).pdf \(158 KB\)](#)

[103-Attach 3 Title IX \(2\).pdf \(282 KB\)](#)

[103-Attach 4 ConfidentialityLetter \(2\).pdf \(190 KB\)](#)

Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination – Qualified Students With Disabilities
Code	103.1
Status	Active
Adopted	September 23, 2013
Last Revised	April 23, 2018

Authority

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[9\]](#)[\[48\]](#)[\[49\]](#)[\[50\]](#)

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district’s educational programs, nonacademic services or extracurricular activities. [\[7\]](#)[\[8\]](#)

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student’s parents/guardians. [\[9\]](#)[\[49\]](#)

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school’s educational programs, nonacademic services, and extracurricular activities to the maximum extent appropriate to the ability of the qualified student with a disability in question. [\[10\]](#)

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.[11]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Director of Special Services as the district's Section 504 Coordinator.[12]

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.[13][14]

Guidelines

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.[14][15]

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.[16][17][18]

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[18]

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[18]

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.[10]

The district shall not implement a Service Agreement until the written agreement is executed by a

representative of the district and a parent/guardian. [10]

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent (pending completion of the procedural safeguards process if there is disagreement between the parent/guardian and the district). [16]

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home. [19][20]

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities. [19][20][21][22][23][24][25]

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services. [10][17][18][26]

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy. [27][28]

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies. [29][30]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [31][32][33]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable. [7][10][19][27][29][32][34][35][36][37][38][39][40][41][42][43][44]

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.[6][36][44][45]

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[10][37]

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[31][44]

PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.[26][46]

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.[17]

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:[26]

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.

2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.[26]

Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[26]

Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[26][47]

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction. [26]

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system. [6]

Step 1 – Reporting

A student who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. A student's parent/guardian who believes that her/his child has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator as well as properly making any mandatory police or child protective services reports required by law. [51]

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee is encouraged to use the district's report form, which is available from the Section 504 building administrator, or the Section 504 Coordinator, but oral complaints shall be acceptable. Oral complaints shall be documented by the Section 504 building administrator or the Section 504 Coordinator.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the district's Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator is the subject of the complaint or is unable to conduct the investigation in which case the Section 504 Coordinator will conduct the investigation.

The Section 504 building administrator must have received basic training on the applicable law, this policy and how to conduct a proper investigation.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

There shall be an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may involve the review of any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the 504 building administrator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the Section 504 building administrator shall promptly notify the Section 504 Coordinator, who

shall promptly inform law enforcement authorities about the allegations.[6][51][52][53]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The Section 504 building administrator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the Section 504 building administrator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition, within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, if not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies, district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days. If the Section 504 Coordinator investigated the complaint, such appeal shall be made to the district's Superintendent.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall, be provided to the complainant, the accused and the investigator who conducted the initial investigation.

The Section 504 Coordinator may confirm, refute or modify any finding as part of the appeal procedure.

Legal

1. 22 PA Code 4.4
2. 22 PA Code 12.1
3. 22 PA Code 12.4
4. 29 U.S.C. 794
5. 42 U.S.C. 12101 et seq
6. Pol. 103
7. 22 PA Code 15.2
8. 42 U.S.C. 12102
9. 22 PA Code 15.1 et seq
10. 22 PA Code 15.7
11. Pol. 248
12. 34 CFR 104.7
13. 22 PA Code 15.4
14. 34 CFR 104.32
15. Pol. 113
16. 22 PA Code 15.5
17. 22 PA Code 15.6
18. 34 CFR 104.35
19. 22 PA Code 15.3
20. 34 CFR 104.34
21. 34 CFR 104.37
22. Pol. 112
23. Pol. 122
24. Pol. 123
25. Pol. 810
26. 22 PA Code 15.8
27. 22 PA Code 15.9
28. Pol. 216
29. Pol. 218
30. Pol. 233
31. 24 P.S. 1303-A
32. 22 PA Code 10.2
33. 35 P.S. 780-102
34. 24 P.S. 1302.1-A
35. 22 PA Code 10.21
36. 22 PA Code 10.22
37. 22 PA Code 10.23
38. 22 PA Code 10.25
39. Pol. 113.2
40. Pol. 218.1

- 41. Pol. 218.2
- 42. Pol. 222
- 43. Pol. 227
- 44. Pol. 805.1
- 45. 22 PA Code 15.1
- 46. 34 CFR 104.36
- 47. 22 PA Code 14.162
- 48. 28 CFR Part 35
- 49. 34 CFR Part 104
- 50. 28 CFR Part 36
- 51. Pol. 806
- 52. 18 Pa. C.S.A. 2709
- 53. Pol. 815
- 20 U.S.C. 1232g
- 34 CFR Part 99

[103_1Attach-District-InitiatedEvalNotice.doc \(29 KB\)](#)

[103_1Attach-Parent_GuardianRequest-PermissionToEvaluate.doc \(56 KB\)](#)

[103_1Attach-ProceduralSafeguards.doc \(35 KB\)](#)

[103_1-Attach 1.doc \(28 KB\)](#)

Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Staff
Code	104
Status	Active
Adopted	October 23, 2013
Last Revised	October 26, 2020
Prior Revised Dates	1/22/2018

Authority

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both. This policy prohibits individuals from knowingly making false statements or knowingly submitting false information during the Title IX complaint and/or grievance process. Any employee found to have violated this prohibition may be subject to discipline, up to and including dismissal.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

The attachments referenced in this Policy 104 are hereby incorporated into this policy as if fully set forth herein.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or administrator or the Title IX Coordinator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If the building principal or administrator is the subject of a complaint, the complainant or the

individual making the report shall submit the report of the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

If a report of Discrimination/Sexual Harassment/Retaliation under this policy relates to a District employee, the building principal (or any other District administrator who received the report) shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation.

The Title IX Coordinator in consultation with legal counsel, shall conduct an assessment of information supplied by the reporter and/or complainant to determine whether the reported circumstances, if presumed to be true, could constitute Title IX sexual harassment or retaliation and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies. If the Title IX Coordinator concludes that to be the case, the Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures for the complainant. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

If the reported circumstances, even if presumed to be true, do not meet the definition of Title IX sexual harassment, they may be addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 of this policy.

Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

Administrative Leave –

When an employee accused of Title IX sexual harassment, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student, employee or other individual, the employee may be removed on an emergency basis and placed on administrative leave pending further investigation.

Any district employee accused of discrimination, harassment, retaliation or other prohibited behavior also may be placed on administrative leave pending further investigation, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report, and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations. [\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Retaliation

The Board prohibits retaliation by the district or any other person against any person for: [\[16\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.

2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.

3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

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

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:[\[9\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[\[15\]](#)[\[18\]](#)

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[\[18\]](#)

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[\[18\]](#)

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.

3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [\[18\]](#)

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[19\]](#)

- i. Length of relationship.
- ii. Type of relationship.
- iii. Frequency of interaction between the persons involved in the relationship.

b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [\[19\]](#)

c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. [\[20\]](#)

d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either: [\[19\]](#)

- i. Fear for their safety or the safety of others.
- ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a

person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[14\]](#)[\[15\]](#)[\[18\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer and Confidential Executive Assistant to the Superintendent - Personnel as the Title IX Coordinator.[\[21\]](#)

The Compliance Officer can be contacted at:

Address: Crawford Central School District, 11280 Mercer Pike, Meadville, PA 16335

Email: thomas.washington@crow.org

Phone Number: 814-724-3121

The Title IX Coordinator can be contacted at:

Address: Crawford Central School District, 11280 Mercer Pike, Meadville, PA 16335

Email: janet.nahay@crow.org

Phone Number: 814-724-3139

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - Provide training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.

2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][23][24][25]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Legal

1. 43 P.S. 336.3
2. 43 P.S. 951 et seq
3. 34 CFR Part 106
4. 20 U.S.C. 1681 et seq
5. 29 U.S.C. 206
6. 29 U.S.C. 621 et seq
7. 29 U.S.C. 794
8. 42 U.S.C. 1981 et seq
9. 42 U.S.C. 2000e et seq
10. 42 U.S.C. 2000ff et seq
11. 42 U.S.C. 12101 et seq
12. U.S. Const. Amend. XIV, Equal Protection Clause
13. 20 U.S.C. 1232g
14. 34 CFR 106.44
15. 34 CFR 106.45
16. 34 CFR 106.71
17. 34 CFR Part 99
18. 34 CFR 106.30
19. 34 U.S.C. 12291
20. 20 U.S.C. 1092
21. 34 CFR 106.8
22. Pol. 317
23. Pol. 317.1
24. Pol. 806
25. Pol. 824
- 16 PA Code 44.1 et seq
- 18 Pa. C.S.A. 2709
- 28 CFR 35.140
- 28 CFR Part 41
- 29 CFR Parts 1600-1691
- [EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993](#)
- [EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999](#)
- [EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990](#)
- [Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 \(1998\)](#)
- [Faragher v. City of Boca Raton, 524 U.S. 775 \(1998\)](#)
- Pol. 320
- Pol. 815
- Pol. 832

[104-Attach 1 Report Form.pdf \(240 KB\)](#)

[104-Attach 2 Discrimination \(2\).pdf \(147 KB\)](#)

[104-Attach 3 Title IX \(3\).docx \(73 KB\)](#)

Book Policy Manual
Section 100 Programs
Title Language Instruction Educational
Program for English Learners
Code 138
Status Active

Adopted September 23, 2013

Last
Revised January 28, 2019

Purpose

In accordance with the Board's philosophy to provide a quality educational program to all district students to increase the English language proficiency of students who are English Learners (EL), the district shall provide an effective Language Instruction Educational Program (LIEP) that meets the needs of English Learners. The goal of the LIEP shall be to demonstrate success in increasing English language proficiency and student academic achievement so that EL students can attain the academic standards adopted by the Board and achieve academic success. EL students shall be identified, assessed and provided appropriate instruction in accordance with the LIEP, and shall be provided an equitable opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations. [\[1\]\[2\]\[3\]\[4\]\[5\]](#)

Authority

The Board shall approve a LIEP to provide English Language Development instruction (ELD) to EL students as part of the approved curriculum, in order to develop the English language proficiency of EL students. The district shall provide EL students with both planned ELD instruction and modifications in content instruction and assessments for all curricular areas, based on the provisions of the LIEP. The LIEP shall be thoughtfully and deliberately planned and evaluated in accordance with state and federal laws and regulations, and shall meet the needs of the district's EL students. The LIEP shall be based on effective research-based theory, implemented with sufficient resources and appropriately trained staff, and shall meet the following requirements: [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]](#)

1. Aligned to state academic content standards for the appropriate grade levels of EL students.
2. Include ELD instruction delivered by properly certified English as a Second Language (ESL) teachers, and other certified content area teachers working in conjunction with ESL certified teachers.
3. Incorporate the use of state assessments and ELD criteria.
4. Provide equitable access to content for EL students at all proficiency levels.
5. Provide equitable access to enrollment in courses or academic programs for which EL students are otherwise eligible.

The Board directs the LIEP to be evaluated for effectiveness based on student outcomes at least annually, and the results documented in accordance with state and federal laws and regulations, and state guidelines. [\[6\]\[7\]\[8\]\[9\]](#)

The district's LIEP and evaluation results of the LIEP shall be made available to district staff working with EL students and parents/guardians of EL students.

The Board may address EL students and programs in the district's comprehensive planning process.

The Board may contract with Northwest Tri-County Intermediate Unit No. 5 for ELD services and programs.

Delegation of Responsibility

The Superintendent or designee shall implement and supervise a LIEP that ensures appropriate instruction in each school and complies with federal and state laws and regulations.

The Superintendent or designee shall ensure that the district complies with all federal and state laws and regulations, and program requirements, for ELD program funding, including required reports in the form prescribed by the state.^[9]

The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop administrative regulations regarding the LIEP and provision of services to EL students.

Guidelines

Identification and Placement of EL Students

The district shall establish procedures for identifying and assessing the needs of students whose dominant language is not English. In order to identify which students are potential English Learners, the Home Language Survey shall be completed for each student upon enrollment in the district, and shall be maintained as part of the student's education records.^{[1][10][11]}

EL students shall be appropriately placed in accordance with the LIEP within the first thirty (30) days of the school year, or within fourteen (14) days of enrollment.^[12]

Program Access

EL students shall have equitable access to and be encouraged to participate in all academic and extracurricular activities available to district students.^{[13][14][15][16]}

Assessment

The district shall annually administer required assessments to EL students to measure students' English Language proficiency and progress in reading, writing, speaking and listening/understanding. Assessment results shall be maintained in the student's education records. Parents/Guardians may not opt students out of English language proficiency assessments.^[9]

EL students shall participate in all annual state or locally required assessments, with accommodations where applicable, and meet established academic standards and graduation requirements, in accordance with law, regulations and Board policy.^{[4][7][8][9][17][18][19][20][21][22][23]}

Program Exit

The district shall include uniform provisions in the LIEP, in accordance with state required criteria, for:^{[8][9]}

1. Reclassifying EL students as former EL students when they attain English language proficiency.
2. Actively monitoring and reporting the progress of former EL students for a period of two (2) years following reclassification and program exit.
3. Redesignating former EL students as active EL students if they struggle academically based on persistent language barriers.

Staff Qualifications and Professional Development

Certified employees and appropriate support staff, when necessary, shall provide the LIEP. The district shall ensure that all teachers providing ELD instruction hold the appropriate certification and can demonstrate academic language proficiency both in English and in the language used for instruction in their classroom.

^{[8][24]}

Non-ESL staff shall incorporate ELD into all classes for EL students, as well as provide supports, modifications and accommodations for curricular content to enable EL students to achieve academic standards.

The district shall provide appropriate training in ELD for all professional staff as part of the Professional Development Plan.^{[7][25]}

Special Education and Gifted Education Services

EL students may be eligible for special education services when they have been identified as a student with a disability and it is determined that the disability is not solely due to lack of instruction or proficiency in the English language.^{[26][27]}

EL students may be eligible for gifted education services, when identified in accordance with law, regulations and Board policy. The district shall ensure that assessment of a student for gifted education services screens for intervening factors, such as English language proficiency, that may be masking gifted abilities.[28]

Students participating in ELD instruction who are eligible for special education services shall continue receiving ELD instruction, in accordance with their Individualized Education Program (IEP) or Gifted Individualized Education Plan (GIEP), at the appropriate proficiency and developmental level.[26][27][28]
Parent/Family Engagement and Communication

Communications with parents/guardians shall be in the mode and language of communication preferred by the parents/guardians.[3][29][30]

Within thirty (30) days of the beginning of each school year, or within fourteen (14) days of enrollment during the school year, the district shall notify parents/guardians of students identified as EL about the process for identifying their children as EL, the results of that process, and the recommended program placement. The district shall also provide parents/guardians with detailed information regarding the LIEP, the benefits of ELD instruction for their children, and an explanation of the program's effectiveness.[6]

Parents/Guardians shall be regularly apprised of their child's progress, including achievement of academic standards and assessment results.[22][31]

The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children.[6][7][8][29][30]

Parental Right to Opt Out of ELD Programs and Services -

Parents/Guardians of EL students have the right to refuse specialized programs and services that may be part of the LIEP for their child. A parent's/guardian's decision to refuse programs or services must be informed and voluntary; the district shall not influence a parent's/guardian's decision in any way, or make any program or placement determinations without parental notification and an opportunity to opt the student out of programs and services.[3][6]

The district shall make a parental waiver form available for parents/guardians to opt their EL child out of ELD programs and services.

The district shall document all notifications made to parents/guardians regarding assessment and recommended placements and programs for EL students, and whether or not a parental waiver form is received. When a waiver form is not received from the parent/guardian, the district shall proceed with the recommended placement.

EL students who have a parental waiver for ELD programs and services shall be assessed on English language proficiency annually, and shall be provided with supports and accommodations to participate in general curricular and extracurricular programs, in order to meet academic standards and graduation requirements.

[4][5][22]

Parents/Guardians of EL students who have been opted out of ELD programs and services shall be notified of their child's progress, including achievement of academic standards and assessment results, and shall be provided with opportunity and a form to opt their child back into ELD programs and services.[22][31]

Legal

1. 20 U.S.C. 6801 et seq

2. 22 PA Code 4.26

3. 42 U.S.C. 2000d et seq

4. Pol. 102

5. Pol. 103

6. 20 U.S.C. 6312

7. 20 U.S.C. 6812

8. 20 U.S.C. 6826

9. 20 U.S.C. 6841

10. 22 PA Code 11.11

11. Pol. 200

12. 20 U.S.C. 6823

13. 20 U.S.C. 1703

14. Pol. 115
15. Pol. 122
16. Pol. 123
17. 22 PA Code 4.51
18. 22 PA Code 4.51a
19. 22 PA Code 4.51b
20. 22 PA Code 4.51c
21. 22 PA Code 4.52
22. Pol. 127
23. Pol. 217
24. Pol. 304
25. Pol. 333
26. Pol. 103.1
27. Pol. 113
28. Pol. 114
29. 20 U.S.C. 6318
30. Pol. 918
31. Pol. 212
- 20 U.S.C. 7011
- 20 U.S.C. 7801
- 34 CFR Part 200

Basic Education Circular, July 1, 2017: Educating English Learners (ELs)

Pol. 105.1

Book	Policy Manual
Section	200 Pupils
Title	Attendance
Number	204
Status	Active
Adopted	November 25, 2013
Last Revised	January 22, 2018

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Definitions

Compulsory school age shall mean the period of a child's life from the time the person in parental relation elects to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

[\[8\]\[9\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role for a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.[\[1\]\[11\]](#)

The Superintendent or designee, in coordination with the Attendance Officer, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[5\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, workstudy or career education program; or the student is receiving approved homebound instruction.

[\[2\]\[5\]\[14\]\[15\]\[16\]\[17\]\[18\]\[19\]](#)

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]\[7\]\[20\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[5\]\[21\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[22\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[5\]\[17\]\[23\]\[24\]\[25\]\[26\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[7\]\[15\]](#)

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]\[6\]](#)

2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[6\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]\[6\]](#)
9. Religious holidays observed by a bona fide religious group.[\[27\]](#)
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:[\[6\]\[28\]](#)
 - a. The parent/guardian submits a written request for excusal at least two weeks prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[5\]\[14\]\[17\]](#)
2. Students participating in a religious instruction program, if the following conditions are met:[\[27\]\[29\]](#)
 - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
 - d. The district shall not provide transportation to and from the religious instruction.

3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[20\]](#)

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by notification from a person in parental relation shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed health care provider.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#)

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of an unexcused/unlawful absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[30\]](#)

The notice shall:[\[30\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, the notice shall also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[30\]](#)

If the student incurs additional unexcused/unlawful absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[30\]](#)

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[\[30\]](#)

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the School Attendance Improvement Conference:[\[9\]](#)

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

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[30\]](#)

The outcome of the School Attendance Improvement Conference shall be documented in a written

School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[30\]](#)
The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[\[30\]](#)

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:[\[31\]](#)

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate Judge against the person in parental relation who resides in the same household as the student.[\[31\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[31\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate Judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[31\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate Judge, district staff shall provide verification that the district held a School Attendance Improvement Conference.[\[31\]](#)

Filing a Citation -

A citation shall be filed in the office of the appropriate Judge whose jurisdiction includes the school in which the student is or should be enrolled.[\[32\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[32\]](#)

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[\[33\]](#)[\[34\]](#)[\[36\]](#)

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[30\]](#)

Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Number	218
Status	Active
Adopted	November 25, 2013

Purpose

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Since discipline begins in the home between parent/guardian and child and continues in the classroom with the relationship between teacher and student, each individual should have a mutual responsibility for the maintenance of that discipline and for enforcement of rules governing behavior in the schools.

Direct, personal, and active responsibility for school rules throughout the district shall be shared among parents/guardians, students, teachers, administrators, and School Board members.

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.^{[1][2][3][4][5]}

The Board shall adopt a code of student conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the code of student conduct governing student discipline.^{[6][2][3][4][5][7]}

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.^[8]

Any student disciplined by a district employee shall have the right to notice of the infraction and the right to appeal to the building principal, Superintendent and the Board. In the case of an appeal, the original disciplinary decision shall be in effect until a final decision is made.^[9]

Suspensions and expulsions shall be carried out in accordance with Board policy.^[9]

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.^{[10][11][5][12][13][14]}

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:

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 offcampus conduct could result in exclusion from such activities.^{[15][16][17]}
3. Student expression or conduct materially and substantially disrupts the operations of the school.
4. The conduct involves the theft or vandalism of school property.

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

School rules are assumed to be reasonable until they are rescinded or waived. Students, therefore, should obey school rules while working through channels to effect change.

Building principals should make available to their students a complete list of student rules as found in the student handbook.

All rules must conform to Board policy. Whenever reasonably possible, new rules or changes in existing rules should become effective at the start of a new school year. In the event a new rule needs to be instituted after the start of the school year, administrators and teachers who introduce new rules or changes in existing rules for students under their supervision should, whenever reasonably possible, make known precise statements of the rules or regulations and their effective dates at least three (3) school days prior to the effective date in order to facilitate student awareness of the rules and fair, uniform enforcement.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the code of student conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the code of student conduct shall be available in each school library and school office and printed in the student handbooks.[\[2\]\[7\]](#)

The Superintendent or designee shall establish a committee to review the code of student conduct as it pertains to this policy on a yearly basis. Any revisions to the code of student conduct shall be subject to Board approval.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.[\[18\]\[19\]](#)

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this district, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.[\[18\]](#)

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[\[8\]](#)

All employees of the district should be alert and responsible for identifying possible problems within the schools and should report the same to persons who are best able to aid in deterring the problem by utilizing all resources that are available and appropriate.

Parents/Guardians may consult with school authorities on implementation of this policy. The Board recognizes that parents/guardians have the primary responsibility for the behavior of their children.

Parents/Guardians are asked to ensure that their children understand and abide by this policy and assume the responsibilities enumerated in the code of student conduct and student handbook.

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[20\]\[21\]\[22\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed 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 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.[\[23\]\[20\]\[21\]\[25\]\[26\]\[14\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[21\]\[27\]\[14\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[20\]\[28\]\[29\]\[31\]\[32\]\[14\]](#)

Guidelines

All disciplinary offenses should be considered on an individual basis. Students should not be punished as a group at large for the offenses of known or unknown individuals.

Detention

The Board recognizes that there are alternatives in the disciplining of students and permits the use of detention as a legitimate practice.

The Superintendent or designee is authorized to develop administrative regulations for the detaining of students after regularly scheduled school hours within these constraints:

1. Students receive at least one-day notice prior to the day of detention.
2. Elementary students' parents/guardians are notified at least one (1) day prior to the day of detention.

Book	Policy Manual
Section	200 Pupils
Title	Student Complaint Process
Number	219
Status	Active
Adopted	November 25, 2013

Purpose

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established processes is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

Definition

For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.

Authority

The Board and its employees shall recognize the complaints of students, provided that such complaints are submitted according to the established Board policy and administrative regulations developed by the Superintendent or designee.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor; and both shall attempt to resolve the issue informally and directly.

For complaints which must move beyond the first level, the student shall prepare a written statement of his/her complaint, which shall set forth the specific nature of the complaint, a brief statement of the facts giving rise to it, and the relief sought by the student.

The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for the hearing of the complaint and the preparation of a response.

At each level, the student shall be afforded the opportunity to be heard personally by the school authority.

The student may seek the help of a parent/guardian at any level.

A student shall not be subjected to any reprisals because of filing a complaint.

Book	Policy Manual
Section	200 Pupils
Title	Tobacco
Number	222
Status	Active
Adopted	November 25, 2013

Purpose

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definition

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or her smoking product or material and smokeless tobacco in any form.

Authority

The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, cans and vehicle that are owned, leased or controlled by the school district.[18][1][2]

The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property.

The district shall initiate prosecution of a student who possesses or uses tobacco in violation of this policy.[19]

In the case of a students with a disability, including a student 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.[4][5][6][7][8][9]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians parents/guardians and staff about the district's tobacco policy by publishing such policy in the student handbook, parent newsletters, posted notices, district website and other efficient methods. The Superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines

The Superintendent or designee may report incidents of possession, use or sale of tobacco 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 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.[10][15][12][13][9]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not 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.[12][14][9]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by students to the Office for Safe Schools on the required

form.[15][9]

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.[19]

Students shall be subject to disciplinary action for violation of the tobacco policy.[16][17]

Book	Policy Manual
Section	200 Pupils
Title	Searches
Number	226
Status	Active
Adopted	November 25, 2013

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

School officials have the authority to lawfully search students or their belongings, including lockers, desks, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

[\[9\]\[1\]\[2\]\[10\]](#)

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, desks, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.[\[5\]\[6\]\[7\]](#)

Delegation of Responsibility

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, desks, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.[\[2\]](#)

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Guidelines

Individualized Suspicion Searches

Students or their belongings, including lockers, desks, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[\[2\]](#)

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be. Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[8]

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.[6]

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.[8]

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student,

whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances/Paraphernalia
Number	227
Status	Active
Adopted	November 25, 2013

Purpose

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

Definitions

For purposes of this policy, controlled substances shall include all:[\[1\]\[30\]](#)

1. Controlled substances prohibited by federal and state laws.
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 laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[\[2\]\[3\]](#)

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 schoolsponsored activity, and during the time spent traveling to and from school and to and from schoolsponsored activities.[\[4\]\[5\]\[6\]](#)

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.

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.[\[7\]\[8\]\[9\]\[10\]\[32\]\[25\]](#)
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:[\[12\]](#)

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 offcampus conduct could result in exclusion from such activities.[\[13\]\[14\]\[15\]](#)
3. The conduct occurs at a school-sponsored activity either on or off district property.

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 appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[\[16\]\[21\]\[18\]\[19\]](#)
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education, assistance and readmission to school of students convicted of offenses involving controlled substances.

This policy shall be implemented through the cooperative efforts of the faculty, administration, school employee groups, students, parents/guardians, bus drivers, and community agencies of the district. Students may be referred to the Student Assistance Program, where appropriate.[\[19\]](#) Guidelines

Violations of this policy may result in disciplinary action up to and including suspension or expulsion and referral for prosecution.[\[12\]\[20\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances 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 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.[\[16\]\[21\]\[22\]\[23\]\[24\]\[25\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not 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.[\[22\]\[26\]\[25\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[\[21\]\[25\]](#)

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. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[\[27\]](#)

Students shall be made aware 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.[\[28\]](#)[\[20\]](#)

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:[\[31\]](#)

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. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school athletic program.

A student who has been suspended for violation of this policy shall also be subject to all penalties and sanctions provided by the Pennsylvania Interscholastic Athletic Association.

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.

Book	Policy Manual
Section	200 Pupils
Title	Suspension and Expulsion
Number	233
Status	Active
Adopted	November 25, 2013
<u>Purpose</u>	

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[14\]](#)[\[15\]](#)[\[5\]](#)

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[\[6\]](#)[\[1\]](#)[\[7\]](#)

Guidelines

Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[\[6\]](#)[\[1\]](#)

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[\[1\]](#) When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[\[1\]](#)[\[7\]](#)

Informal hearings under this provision shall be conducted by the building principal.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[\[7\]](#)

Due Process Requirements for Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.[\[7\]](#)
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[\[2\]](#)

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[\[2\]\[7\]](#)

The district shall provide for the student's education during the period of in-school suspension.[\[2\]](#)

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board or a duly authorized committee of the Board, and upon action taken by the Board after the hearing. Expulsion of a student shall be by a majority vote of the full Board.[\[6\]\[1\]\[7\]](#) [Expulsion Hearings](#)

A formal hearing shall be required in all expulsion actions.[\[6\]\[1\]\[7\]\[8\]](#)

The formal hearing shall observe the due process requirements of:[\[7\]](#)

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).

- c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to the following guidelines:[1][10]

1. A student has two (2) weeks from the date of readmission following suspension to make up missed work (i.e., homework, tests, quizzes, etc.).
2. The student is responsible to contact the teacher to find out what needs to be made up and to make arrangements for taking tests and completing assignments.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

In cases of in-school or out-of-school suspension, a student shall be prohibited from attending or participating in all school activities for the term of the suspension. In cases of expulsion, a student shall be prohibited from attending or participating in all school activities for the term of the expulsion.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[1]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The district may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[11][5]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a code of student conduct, in accordance with Board policy on student discipline.[12]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.

3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[13]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Book	Policy Manual
Section	200 Pupils
Title	Student Rights/Surveys
Number	235
Status	Active
Adopted	November 25, 2013
<u>Purpose</u>	

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

Definition

Personal information means individually identifiable information including a student's or parent's/guardian's name, address, telephone number, or social security number.

Authority

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules. [\[1\]\[2\]\[3\]\[6\]\[16\]\[17\]](#)

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of students, administrators, and others; and expression of ideas and opinions in a respectful manner. [\[5\]\[6\]](#)

A listing of students' rights and responsibilities shall be included in the code of student conduct, which shall be distributed annually to students and parents/guardians through the student handbook.

[\[6\]\[7\]](#)

It shall be the responsibility of students to: [\[5\]](#)

1. Express their ideas and opinions in a respectful manner.
2. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
3. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
4. Dress and groom themselves in accordance with Board policy, so as to meet standards of safety and health, and so as not to cause substantial disruption to the educational process. [\[8\]](#)
5. Assume that until a rule is waived, altered or repealed it is in full effect.
6. Assist the school staff in operating a safe school for all students enrolled.

7. Be aware of and comply with Board policy, school rules and state and local laws.
8. Exercise proper care when using public school facilities and equipment.
9. Attend school daily, except when excused, and be on time at all classes and other school functions.
10. Make all necessary arrangements for making up work when absent from school.
11. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
12. Report accurately in student media.
13. Avoid indecent or obscene language in student media and on school property.
14. Avoid discrimination, bullying or harassment, in accordance with Board policy.[9][10][11][12]
15. Refrain from public displays of affection.

A student who has reached the age of eighteen (18) years possesses the full rights of an adult and may authorize those school matters previously handled by a parent/guardian.[13]

Instructional Materials

The parent/guardian shall be notified annually that all instructional materials, including teachers' manuals, audiovisuals, and other supplementary instructional material used in the instructional program shall be available for inspection by the parents/guardians of students, in accordance with Board policy. Instructional materials do not include tests or academic assessments.[14]

Surveys/Evaluations

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.

The parent/guardian shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.[15][13]

No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning:[2][13]

1. Political affiliations or beliefs of student or parent/guardian.
2. Mental and psychological problems of the student or family.
3. Sexual behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or parent/guardian.

8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and parent/guardian have been notified of their right to inspect all related materials and to opt the student out of participation.[\[2\]](#)[\[13\]](#)

The district shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.[\[13\]](#)

Collection of Information for Marketing

The parent/guardian has the right to inspect the material and opt out the student from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information. This does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students.[\[13\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.

The Superintendent or designee shall annually notify the parent/guardian concerning:[\[13\]](#)

1. Contents of this policy and its availability.
2. Contents of the code of student conduct.[\[6\]](#)
3. Notice of rights and approximate dates that any surveys requesting personal information may be scheduled.
4. Administrative regulations to request access to survey instruments prior to administration.
5. Administrative regulations for opting students out of participation in surveys.

Book	Policy Manual
Section	200 Pupils
Title	Electronic Devices
Number	237
Status	Active
Adopted	November 25, 2013

Purpose

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees. The Board recognizes the need to provide access to technological resources. The district has the right to place restrictions on the personal use of these devices and to require users to abide by Board policies and school rules.

Definition

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, iPads, e-readers and laptop computers, as well as any new technology developed with similar capabilities.

Authority

The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.[\[1\]](#)

All electronic devices must be turned off and out of view during instructional and noninstructional time during the school day.

The Board prohibits the transmission of unauthorized or confidential information through electronic devices.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[\[2\]](#)

Students bring electronic devices onto school property at their own risk.

The district shall not be liable for the loss, damage, theft or misuse of any electronic device.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

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:[\[3\]](#)

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 offcampus conduct could result in exclusion from such activities.[\[4\]](#)[\[5\]](#)[\[6\]](#)
3. Student expression or conduct materially and substantially disrupts the operations of the school.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

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

Guidelines

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device, as outlined in the student handbook.^{[3][7][8]}

Exceptions

The building principal may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).^[9]
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

The building principal may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:^[2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	November 25, 2013
Last Revised	April 25, 2022

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: [\[1\]](#)

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. [\[1\]](#)

Authority

The Board prohibits all forms of bullying by district students. [\[1\]](#)

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible

action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[2\]](#)[\[3\]](#)

Title IX Sexual Harassment and other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[\[4\]](#)[\[5\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[\[1\]](#)

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[6\]](#)[\[7\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[\[1\]](#)

Education

The district may develop and implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the code of student conduct. Consequences, may include, but are not limited to:[\[1\]](#)[\[7\]](#)[\[11\]](#)

1. Counseling within the school.
2. Parental Conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom, or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Legal	1. 24 P.S. 1303.1-A
	2. 24 P.S. 1302-E
	3. Pol. 236.1
	4. Pol. 103
	5. Pol. 103.1
	6. 22 PA Code 12.3
	7. Pol. 218
	8. 20 U.S.C. 7118
	9. 24 P.S. 1302-A
	10. Pol. 236
	11. Pol. 233
	Pol. 113.1

Book	Policy Manual
Section	800 Operations
Title	Public Records
Number	801
Status	Active
Adopted	August 25, 2014

Purpose

The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative regulations.

Definitions

Financial record - any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.^[1]

Public record - a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one (1) of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.

Record - information, regardless of physical form or characteristics, that documents a district transaction or activity and is created, received or retained pursuant to law or in connection with a district transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a dataprocessed or image-processed document.

Response - the district's notice informing a requester of a granting of access to a record or the district's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.

Requester - a legal resident of the United States, or an agency, who requests access to a record.

Authority

The Board shall make the district's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.^{[2][3][4][5]}

Delegation of Responsibility

The Board shall designate an Open Records Officer, who shall be responsible to:^[6]

1. Receive written requests for access to records submitted to the district.
2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.
3. Direct requests to other appropriate individuals in the district or in another agency.
4. Track the district's progress in responding to requests.
5. Issue interim and final responses to submitted requests.

6. Maintain a log of all record requests and their disposition.
7. Ensure district staff are trained to perform assigned job functions relative to requests for access to records.

Upon receiving a request for access to a record, the Open Records Officer shall: [\[6\]\[16\]\[24\]](#)

1. Note the date of receipt on the written request.
2. Compute and note on the written request the day on which the five-day period for response will expire.
3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.
4. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.

Guidelines

Requesters may access and procure copies of the public records of the district during the regular business hours of the administration offices. [\[5\]](#)

A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.

The district shall not limit the number of records requested. [\[2\]](#)

When responding to a request for access, the district is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the district does not currently use. [\[8\]](#)

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice. [\[9\]\[10\]\[11\]](#)

The district shall post at the administration office and on the district's website, if the district maintains a website, the following information: [\[4\]\[12\]](#)

1. Contact information for the Open Records Officer.
2. Contact information for the state's Office of Open Records or other applicable appeals officer.
3. A form which may be used to file a request, with a notation that the state Office of Open Records form may also be used if the district decides to create its own form.
4. Board policy, administrative regulations and procedures governing requests for access to the district's public records. Request for Access

A written request for access to a public record must be addressed to the Open Records Officer. [\[4\]\[12\]\[13\]](#)

Written requests may be submitted to the district in person, by mail, to a designated facsimile machine, and to a designated email address.

Each request must include the following information: [\[5\]\[13\]](#)

1. Identification or description of the requested record, in sufficient detail.
2. Name and address of the individual to receive the district's response.

The district shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law. [\[13\]](#)

Fees

Except for the duplication fee established by the state, the Board shall approve a list of reasonable fees relative to requests for public records. The district shall maintain a list of applicable fees and disseminate the list to requesters.[\[14\]](#)

No fee may be imposed for review of a record to determine whether the record is subject to access under law.[\[14\]](#)

Prior to granting access, the district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.[\[14\]](#)

The Superintendent may waive duplication fees when the requester duplicates the record or the Superintendent deems it is in the public interest to do so.[\[14\]](#)

Response to Request

District employees shall be directed to immediately forward requests for access to public records to the Open Records Officer.[\[6\]\[15\]](#)

Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the district has possession, custody or control of that record.[\[16\]](#)

The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.[\[16\]](#)

The initial response shall grant access to the requested record; deny access to the requested record; partially grant and partially deny access to the requested record; notify the requester of the need for an extension of time to fully respond; or request more detail from the requester to clearly identify the requested material. If the district fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.[\[16\]](#)

Extension of Time

If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.[\[16\]\[17\]](#)

Up to a thirty-day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date. A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.

Granting of Request

If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records or information electronically at a publicly accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of \$100 and the medium in which the records will be provided.

A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the district is not required to permit use of its computers.[\[5\]](#)

The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the district shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the district's notice, submits a written request to have the record converted to paper, the district shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.

[\[5\]\[18\]](#)

A public record that the district does not possess but is possessed by a third party with whom the district has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the district. When the district contracts with such a third party, the district should require the contractor to agree in writing to comply with requests for such records and to

provide the district with the requested record in a timely manner to allow the district to comply with law.[\[19\]](#)

If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.[\[20\]](#)

If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the district's response, the district shall dispose of the copy and retain any fees paid to date.[\[21\]](#)

Notification to Third Parties

When the district produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the district, the person that is the subject of the record, and the requester.[\[22\]](#)

The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.[\[22\]](#)

Denial of Request

If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:[\[16\]](#)[\[23\]](#)

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting legal authority.
3. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.
4. Date of the response.
5. Procedure for the requester to appeal a denial of access.

The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the district.[\[19\]](#)

The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.[\[19\]](#) Information that is not subject to access and is redacted from a public record shall be deemed a denial.[\[20\]](#)[\[23\]](#)

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.[\[24\]](#)

Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
Status	Active
Adopted	August 25, 2014
Last Revised	January 28, 2019

Purpose

The Board shall provide transportation for students in accordance with law, regulations and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]\[3\]\[4\]](#)

The Board shall purchase, lease, equip, and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[\[2\]\[3\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

The Board shall provide transportation for students living within the prescribed limits for walking to school when walking conditions to the school are found to be hazardous by the Department of Transportation.[\[3\]\[11\]](#)

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[\[12\]\[13\]\[14\]\[15\]\[16\]](#)

The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[\[2\]\[4\]\[17\]](#)

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[\[18\]](#)

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations and local transportation plan.[\[19\]\[20\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[\[21\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[\[22\]\[23\]](#)

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported. The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable. The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[\[7\]](#)

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[\[5\]](#)[\[7\]](#)
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[\[7\]](#)
3. Provide each school bus/school vehicle driver with:
 1. The Pennsylvania School Bus Driver's Manual;
 2. The written rules for student conduct on buses/vehicles;
 3. The procedures for evacuation drills; and
 4. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.
4. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[\[7\]](#)[\[24\]](#)
5. Prepare a district map or schedule indicating each bus stop and bus route.[\[7\]](#)

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[\[16\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[\[29\]](#)[\[30\]](#)

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[\[31\]](#)[\[32\]](#)[\[33\]](#)

Legal

1. 75 Pa. C.S.A. 102

2. 24 P.S. 1361

3. 24 P.S. 1362

4. 24 P.S. 1726-A

5. 22 PA Code 23.1

6. 22 PA Code 23.2

7. 22 PA Code 23.4

8. Pol. 610

9. Pol. 611

10. Pol. 818

11. 67 PA Code 447.1 et seq

12. 22 PA Code 23.3

13. 24 P.S. 1374

14. Pol. 103

15. Pol. 103.1
16. Pol. 113
17. Pol. 140
18. 20 U.S.C. 6312
19. 42 U.S.C. 11432
20. Pol. 251
21. 35 P.S. 4601 et seq
22. 35 P.S. 4608
23. 67 PA Code 212.101
24. Pol. 121
25. Pol. 209.1
26. Pol. 209.2
27. Pol. 210
28. Pol. 210.1
29. Pol. 113.4
30. Pol. 216
31. 24 P.S. 1517
32. 75 Pa. C.S.A. 4552
33. Pol. 805
20 U.S.C. 6301 et seq
22 PA Code 15.1 et seq
22 PA Code 23.6
24 P.S. 1331
24 P.S. 1365
24 P.S. 1366
24 P.S. 2541
24 P.S. 2542
42 U.S.C. 11431 et seq
49 CFR Part 37
49 CFR Part 38
75 Pa. C.S.A. 4551-4553

Book	Policy Manual
Section	800 Operations
Title	Transportation - Video/Audio Recording
Number	810.2
Status	Active
Adopted	August 25, 2014

Purpose

The Board recognizes the need to maintain proper standards of conduct for the safety of students who ride school buses or school vehicles and for school bus drivers. The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, employees of contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility

Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles that transport district students to and from school or to and from school-related activities.[\[8\]](#)

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[\[8\]](#)

Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[\[8\]](#)
2. Parents/Guardians and students of the district are annually informed, by letter mailed to the students' home addresses, of the policy authorizing video and audio recording on school buses and school vehicles.[\[8\]](#)

3. Parents/Guardians and students for private schools will be informed annually, by the private school in which they attend, of the policy authorizing video and audio recording on school buses and school vehicles.

The Superintendent or designee shall develop administrative regulations to implement this policy, which include guidelines for oversight of the recording system; instruction of contractors and drivers; and ownership, care and maintenance of equipment.

Guidelines

Recordings may be used to identify disciplinary problems and unsafe conditions. Disciplinary incidents of students shall be reported to the building principal, along with documentation. Disciplinary action shall be taken as determined by the building principal, in accordance with the code of student conduct, applicable law, regulations and Board policy.[3][4][5]

The district shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings.

Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records. [6][7]

1. 75 Pa. C.S.A. 102

3. Pol. 218

4. Pol. 233

5. Pol. 810

6. Pol. 113.4

7. Pol. 216

8. 18 Pa. C.S.A. 5704

24 P.S. 510

Pol. 805.1

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Computers and Network Resources
Number	815
Status	Active
Adopted	August 25, 2014

Purpose

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

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

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

The Board shall permit authorized users to have Internet and electronic mail (email) access and use electronic devices, computers and network resources in the district, in accordance with Board policy, district rules and administrative regulations. The Internet, computers and network resources are viewed as instructional learning tools for the purposes of integrating 21 Century resources and tools that support teaching and student learning. The Board acknowledges that electronic information research skills are important to the preparation of students as citizens and future employees, and believes these assets offer vast, diverse and unique resources to them. The Board's goal is to promote educational excellence by providing Internet, computers and network resources in a controlled environment to students; however, the use of these technologies is not a substitute for, and must not interfere with, the acquisition of other essential academic skills.

The Board provides Internet, computers and network resources, including email, primarily for educational purposes. District staff are permitted reasonable, limited use of these resources for incidental personal use outside of work time, provided such use is in accordance with Board policy, district rules and administrative regulations.

Definitions

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

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[\[20\]](#)

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

Child pornography - under Pennsylvania law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years

engaging in a prohibited sexual act or in the simulation of such act.[\[21\]](#) The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:[\[2\]](#)[\[3\]](#)

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

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[\[22\]](#)

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

Obscene - any material or performance, if:[\[22\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[\[3\]](#)

Authority

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

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

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

[\[4\]](#)[\[5\]](#)[\[6\]](#)

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

The use of personal electronic or communication devices on the district's network is permitted only on designated networks with prior authorization from the building principal. When a user connects a personal device to a district-operated network, s/he is agreeing to the requirements contained in this policy and should consider his/her personal device subject to the same levels of monitoring and access as any district-owned, leased, or licensed technology device. These devices, once in a district building, may not be allowed to connect to an outside network in an attempt to circumvent district-owned technology protection measures.[7]

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[\[3\]](#)

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
5. Bullying.[\[13\]](#)
6. Terroristic.[\[14\]](#)

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access. [\[15\]](#)[\[2\]](#)[\[3\]](#)

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering to enable access to specific sites containing appropriate material that are inappropriately blocked through technology protection measures but are not prohibited by this policy.[\[15\]](#)

Upon request by students or staff, building administrators may authorize the temporary disabling or adjusting of Internet blocking/filtering to enable access to specific sites for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering for specified sites for a student's use. If a request for temporary disabling of Internet blocking/filtering for specified sites is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review. [\[16\]](#)[\[2\]](#)

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff. The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[\[15\]](#)

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

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

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

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

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

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[2\]\[3\]\[17\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations for use of the district's Internet, computers and network resources, including procedures to educate students on network etiquette and other appropriate online behavior, including:[\[3\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[\[18\]\[13\]](#)

Guidelines

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

Safety

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

Internet safety measures shall effectively address the following:[\[3\]\[17\]](#)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Prohibitions

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work, except employee incidental personal use specified in Board policy.

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

Security

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

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[\[23\]](#)[\[19\]](#) District

Website

The district shall establish and maintain a website for educational and instructional purposes, and other purposes consistent with its mission and goals. The district shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All district web pages shall be treated as district-sponsored publications. All users publishing content on the district website shall comply with this and other applicable Board policies.

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

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[\[15\]](#)

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

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

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

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[\[4\]](#)[\[5\]](#)

Book	Policy Manual
Section	900 Community
Title	Public Complaint Procedures
Code	906
Status	Active
Adopted	August 25, 2014
Last Revised	January 28, 2019

Purpose

The Board welcomes inquiries, suggestions, and constructive criticism from parents/guardians, district residents or community groups regarding the district's programs, personnel, operations and facilities. The Board adopts this policy to establish procedures for seeking appropriate resolution to complaints.

Authority

The Board encourages parents/guardians, district residents or community groups who have general complaints about Board policy and district procedures, district programs, personnel, operations and facilities to follow the general complaint procedure established in this policy.

The Board directs parents/guardians, other individuals and organizations alleging violations of law in the district's administration of federally-funded programs to submit complaints in accordance with the separate federal program complaint procedure established in this policy. [\[1\]](#)

The Board shall ensure that this policy is posted on the district's publicly accessible website in accordance with law. [\[2\]](#)

Delegation of Responsibility

The district shall annually notify parents/guardians, employees and the public of this policy and established complaint procedures via the district website, newsletters, posted notices and/or other efficient communication methods.

Guidelines

General Complaint Procedure

It is the intent of the Board that complaints, concerns and suggestions be addressed and/or resolved at the lowest appropriate level.

At all levels of this procedure, district employees shall make a determination as to whether the complaint should proceed as outlined in this policy or if the complaint should be submitted through a specialized complaint process addressed in a separate Board policy, district procedure or administrative regulation that is directly related to the nature of the complaint.

General complaints about Board policy and district procedures, programs, instruction, operations, facilities and personnel shall begin with an informal, direct discussion between the complainant and the district employee who is most directly involved.

The employee shall attempt to provide a reasonable explanation or take appropriate action within the employee's authority. The employee shall report the matter and the resolution to the building principal or immediate supervisor.

When an informal discussion fails to resolve the complaint, the following procedure shall be used.

First Level - If a satisfactory resolution is not achieved by discussion with the employee, the complainant shall submit a written complaint to the building principal or designee and a conference shall be scheduled with the complainant. The written complaint shall include the contact information of the person or group filing the complaint, the specific nature of the complaint, a brief statement of relevant facts, how the complainant has been affected adversely, and the action requested. The building principal or designee shall provide a written response to the complainant.

Second Level - If a satisfactory resolution is not achieved through a conference with the building principal or designee, the complaint shall be referred to the Superintendent or designee. The Superintendent or designee shall review the complaint and may schedule a conference with the complainant. The Superintendent or designee shall provide a written response to the complainant.

Third Level - If a satisfactory resolution is not achieved through referral to the Superintendent or designee or if resolution of the complaint is beyond his/her authority and requires Board action, the Superintendent or designee shall refer the complaint to the Board.

The Board after reviewing all information relative to the complaint, shall provide the complainant with its written response. The Board may, at its discretion, grant a hearing before the Board or a committee of the Board. If a hearing is granted, the complainant shall be advised of the Board's response, in writing, no more than thirty (30) days following the hearing.

Any requests, suggestions or complaints first directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration, investigation and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with the procedures outlined above.

Complaint Procedure for Federal Programs

Complaints alleging violations of the law in the district's administration of federally-funded programs shall be processed in accordance with the following procedure.^[1]

The complainant shall submit a written, signed statement to the district's administration office that includes:

1. Contact information of individual or organization filing the complaint.
2. Alleged federal program violation.
3. Facts supporting the alleged violation.
4. Supporting documentation, such as information on discussions, correspondence or meetings with the district staff regarding the complaint.

District staff shall forward complaints to the district administrator responsible for federal programs, who will notify the Superintendent and acknowledge receipt of the complaint in writing.

The district administrator responsible for federal programs shall conduct an independent investigation, which may include but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for participants to ask questions of each other and witnesses.

When the investigation is completed, the district administrator responsible for federal programs shall prepare a written report with a recommendation for resolving the complaint. The report shall include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The district administrator responsible for federal programs shall submit the written report to the Superintendent or designee, who shall determine whether further investigation is required and/or the district's final response.

All individuals and/or organizations making the complaint or that are the subject of the complaint shall be notified of the resolution of the complaint by the Superintendent or designee.

The district administrator responsible for federal programs shall ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint shall not exceed sixty (60) calendar days, unless circumstances require additional time.

The complainant may appeal the final resolution to the Pennsylvania Department of Education.

Division of Federal Programs
PA Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Legal	1. 20 U.S.C. 7844
	2. 24 P.S. 510.2
	24 P.S. 510
	Pol. 103
	Pol. 103.1
	Pol. 104
	Pol. 105.1
	Pol. 108
	Pol. 109
	Pol. 116
	Pol. 127
	Pol. 137
	Pol. 150
	Pol. 202
	Pol. 206
	Pol. 247
	Pol. 249
	Pol. 251
	Pol. 252
	Pol. 610
	Pol. 621
	Pol. 626
	Pol. 718
	Pol. 801
	Pol. 808
	Pol. 815
	Pol. 827
	Pol. 828

Book	Policy Manual
Section	900 Community
Title	Volunteers
Number	916
Status	Active
Adopted	August 25, 2014
Last Revised	June 27, 2016

Purpose

The Board recognizes that volunteers can make valuable contributions to the educational program. The use of volunteers is endorsed by the Board, subject to legal requirements, Board policy and administrative regulations. The Board also recognizes its responsibility to ensure the safety and welfare of students of the district.

Definitions

Adult - an individual, who is eighteen (18) years of age or older.[\[6\]](#)

Child - an individual who is under eighteen (18) years of age.

Parent - a biological parent, adoptive parent or legal guardian.

Perpetrator - an individual who has committed child abuse as defined in the Child Protective Services Law.

Volunteer - an adult serving in an unpaid position who is responsible for the welfare of one or more children or has direct contact with one or more children.

Direct contact with children - the care, supervision, guidance or control of one or more children or routine interaction with one or more children.

Responsible for the welfare of one or more children - an adult providing permanent or temporary care, supervision, training, or control of a child in lieu of parental care, supervision or control, including direct or regular contact with a child or children through any program, activity or service sponsored by the school district or one of its schools.

Visitor - an individual whose actions do not rise to the level of a volunteer. A visitor is an individual who poses no real threat to the safety of children because steps are taken within the school setting to ensure that a visitor has no direct contact with one or more children without supervision by an employee of the school district at all times and who is not responsible for the welfare of one or more children. The Board directs the Superintendent to institute procedures to ensure that visitors will have no direct contact with children without a school employee being present at all times.

Authority

The Board authorizes the administrative selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff.

Guidelines

All volunteers shall be required to:

1. Complete a volunteer disclosure sheet for each school that s/he wishes to serve as a volunteer. The volunteer disclosure sheet must be signed by the principal of each school that s/he wishes to serve as a volunteer.
2. Provide a Pennsylvania State Police Criminal History Report dated no more than one (1) year prior to the date of the principal's signature on the volunteer disclosure sheet.

3. Provide a Pennsylvania Department of Human Services Child Abuse Report dated no more than one (1) year prior to the date of the principal's signature on the volunteer disclosure sheet.
4. Provide a Federal Criminal History Report dated no more than one (1) year prior to the date of the principal's signature on the volunteer disclosure sheet. A Federal Criminal History Report is not required for a volunteer applicant who provides an affidavit that s/he has been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, or, if not a resident of this Commonwealth during the entirety of the previous ten-year period, has received certification pursuant to Section 6344(b)(3) of the Child Protective Services Law at any time since establishing residency in this Commonwealth and provide a copy of the certification to the district employee responsible for the selection of volunteers; is not disqualified from service pursuant to the provisions of the Child Protective Services Law, and has not been convicted of an offense either the same or similar in nature to those crimes listed in the Child Protective Services Law.[\[1\]\[2\]\[3\]](#)
5. Complete a PDE-6004 Arrest/Conviction Report and Certification Form dated as of the date of the volunteer disclosure sheet. This form is a written statement that the volunteer applicant has never been arrested or convicted of certain crimes specified in Section 111 of the Public School Code of 1949, as amended.
6. Complete an Employee/Volunteer Self-Reporting Commitment Form dated as of the date of the volunteer disclosure sheet. This document is a written statement that the volunteer applicant has never been arrested or convicted of certain offenses, including offenses that would prohibit employment under the Child Protective Services Law and certain other offenses, has never been named as a perpetrator in a founded or indicated report of child abuse, and if in the future the volunteer applicant is arrested or convicted for any such offense or is named as a perpetrator, the volunteer applicant will provide written notice to the school district within seventy-two (72) hours of such event, which notice will be on the PDE 6004 Form if related to an arrest or conviction. This form also includes the individual's Cogent Systems Registration ID, which enables the school district to have direct access to Federal Criminal History Reports.
7. Obtain a written statement from a physician, which assesses the health of the volunteer applicant. Also, obtain a written statement from a physician, which sets forth that a tuberculin skin test has been administered and indicates no evidence of active infectious tuberculosis (see Regulations from the Pennsylvania Advisory Health Board and the Public School Code of 1949, as amended for exceptions and further requirements).[\[4\]\[5\]](#)

No volunteer shall begin service as a volunteer until:

1. The volunteer has complied with the above mandatory background check requirements;
2. The school district has evaluated the results; and

Volunteer applicants shall be able to obtain one (1) Act 34, Pennsylvania State Police Criminal Record Check and one (1) Act 151, Pennsylvania Child Abuse History Clearance free of charge every fiftyseven (57) months, or they may pay the required fees for background check reports. If a volunteer is applying for the Act 114, FBI Fingerprint Clearance, they will be required to pay the required fees. Volunteers, who have the required certifications, must also provide new background check reports as set forth in this Policy within sixty (60) months from the date of the most recent background check report of the same type.

As set forth in the Employee/Volunteer Self-Reporting Commitment Form, all volunteers are required to provide written notice to the school district of arrests, convictions or being named in a report of child abuse, which notice will be on the PDE 6004 Form. A volunteer's failure to accurately report such arrests, convictions or being named in a report of child abuse within seventy-two (72) hours may subject the volunteer to criminal prosecution and dismissal as a volunteer for the school district.[\[7\]](#)

Prior to commencing his/her service as a volunteer, the volunteer must be informed by the appropriate school district official that s/he is required by law to report any reasonable belief that a child is a victim of child abuse.

Each volunteer shall keep strictly confidential all information the volunteer may receive about students during the course of performing volunteer services and shall follow all of the requirements of the Family Education Rights and Privacy Act (FERPA). No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed unless knowledge of that student information is necessary for the volunteer to fulfill his/her responsibilities.[8]

All coaching volunteers must have Board approval prior to the start of the season. No one is allowed to be a volunteer coach without this approval.

A volunteer shall exhibit interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process.

Volunteers shall not be asked to assume the professional responsibilities of the school staff.

Volunteers may provide assistance that is supportive, when under the direction of a staff member.

Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall not receive any compensation or benefits, statutory or otherwise, for the performance of volunteer services. The volunteer position is not a right, but rather a privilege that is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time. Furthermore, any volunteer may be dismissed from service as a volunteer for any reason or no reason.

The Board shall provide volunteers with the same general liability insurance coverage as provided for employees of the district, while performing their volunteer services.

The district's insurance will be in excess of any other insurance which may be available to the volunteer.

Delegation of Responsibility

To assure the proper support for the volunteer programs of the district, the following minimal requirements shall apply:

1. Professional staff in each building who use volunteers in any capacity shall be responsible for orienting the volunteers to perform the specific duties associated with their assignments.
2. The building principal or designee shall assume general authority and responsibility over all volunteers serving at the site.
3. Volunteers shall meet any standards that may be established by federal, state, or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all Board policies, district rules and administrative regulations.[\[1\]\[2\]\[3\]](#)
4. Volunteers will not be permitted to directly administer student discipline, nor will they be permitted to administer first aid, except in the case of emergency.
5. Volunteers shall sign the district's Volunteer Disclosure Sheet acknowledging the receipt and review of this Policy.
6. The building principal shall sign the Volunteer Disclosure Sheet acknowledging that all required forms have been received, reviewed and approved.

The Superintendent shall develop administrative regulations to implement this policy.

Book	Policy Manual
Section	900 Community
Title	Title I Parent and Family Engagement
Code	918
Status	Active
Adopted	August 25, 2014
Last Revised	January 28, 2019

Purpose

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. The Board views the education of student as a cooperative effort among the school, parents and family members and community. [\[1\]](#)[\[2\]](#)

Definition

Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

Authority

The Board directs the district and each of its schools with a Title I program to: [\[1\]](#)

1. Conduct outreach to all parents and family members.
2. Include parents and family members in development of the district's overall Title I Plan and process for school review and improvement. [\[3\]](#)
3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
 - a. Distributed in writing to all parents and family members.
 - b. Incorporated into the district's Title I Plan. [\[3\]](#)
 - c. Posted to the district's publicly accessible website. [\[4\]](#)
 - d. Evaluated annually with parent and family involvement.
4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.

Accessibility

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.

[\[1\]](#)[\[5\]](#)

Delegation of Responsibility

The Superintendent or designee shall ensure that the district's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.[\[1\]\[3\]](#)

The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include:

1. Providing communications in clear and simple language.
2. Posting information for parents and family members on the district's website.
3. Including a telephone number for parents and family members to call with questions.
4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.
5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.[\[5\]](#)

The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.
2. A set of goals and expectations to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.[\[1\]](#)

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:[\[1\]](#) 1. Volunteer in their child's classroom.[\[6\]](#)

2. Support their child's learning.
3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

Guidelines

Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.[\[1\]](#)

The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.[\[1\]](#)

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.[\[1\]\[3\]](#)

At these meetings, parents and family members shall be provided:[\[1\]](#)

1. Timely information about programs provided under Title I.

2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels of the academic standards.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

1. Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.
2. Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.
3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.
4. Analyze and share the results of the Title I Parent/Family Survey.
5. Post school performance data on the district's website.
6. Distribute and discuss the School-Parent and Family Compact.
7. Host various parent and family nights at each school building with a Title I program.
8. Establish and support active and engaged Title I parent and family through the development of the Title I School-Wide Plan include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the committee shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.
9. Actively recruit parents and family members to participate in school review and improvement planning.
10. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.[\[1\]\[3\]](#)

Building Capacity for Parent and Family Engagement

The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:[\[1\]](#)

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children. [\[2\]\[7\]](#)
2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
 - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.

- b. Using technology, including education about the harms of copyright piracy, as appropriate.[8]
 - c. Providing information, resources and materials in a user friendly format.
 - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
 - e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.
3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.[9]
 4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.[1][5] [10][11][12][13][14][15]
 5. Engage the PTA/PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.
 6. Train parents and family members to enhance the involvement of other parents and family members.
 7. Adopt and implement model approaches to improving parent and family engagement.
 8. Engage community-based organizations and businesses in parent and family engagement activities.

Coordinating Parent and Family Engagement Strategies

The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by: [1][5][10][11][12][13][14][15]

1. Involving district and program representatives to assist in identifying specific parent and family member needs.
2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.

Annual Parent and Family Engagement Policy Evaluation

The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.[1]

The evaluation shall identify:[1]

1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.
3. Strategies to support successful school and parent and family interactions.

The evaluation shall be conducted through:

1. Establishment of a schedule and process for the policy review and revision by parents and family members.
2. An evaluation of the effectiveness of the content and communication methods through a variety of methods.
3. A parent and family member and teacher survey designed to collect data on school level and districtwide parent and family engagement outcomes.
4. Documentation of parent and family member input regarding Title I programs and activities from throughout the year.

The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.[\[1\]](#)

School-Parent and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents and family members a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:[\[1\]](#)

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.
2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.[\[6\]](#)
3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.[\[6\]](#)

Title I Funds

Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.[\[1\]](#)

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:[\[1\]](#)

1. Supporting programs that reach parents and family members at home, in the community, and at school.[\[9\]](#)
2. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
3. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

Legal

1. 20 U.S.C. 6318
2. Pol. 102
3. 20 U.S.C. 6312
4. 24 P.S. 510.2
5. Pol. 138
6. Pol. 916
7. Pol. 127
8. Pol. 814
9. Pol. 333
10. 20 U.S.C. 7845
11. 29 U.S.C. 3271 et seq
12. 29 U.S.C. 701 et seq
13. 42 U.S.C. 11301 et seq
14. 42 U.S.C. 9831 et seq
15. Pol. 212



August 2023

Dear Parent/Guardian:

The AHERA (Asbestos Hazard Emergency Response Act) regulations require that building occupants, and their legal guardians, are informed at least once each school year of inspections, response actions, and post response action activities which are planned or in progress on a school building. Crawford Central School District is responsible for this notification.

To view progress or completion of all asbestos-related activities for the school your child attends, please contact the Instructional Support Center, Building Grounds & Transportation Department.

If you have any further questions, please contact the Building Principal at the school your child attends.

Director of Building, Grounds & Transportation

pc: file

**THE NORTHWEST TRI-COUNTY INTERMEDIATE UNIT, ITS
MEMBER SCHOOL DISTRICTS, CHARTER SCHOOLS and
PRIVATE REHABILITATION RESIDENTIAL INSTITUTIONS
(PRRIs)**

Hereby Provide

**Annual Notification of Rights under FERPA for
Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

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

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

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
Or call 1-800-872-5327

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAMS, SERVICES FOR GIFTED STUDENTS, & SERVICES FOR PROTECTED HANDICAPPED STUDENTS

The Northwest Tri-County Intermediate Unit and its Member School Districts, Charter Schools and Private Rehabilitation Residential Institution (PRRI)

Conneaut School District	Erie RISE Leadership Charter School
Corry Area School District	Montessori Regional Charter School
Crawford Central School District	Perseus House Charter School of Excellence
Erie's Public Schools	Tidioute Community Charter School
Fairview School District	Robert Benjamin Wiley Community Charter School
Fort LeBoeuf School District	
General McLane School District	
Girard School District	
Harbor Creek School District	Harborcreek Youth Services
Iroquois School District	
Millcreek Township School District	
North East School District	
Northwestern School District	
PENNCREST School District	
Union City Area School District	
Warren County School District	
Wattsburg Area School District	

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitle Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedure in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter schools of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit and charter schools shall publish written information in the handbook and on the website.

Children ages 3-21 can be eligible for special education programs and services.

If parents believe that the child may be eligible for special education, the parent should contact the school district where the child attends or the Director of Special Education for the NW Tri-County Intermediate Unit identified at the end of this public notice. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and

related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Department at the Intermediate Unit. (See Evaluation Process below for contact info.)

Evaluation Process

Each school district, intermediate unit and charter schools have a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Supervisor, NW Tri-County Intermediate Unit #5, 252 Waterford St., Edinboro, PA 16412 or call 1-800-677-8461.

Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at www.pattan.net. Once written parental consent is obtained, the school district, intermediate unit, charter schools, or PRRI will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The school districts, intermediate units, charter schools and PRRI maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the FERPA at the following URL: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a preschool or school aged child,

public or private, contact the school or district where your child attends. Additionally one may contact the name and number or e-mail listed below:

Christine Carucci
Director of Special Education
Northwest Tri-County Intermediate Unit #5
252 Waterford Street
Edinboro, PA 16412 1-800-677-5610
christine_carucci@iu5.org

The school district, intermediate unit and charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

Homeless Act: McKinney Vento Act

About Homeless Act-McKinney Vento Act

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. [B.E.C. 42 U.S.C. 11431](#) outlines procedures for deciding school placement, enrolling students, and determining responsibility. Federal and state laws make our responsibility clear.

McKinney-Vento Act Basics At-a-Glance:

What is the definition of a “homeless youth” under McKinney-Vento?

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances
- Living in motels, hotels, trailer parks (in some instances –examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

How does McKinney-Vento help these students?

The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:

- Immediate enrollment
- Free and Reduced School Lunch

- Help from school with any necessary enrollment documents
- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs
- Help from school with basic high school graduation needs and expenses

The Homeless Liaison can inform parents or guardians of educational rights and related opportunities available to their children.

Contact: Alisa Willey, Director of Special Services, 814-724-3128 for additional information.

Homeroom _____ Bus# _____ Grade _____

Student _____ Date of Birth _____ Age _____ M/F _____ Address _____

Student Lives With (circle one) Both Parents Father Mother Other _____ Home Phone # _____

_____ Check if this is new address and phone # in the last year

Parent Contact Information: *Please indicate which phone number to contact first*

Father Name _____ Home/Cell # _____ Father's Employer _____ Work # _____

Mother Name _____ Home/Cell# _____ Mother's Employer _____ Work # _____

Other persons who will assume responsibility for the care of your child if you cannot be reached **(Required)**

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

Please List other children in the household

Name _____ Grade _____ School _____ Name _____ Grade _____ School _____

Name _____ Grade _____ School _____ Name _____ Grade _____ School _____

Name _____ Grade _____ School _____ Name _____ Grade _____ School _____

Physicians Name: _____ Phone _____

Dentist Name: _____ Phone _____

(Please Notify School Immediately of Any Changes)

Does your child have any special health problems or physical limitations that the school nurse or teachers should know about? Yes _____ No _____

Explain: _____

Hospitalization in the last year: Yes _____ No _____ Reason for Hospitalization _____

Concussion in the last year: Yes _____

No _____

List any medication (with dosage and frequency) that your child takes at home or school:

Inhaler: Yes _____ No _____

Other Medication:

Does your child have severe allergies (Latex, Bee, Food or Medication) Yes____No____Is your child prescribed an EPI-PEN? Yes____(last used____) No ____
List all Food and Medication Allergies _____

Does your child have vision or hearing problems: Yes____No____If yes please explain:_____

Health Services Mandated by State Law of Pennsylvania

Growth and Vision yearly - Hearing: K,1,2,3 7th and 11th - Scoliosis 6th and 7th - Dental Health and Dental Screening

* I understand that my child will receive the indicated school health screenings as mandated by law of PA unless I submit a written request to the school nurse stating that they are not to be performed on my student.

The Commonwealth of PA REQUIRES that students in grade K, 6, 11 receive physical examinations. You may choose to have the exam done by your own health care provider or the school physician. Please indicate your choice below.

_____I give permission for the school doctor to examine my child free of charge

_____I will have my child examined by his/her physician at my expense.

I hereby give consent for treatment for minor ailments, emergency care, as deemed necessary by the school nurse, physician or the state. I also give consent and authorize the school nurse to communicate with my child's physician, authorize release of the immunization and medical records and do mandated screenings.

Parent Signature: _____ Date _____

*******Crawford Central School District Medication Administration Permission*******

Please cross out any medications you would **not** like your child to receive during school hours.

**** Ibuprofen
Callergy Clear**

**** Acetaminophen**

**** Benadryl Allergic Reaction**

Visine

Antibiotic Ointment

Sting relief

1% Hydrocortisone Cream

Muscle Rub Cream

Anbesol

Sore Throat Spray

Aloe

Ungentine (Burn Cream)

Antacid (Tums)

Cough Drops only non-medicated

First Aid Antiseptic/Pain Reliving Spray (Bactine)

I consent to the use of these over the counter medications for my child. They will only be administered as needed. Dosing may not exceed the manufacturers' recommended dose or school physician's order. I have reviewed the medication and have crossed out any medication that I do not want my child to receive.

Parents/Guardian Signature: _____ Date _____

****SCHOOL PHYSICIAN ORDERS ALLOW FOR ADMINISTRATION OF ANY ABOVE MEDICATION TO NO MORE THAN 4 TIMES A MONTH***

Medication Administration Consent And Licensed Prescriber Order

Student Name: _____ Date/Time: _____

School: _____ Teacher/Grade: _____

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a *Medication Administration Consent* form signed by the student's parent/guardian and a *Medication Order* from a licensed prescriber. All medications must be in an original prescription bottle, container or packaging.

Parent/Guardian Consent:

I give my permission for my child, _____, to receive the prescribed medication set forth below during the school day. I understand that the medications will be given by school health personnel according to my child's licensed prescriber's directions.

_____ I authorize my child to self-medicate this prescribed medication. **Self-medication is only valid for Asthma Inhalers & Epinephrine Auto-Injectors. (By doing so, I acknowledge that the school is not responsible for ensuring that the medication is taken and I release the school and its employees of responsibility for the benefits or consequences of the prescribed medication).

_____ I authorize the exchange of information (both verbal and written) concerning my child at any time during the school year between the licensed prescriber and the school nurse.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian name print: _____ Phone: _____

Licensed Prescriber Medication Order:

Patient's name: _____ Date: _____

Name of medication: _____

Route and dosage: _____

Time of administration: _____

Directions: _____

Discontinuation date: _____

Allergies: _____

Student may **SELF-MEDICATE*** this medication at school: **YES** or **NO**

*For use of Asthma Inhalers or Epinephrine Auto-Injectors ONLY.

*I certify that this student is qualified and able to self-administer this medication.

Licensed prescriber signature: _____

Licensed prescriber name print: _____ Phone: _____

CRAWFORD CENTRAL SCHOOL DISTRICT

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of students' health information. In most cases, this requirement arises from the Family Educational Rights and Privacy Act ("FERPA"). A separate notice required by FERPA is provided annually in the Student Handbook. However, in certain circumstances, another federal law also applies to students' health information. This other federal law is called the Health Insurance Portability and Accountability Act ("HIPAA"). HIPAA requires us to provide this Notice describing our privacy practices, our legal duties, and students' rights concerning their health information. We must follow the privacy practices described in this Notice while it is in effect as those practices relate to the types of students' health information protected by HIPAA ("Protected Health Information" or "PHI"). Although this Notice is written from the perspective of a student's health information, most decisions concerning PHI will be made by the student's parent or guardian. This Notice takes effect on the effective date indicated below.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all PHI that we maintain, including PHI we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

Students, parents, and legal guardians of students may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

USES AND DISCLOSURES OF HEALTH INFORMATION

Unless further restricted by any applicable state law, we may use and disclose PHI as follows:

Treatment: We may use or disclose PHI to another physician or other healthcare provider providing treatment to a student. For example, if a student transfers to another school, we may disclose PHI to the new school, or if a student needs to be sent to the hospital for emergency medical treatment, we may disclose PHI to the ambulance service and to the hospital.

Payment: In some circumstances, we may be able to receive reimbursement for the medical care, including mental health care and physical therapy that we provide to students. We may use and disclose PHI to obtain payment for such services. For example, we may provide PHI to Medicaid or the ACCESS program in order to get paid for taking care of a student. To do this, we will provide PHI to the billing company that handles our reimbursement claims.

Healthcare Operations: We may use and disclose PHI in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

To Your Family and Friends: We may disclose PHI to a student's parents, family members, other relatives, close personal friends or other persons identified to us as involved in a student's healthcare or with payment for a student's healthcare. We may also use or disclose PHI to notify, or assist in the notification of (including identifying or locati?g) a family member, a personal representative or another person responsible for a student's care, regarding a student's location or general condition. If a student is present, then prior to the use or disclosure of PHI, we will provide the student with an opportunity to agree to or object to such uses or disclosures. In the event of a student's incapacity or in emergency circumstances, we will disclose PHI based on a determination using our professional judgment, disclosing only PHI that is directly relevant to the person's involvement in the student's healthcare.

Disaster Relief Purposes: We may disclose PHI to an entity assisting in a disaster relief effort so that a student's family can be notified about their general condition or location.

Marketing: We may use and disclose PHI to tell a student about or recommend possible treatment options or alternatives or other health-related benefits or services that may be of interest to them. However, we will not otherwise use PHI for marketing communications without the student's written authorization.

Required by Law: We may use or disclose PHI when we are required to do so by federal, state or local law.

Abuse or Neglect: We may disclose PHI to appropriate authorities for public health activities, for example, if we reasonably believe that a student is a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose PHI to the extent necessary to avert a serious threat to a student's health or safety or the health or safety of others.

National Security: We may disclose PHI to authorized federal officials as required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to law enforcement officials having lawful custody of students under certain circumstances.

Other Special Situation: We may use or disclose PHI in certain special situations such as for workers' compensation programs, health oversight agencies for purposes of auditing, inspections, and licensure, legal proceedings, law enforcement purposes, and to coroners, medical examiners and funeral directors.

Your Authorization: In addition to our use or disclosure of PHI for treatment, payment or healthcare operations, a student may give us written authorization to use or disclose PHI about them for any other purpose. If a student gives us an authorization, the student may revoke that authorization in writing at any time. The student's revocation will not affect any uses or disclosures permitted by the authorization while it was in effect. Unless we receive a written authorization, we cannot use or disclose a student's PHI for any reason except those described in this Notice.

PATIENT RIGHTS

Access: Students have the right to look at or get copies of their health information, with limited exceptions. A student may request that we provide copies in a format other than photocopies. We will use the format the student requests unless we cannot practicably do so. (The student must make a request in writing to obtain access to PHI. We may charge a student a reasonable, cost-based fee for expenses such as copies and staff time needed to make copies of PHI. If a student prefers, we will prepare a summary or an explanation of the PHI for a fee. Contact us using the information listed at the end of this Notice for a full explanation of our fee Structure.)

Disclosure Accounting: Students have the right to receive a list of instances in which we or our business associates disclosed their PHI for purposes, other than treatment, payment, healthcare operations and certain other activities, for the last 6 years, but not before April 14, 2003. If a student requests this accounting more than once in a 12-month period, we may charge the student a reasonable, cost-based fee for responding to these additional requests. (A student must make a request in writing to obtain an accounting of our disclosures.)

Restriction: Students have the right to request that we place additional restrictions on our use or disclosure of their health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

Alternative Communication: Students have the right to request that we communicate with them about their PED by alternative means or to alternative locations. (The student must make their request in writing.) Such requests must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location the student request. We will accommodate all reasonable requests.

Amendment: Students have the right to request that we amend their health information. (A student's request must be in writing, and it must explain why the information should be amended.) We may deny such requests under certain circumstances.

Electronic Notice: If you receive this Notice on our Website or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

QUESTIONS AND COMPLAINTS

If students, parents, or guardians want more information about our privacy practices or have questions or concerns, please contact us.

If students are concerned that their privacy rights have been violated, or if students disagree with a decision we made about access to their health information or in response to a request a student made to amend or restrict the use or disclosure of his or her own PHI or to have us communicate with a student by alternative means or at alternative locations, the student may complain to us using the contact information listed at the end of this Notice. Students may also may submit a written complaint to the U.S. Department of Health and Human Services. We can provide the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support students rights to the privacy of their health information. We will not retaliate in any way if a student chooses to file a complaint with us or with the U.S. Department of Health and Human Services.

CRAWFORD CENTRAL SCHOOL DISTRICT
11280 Mercer Pike, Meadville, PA 16335-9504
Phone: (814) 724-3181

Effective Date: April 14, 2003

487677

OPTIONAL FORM

REQUEST TO REMOVE DIRECTORY INFORMATION

ATTENTION: Supervisor of Records

I desire that the following item(s) be removed from the Crawford Central School District's "Directory File" for my son daughter, guardian (circle appropriate title).

Student Information

Name _____ Telephone _____
(last) (first) (middle)

Address _____

School _____ Grade _____

Note: Please check data to be removed from Directory File (current school year only).

- _____ Student's Name
- _____ Student's Address
- _____ Student's Telephone
- _____ Date and Place of Birth
- _____ Major Fields of Study
- _____ Participation in Officially Recognized Activities and Sports
- _____ Weight and Heights of Members of Athletic Teams
- _____ Dates of Attendance
- _____ Degrees and Awards Received
- _____ Most Recent Previous Educational Agency/Institution Attended
- _____ Video Taping for Educational Purposes
- _____ Participation in School Related Internet Projects
- _____ All of the Above

The above requested by:

Parent/Guardian or Eligible Student's Signature

Date

CRAWFORD SCHOOL CENTRAL DISTRICT

August 30, 2023

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

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

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

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

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

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

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

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

If you would like to receive specific information about your child's teacher, please contact your school principal.

Sincerely,

Dr. Ann M. Noonan

Dr. Ann M. Noonan

Director of Educational Technology, Grants, Federal Programs, and Community Outreach

Transportation / Rules & Regulations 2023-2024

A. Bus Loading

1. Be ready and waiting for the bus 10 minutes prior to scheduled pick-up time.
2. Use caution when going to bus stops and while waiting for bus arrival.
3. Be considerate of private property.
4. Wait for bus to come to a complete stop and red lights are flashing before attempting to board the bus in an orderly fashion. If crossing the road, look both ways for traffic and wait for bus driver to motion for you to cross.
5. Upon boarding go directly to your assigned seat or the next available seat and remain seated entire time on bus.

B. While on the Bus

1. Keep head, hands and arms inside bus.
2. Keep aisle clear.
3. Loud talking and boisterous conduct is not permitted. Ordinary conversation is permitted.
4. Destruction of property, seats, windows, etc., will result in payment for all damages by parent(s)/guardian(s).
5. Do not throw anything out of the bus windows.
6. Do not tamper with the bus or any of the bus equipment.
7. Scuffling, fighting, horseplay, smoking, and profane/indecent language are prohibited.
8. Pets are not permitted on school vehicles unless, they would be a registered service animal.

C. When Leaving the Bus

1. Students may not leave the bus at any stop other than their assigned stop(s).
2. The driver will not discharge riders at places other than the regular bus stops, unless authorized by school officials.
3. Be always alert to directions from the driver at all times. If there is a need to cross the road, look both ways for traffic and wait for bus driver to motion for you to cross.

D. Extracurricular Trips

1. The above rules and regulations apply to any trip under school sponsorship.

E. Evacuation Drills and Emergencies

1. The purpose of evacuation drills is to have each pupil riding on a bus know exactly what to do in case of an emergency. All bus riders must cooperate fully with the bus driver and the assigned helpers during evacuation drills. Pupils must observe absolute silence during evacuations drills.

F. Bus Driver Rights and Responsibilities

1. Students transported in a school bus shall be under authority of, and responsible to, the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a student to be denied transportation in accordance with regulations of the governing board of the District. The driver of the bus shall exercise proper supervision of students under their care and agree to abide by all rules and regulations established by the School District regarding the transportation of students.
2. Bus drivers are authorized to assign seats to students.
3. No bus driver shall require any student to leave the bus before such student has reached his/her designated stop.
4. No bus driver shall refuse to transport a student until informed by a building principal or the Transportation Office that official action has been taken denying transportation.

G. Disciplinary Action

Disciplinary actions for violating school bus regulations may be handled in the following manner:

1. 1st Offense – Bus driver will immediately submit a written report to the Transportation Contractor. This report is to be sent to the building principal for disciplinary action and written parent notification.
2. 2nd Offense – Same procedure as 1st Offense. Suspension of bus privileges for one (1) day.
3. 3rd Offense – Same procedure as 1st Offense. Suspension of bus privileges for three (3) days.
4. 4th Offense – Same procedure as 1st Offense. Suspension of bus privileges for five (5) days.
5. 5th Offense – Same procedure as 1st Offense. Suspension of bus privileges for ten (10) days.
6. 6th Offense – Loss of bus privileges for remainder of school year

H. Illegal substances, tobacco, e-cigarettes, weapons, and alcohol are strictly prohibited on a school bus and possession could result in automatic suspension of bus privileges.

NOTE:

1. Suspension of school bus privileges does not relieve the parent(s)/guardian(s) of their responsibility insofar as the compulsory attendance laws apply. Absence from school for the above reason is considered as an unexcused/unlawful absence.



Transportation Review 2023 - 2024

We will post bus routes on our website, www.craw.org, 7-10 days prior to the first day of school. Please check for your route information on our website prior to contacting our office.

The District recognizes the need to maintain proper standards of conduct for the safety of students who ride school buses and for the drivers who drive them. The use of video/audio recordings are intended to assist the administration, contractors, and drivers in observing behavior and preventing violations of bus rules and regulations. (Policy 810.4)

Regular routes for morning transport of students and afternoon return will be as follows:

1. Student(s) Pick-up and Drop-off

Student will only be permitted to have one pick-up location and one drop-off location. The pick-up location and drop-off location do not need to be the same. Both locations must be within the school's attendance area. An example would be (AM pick-up at *home address* and PM drop-off at *care provider*).

Split days per week with multiple pick-up and drop-off locations are not permitted. An example would be (*M,W,F* AM pick-up/drop off at *home address* *T,TH* at *daycare*).

We will provide transportation to daycares that are located in your student's school zone but not if they are in the school's walk zone. Schedules will follow same directive as above for split days.

Past practice in transporting students in a split custody situation, by court order, will remain the same with parents submitting the requests to the school or the Transportation Office prior to school starting and only to the school after the year has begun.

2. Group Stops

Implementing more group stops along the routes will continue in 2023-2024 school year. As routes are set, consideration for group stops will be closely monitored for safety as well as efficiency.

3. Use of Bus Notes

Handwritten bus notes are not permitted. Only approved transportation forms found on the district website or at the schools are to be used.

4. Route Elimination/Consolidation

As the routes are being constructed for the school year, the District will attempt to consolidate existing routes for full ridership as permitted by statutes. Again, safety and ride time of the students will be the prominent thought as these routes are designed to run as efficiently as possible.

Parents/guardians - please recognize that bus assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system. Please have your student(s) to their stop on time, dressed for conditions, and following appropriate safety practices.

Thank you for your consideration.

STUDENT RECORDS NOTIFICATION

The following information is to notify you of your rights and privileges concerning Education Records in the Crawford Central School District.

Forms

The Board Policy concerning Student Records is on file for your examination at the Office of the Supervisor of Records.

Contact Person

If you have any questions concerning Student Records or your rights under this policy, please contact the Building Principal.

Rights

The list of rights for parents and eligible students under the policy are summarized below:

1. Right to access to all education records for inspection and review.
2. Right to challenge the content of the Education Records. Procedure may be obtained from the Supervisor of Student Records.
3. Right to hearing before a hearing examiner if the challenge is not satisfactory.
4. Right to copy of the records at a nominal fee.
5. Right to be notified annually of the existence of this policy.
6. Right to request correction or deletion of data.
7. Right to file complaints with the United States Department of Health, Education and Welfare.

Parents have all these rights unless the student qualifies as an eligible student and is not dependent on his parents for his subsistence. Students have only the right to access to Education Records.

Directory Information

Certain records are classified as "Directory." These records, include, but are not limited to the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, degrees and awards received, the most education agency or institution attended by the student, and other similar information.

Release of Directory Information

Normally this information is released to the public in the form of news releases on student activities, honor rolls, athletic programs, club and other extracurricular activities, etc.

Removal of Directory Information

This data may be disclosed without consent; however, parents and students have the right to have the Directory file deleted. The request must be submitted to the Superintendent of Student Records within thirty days after receipt of this notice.

Testing

In accordance with the recommendations of the Superintendent of Schools, the Board of Education has approved a district-wide testing program designed to provide information concerning the proficiency of all children in the district on standardized tests of academic achievement and aptitude. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to your child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction. During the coming school year, the tests on the enclosed schedule will be administered to your child as part of this program.

Forms

The "Request to Remove Directory Information" form is included in the Handbook for your convenience. If you decide to submit this form, please send or deliver it to the Building Principal.



Crawford Central School District
 11280 Mercer Pike Meadville, Pennsylvania 16335
 Telephone: (814) 724•3960
 FAX: (814) 333•8731
www.craw.org

Mr. Thomas K. Washington, Superintendent

****Please read the following agreement and keep this page for your information. ****

Please complete and return the signature page for computer access.

The following form must be read and signed by you **and** your parent or legal guardian. By signing this consent and waiver form, I agree to abide by the guidelines set forth in the Internet Acceptable Use Policy No. 815. I have discussed these rights and responsibilities with my parent(s) or guardian(s).

Further, my parent(s)/guardian(s) and I have been advised that the district does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While the Crawford Central School District's intent is to make Internet access available to further its educational goals and objectives, account holders have the ability to access other materials as well.

The district believes the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, the parent(s)/guardian(s) of minors are responsible for setting and conveying the standards that their student should follow. To that end, the district supports and respects each family's right to decide whether or not to apply for the Crawford Central School District network access.

The student and his/her parent(s)/guardian(s) must understand that access to the Crawford Central School District network exists to support the district's educational responsibilities and mission. The specific conditions and services that are offered will change from time to time. By signing this acceptance waiver, you are agreeing to the use of various applications, email and internet access in general to accomplish the educational goals of the district. The internet is a compilation of many networks that supports the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime. Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

Students are expected to:

1. Respect and protect the privacy of others.
 - Use only assigned accounts
 - Not view, use, or copy passwords, data, or networks to which they are not authorized
 - Not distribute private information about others or themselves
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices
 - Report security risks or violations to a staff member or network administrator
 - Not destroy or damage data, networks, or other resources that do not belong to them
 - Conserve, protect, and share these resources with other students and Internet users
3. Respect and protect the intellectual property of others.
 - Follow all copyright law; i.e. do not make illegal copies of music, games, or movies
 - Not plagiarize
4. Respect and practice our district values.
 - Communicate only in ways that are kind and respectful
 - Report threatening or discomfoting materials to a staff member



Crawford Central School District

11280 Mercer Pike Meadville, Pennsylvania 16335

Telephone: (814) 724-3960

FAX: (814) 333-8731

www.craw.org

Mr. Thomas K. Washington, Superintendent

- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass or bully)
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- Not use the resources to further other acts that are criminal or violate the school's code of conduct
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project
- Not use personal devices in an inappropriate fashion

Students may, if in accord with the procedure above

1. Design and post content related to their education.
2. Use direct communications such as online chat, texting or instant messaging with a teacher's permission.
3. Use any personal communication device during the day in accordance with their building rules. They may also be used in classrooms at the direction of the instructor.
4. Use the resources for educational purpose only.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Any personal device connecting to the CCSD wireless or wired network will be scanned to make sure it adheres to basic security standards. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Damages

The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Crawford Central School District for any damage that their student may cause arising out of and relating to the use of the CCSD Wireless Network with his/her personally-owned device.

In addition, parents and/or guardians of any student causing physical damage to school district owned equipment agree to reimburse the Crawford Central School District for repairs or replacement.

Crawford Central School District Family/School Learning Agreement Compact

We recognize that when families and educators work together, students can get the quality of education they need to lead productive lives. Through this learning agreement we hope to encourage a strong home-school connection.

School's Responsibility	Parent/Guardian's Responsibility
*Provide high-quality curriculum and instruction in a supportive and effective learning environment.	*Support their child's learning by providing a place to study and by monitoring homework.
*Provide opportunities for parent/teacher conferences to discuss the individual child's achievement and the learning agreement. Conferences may be held at different times throughout the school day. Provide on-going opportunities to communicate with the family on the child's progress including a description and explanation of the curriculum in use, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.	*Communicate with their child's teachers and attend parent/teacher conferences, PTO meetings, Title I parent meetings and other school-related activities.
*An annual meeting will be held to inform parents of the school's participation in the Title I program and to explain the requirements of the program and the rights of the parents to be involved.	*Have the opportunity to be involved in the planning, review, and improvement of the school's Title I program. Attend the annual Title I conference and participate as needed in the Title I program.
*Provide opportunities for parents to volunteer at school activities and participate in their child's education.	*Volunteer to assist in school activities.
*Provide opportunities for character development.	*Demonstrate and encourage respect for school property, school personnel, and school rules.