

REECEVILLE ELEMENTARY SCHOOL HANDBOOK

Codes of Student Conduct
Positive Behavioral Interventions and Supports



2017-2018 School Year

Reeceville Elementary School
248 Reeceville Road
Coatesville, PA 19320
(610) 383-3785

CIVIL RIGHTS STATEMENT

Coatesville Area School District shall provide equal opportunities for education to all persons regardless of their race, religion, color, ancestry, national origin, sex, handicap or disability as provided by the Pennsylvania Fair Educational Opportunities Act, 24 P.S. §5002 et seq., the Pennsylvania Human Relations Act, 42 P.S. §951, et seq., and Title VI of the Civil Rights Act of 1964, 42 U.S.C.A. §2000d, et seq.

For information regarding civil rights, grievance procedures, or services, activities and facilities that are accessible to and usable by handicapped persons, contact the Director of Pupil Services/Data Assessment, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610-466-2400).

Coatesville Area School District iproveer oppotunidades para educacion a todas personas a pesar de su raza, religion, color, ascendencia, origen nacional, sexo, invalidismo o discapacidad, como se prover por el acto de Relaciones Humanos de Pennsilvania, 42 P.S. Seccion 951, et seq., e Titulo VI delActo de Derechos Civiles de 1964, 42 U.S.C.A. Section 2000d, et seq.

Para obtener informacion con respecto a derechos civiles, procedimientos para anotar quejas, servicios, actividades y facilidades que son accesibles y utilizables por las personas invalidas, pongase encontacto con: the Director of Pupil Services/Data Assessment, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610-466-2400).

Forward

The Codes of Student Conduct, inclusive of Student Rights and Responsibilities; the Attendance Policy; the Elementary Code of Conduct; the Secondary Code of Conduct; and, the Code of Conduct for Riding the School Bus, were each reviewed by the administration to determine their effectiveness, as well as, to refine the language for additional clarity. The Codes that will be in effect for the 2015 – 2017 academic school year contain very few additions, modifications, and /or amendments from prior editions of the Codes.

Nationally, school officials and parents are concerned with safe schools and increasing student achievement. These Codes of Student Conduct have been developed with that in mind, and not to be punitive in nature.

Please read, discuss, and review these Codes of Conduct with your child(ren). Also, please be certain to keep your child's school records updated with current contact information, name changes, address, home, and employment phone numbers.

Table of Contents

Civil Rights Statement.....2

Attention Parents and Students 4

Interventions and Supports 5

Receipt and Parent/Student Acknowledgment6

Internet Access Statement7

Student Rights and Responsibilities8

Parents & Eligible Student Rights12

Attendance Policy..... 14

School-Wide Positive Behavior Supports.....22

Elementary Discipline Code 26

Code of Conduct for Riding the School Bus 37

2017-2018 School Calendar..... 42

COATESVILLE AREA SCHOOL DISTRICT

REFERENCED POLICIES

School Board Policies

Please refer to the Coatesville Area School District website (www.casdschools.org) to review all School Board policies. The following policies are most often referenced at the Elementary School level.

Student Discipline	Policy No. 218
Weapons and Dangerous Instruments	Policy No. 218. 1
Terroristic Threats/Act	Policy No. 218. 2
Dress and Grooming	Policy No. 221
Electronic Devices	Policy No. 237
Hazing	Policy No. 247
Unlawful Harassment	Policy No. 248
Bullying and Cyberbullying	Policy No. 249
Acceptable Use of Internet	Policy No. 815

ATTENTION PARENTS AND STUDENTS

POSSESSION OF WEAPONS STRICTLY PROHIBITED

Parents and students are advised that, pursuant to Pennsylvania Act 26 of 1995, POSSESSION OF WEAPONS is strictly prohibited in school buildings or other property, on school grounds, and on conveyances to the Private, Parochial, and Public Schools of the Commonwealth of Pennsylvania.

ACT 26 of 1995 (24 PS 13-1317.2) mandates the expulsion, for a period not less than one (1) year, any student who has been determined to have brought a weapon onto any school property, any school-sponsored activity, or any conveyance providing transportation to a school or school sponsored activity.

The term weapon shall include, but not be limited to any knife, cutting instrument, cutting tool, razor, dagger, nunchaku, brass or metal knuckles, blackjack, sandbag, firearm, shotgun, rifle, replica of a weapon, explosives, and/or any other tool, instrument or implement which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

SAFE AND DRUG-FREE SCHOOLS

The Coatesville Area School District prohibits the use, possession, consumption, purchase, intent to distribute, distribution, sale, or being under the influence of controlled substances, alcohol, and/or over the counter substances on school grounds, during school related activities or on school buses/vehicles, or while otherwise under the jurisdiction of the district.

Compliance with this policy is mandatory for all students, and any student who violates this policy will be subject to disciplinary action, in accordance with the Codes of Student Conduct. Student lockers, school parking lots, classrooms, and storage areas, once students are removed, may be subject to random searches by trained drug-detection canines in a continuing effort to provide safe, wholesome, and drug free schools.

STUDENT SEARCHES

School administrators have the authority to search a student, a student's personal property, a student's vehicle, and/or a student's locker when a reasonable suspicion exists that prohibited contraband, a substance or object the possession of which is illegal, stolen, or any materials that would pose a threat to the health, safety and welfare of the school population are contained on a student, in a student's property, or in the locker assigned to a student. School officials may seize any illegal or unauthorized articles discovered in the search. Such articles may be used as evidence against the student in disciplinary proceedings. Students entering a school building may be subject to periodic, unannounced metal detector screening.

The Coatesville Area School District (CASD) administrators and faculty strive to provide the best educational environment possible so that every student can learn. Our first priority is to make sure that our students feel safe, are challenged academically, and provided with opportunities for success. Below, you will find the many strategies (K – 12) that are implemented prior to the implementation of consequences.

INTERVENTIONS AND SUPPORTS USED IN THE CASD

- a. Teacher conference with student.
- b. Use nonverbal cues/signaling.
- c. Interventions to keep students on task.
- d. Acknowledge and correct individual student behavior.
- e. Determine root causes and functions of student misbehavior and respond appropriately.
- f. Teach, practice, and reinforce positive replacement behaviors.
- g. Provide special work assignment.
- h. Provide movement breaks between low-energy activities for individual students as deemed appropriate.
- i. Require the student to complete a written reflection/apology for misbehavior.
- j. Set goals that promote improved behavior.
- k. Assign a student buddy supporter.
- l. Recommend conflict resolution support with guidance or specialist.
- m. Withhold student privilege(s).
- n. Parent and student conference.
- o. Provide choices for learning activities and behavior.
- p. Use student behavior strategies, progress reports, behavior contracts, and/or behavior point sheets.
- q. Assign after school detention (parent contact mandatory)
- r. Give student a timeout with adult supervision.
- s. Refer student to student support team (IST/PRO).
- t. Develop and implement or review and revise student support plan for eligible student that includes interventions, supports, or strategies designed to help the student to behave appropriately.
- u. Develop and implement, or review and revise, a 504 Plan for eligible student, including behavioral accommodations as deemed necessary.
- v. Conduct functional behavioral assessment (FBA) and, if student is eligible, develop a behavior intervention plan (BIP).
- w. Review and revise a student's existing BIP.
- x. Refer eligible student to individual education program (IEP) team.
- y. Develop and implement IEP for eligible student.

COATESVILLE AREA SCHOOL DISTRICT

The Coatesville Area School District requires that the statement(s) printed below be signed and returned to the school Principal by September 15, 2017

PARENT/STUDENT ACKNOWLEDGEMENT STATEMENT

I have received, read, and reviewed with my child a copy of the Coatesville Area School District's Code of Student Conduct; inclusive of:

- Policy Changes noted in Foreword
- Elementary or Secondary Discipline Code
- Code of Conduct for Riding the School Bus
- Unlawful Harassment Policy
- Student Rights & Responsibilities
- Attendance Policy (K - 12)
- Terroristic Threats/Acts Policy
- Internet Access Policy
- Electronic Devices
- Dress and Grooming Policy
- Weapons and Dangerous Devices
- Bullying and Cyber Bullying
- Student Discipline

Student's Name Printed _____ Grade _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

INTERNET ACCESS AND USE PERMISSION STATEMENT

As the parent or guardian of this student, I have read the Internet Use Agreement, Policy No. 815. I understand that this access is designed for educational purposes. The Coatesville Area School District has taken precautions to eliminate controversial material. However, I also realize it is impossible for the Coatesville Area School District to restrict access on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use the Internet and I certify that the information contained on this form is correct.

Parent/Guardian Signature _____ **Date** _____

I have read the Internet Use Agreement, Policy No. 815, and will abide by the provisions contained therein. I understand that any violation of the regulations is unethical and may constitute a criminal offense. I shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts. I understand that failure to follow procedures and prohibitions may result in the loss of the rights to access the Internet and that appropriate disciplinary procedures may occur. Further, I understand that illegal use of the network, intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Student Signature _____ **Date** _____

Last Name: _____ First: _____
(Printed)

Teacher Name: _____

Room No.: _____

Grade: _____

STUDENT RIGHTS AND RESPONSIBILITIES

**COATESVILLE AREA SCHOOL DISTRICT
STUDENT RIGHTS AND RESPONSIBILITIES
2017/2018 School Year**

I. INTRODUCTION

The State Board of Education adopted amended regulations to Title 22 PA Code, Chapter 12 – which requires the Board of School Directors to adopt a Code of Student Conduct including policies governing student discipline and a listing of student rights and responsibilities.

In compliance with the mandate and after public participation, the following Codes of Conduct have been approved, as revised, for the School District:

- A. Attendance Policy (K-12)
- B. Elementary Discipline Code
- C. Code of Conduct for Student Riding School Bus

II. PURPOSE

The Coatesville Area School District is dedicated to providing a positive environment in which all students may achieve to their maximum learning potential. The Codes of Student Conduct have been developed to help secure a stable learning climate, provide a clear set of regulations governing the behavior of students, establish guidelines for certain infractions of the regulations, and clarify formal and informal due process rights.

III. DISSEMINATION

On an annual basis, the Board of School Directors shall develop and approve the Student Code of Conduct. Applicable Board policies shall be expressly incorporated into the student code of conduct (CASD Policy No. 218). As required by the State Board of Education Regulations, the Student Code of Conduct shall be published and distributed to all students and parents and copies placed in each school library. Students entering school after the beginning of the school year are to be provided with copies of the codes upon enrollment.

Principals, or their representatives, will review the codes with students at the beginning of each school year and as frequently thereafter as they deem appropriate.

Amendments that may be made during the course of the school year will be distributed in a timely manner. The Principal/designee shall provide appropriate arrangements for all non-English speaking, blind, deaf or non-readers to become familiar with the rights and responsibilities as specified in these codes.

IV. LEGAL AUTHORITY

School Law states that teachers may exercise authority over students who are in school or traveling to and from school. Section 1317 of the PA School Code provides this school authority:

“Every teacher, assistant Principal and Principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.”

V. STUDENT RESPONSIBILITIES

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. 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, administrators, and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner. Slanderous, threatening or obscene statements are prohibited.
- D. It is the responsibility of the students to do the following:
 - 1. Be aware of all rules and regulations for student behavior and act in accordance with them. Assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
 - 2. Volunteer information in matters relating to health, safety and welfare of the school community and protection of school property.
 - 3. Dress and groom in a manner, which meets fair standards of safety and health and does not disrupt the educational process. (See Policy No. 221. Dress & Grooming)
 - 4. Assist the school staff in operating a safe school.
 - 5. Comply with Commonwealth and local laws.
 - 6. Exercise proper care when using public facilities and equipment.
 - 7. Attend school daily, except when excluded or excused, and be on time for all classes and other school functions.
 - 8. Make up work when legally absent from school.
 - 9. Attempt to satisfactorily complete the prescribed courses of study.
 - 10. Report accurately and refrain from using libelous, indecent or obscene language in student newspapers and publications.

VI. STUDENT RIGHTS

- A. A student may not be excluded from public school or from extracurricular activities due to marriage or pregnancy.
- B. Students who have not graduated may not be excluded from school merely because they have reached seventeen (17) years of age if they are fulfilling their responsibilities as a student.
- C. Consistence with Pennsylvania Human Relations Act (43 P.S. §951, et.seq.), no student shall be denied access to a free and full public education due to race, religion, color, ancestry, sex, national origin, handicap or disability.
- D. Students must be afforded due process before being excluded from school
- E. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process threatens immediate harm to the welfare of others, the school or community, encourages unlawful activity, or interferes with another individual's rights.
- F. Students have the right to govern the length or style of their hair, dress, and attire unless such length or style causes a disruption of the educational process or constitutes a health or safety hazard. In the cases of special ceremonies, concerts, dances, etc., the building Principal has the right to establish standards of dress for special school related events, including, but not limited to, Graduation Ceremonies, Music Concerts, Induction Ceremonies, Award Ceremonies, and other school related functions.
- G. Students may not wear spiked collars, spiked bracelets, spiked belts, long metal chains, or other potentially dangerous articles while under the jurisdiction of the school. This includes class time, field trips, and school buses.
- H. In compliance with State and Federal Laws, certain disciplinary strategies, corrective measures, or remedies listed herein, may not be employed for students identified with certain exceptionalities. In such instances, students identified with exceptionalities will be subject to the school district's approved Behavior Management Plan for exceptional students.

**COATESVILLE AREA SCHOOL DISTRICT
COATESVILLE, PA**

STUDENT RECORDS NOTIFICATION OF RIGHTS OF PARENTS AND ELIGIBLE STUDENTS
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The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records, as follows:

1. The right to inspect and review the student's educational records within thirty (30) days of the district's receipt of a request for access:

A parent or eligible student making such a request must submit to the school Principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

2. The right to request amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

A parent or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the records s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building Principal (or appropriate school official).

If the district decides not to amend the record as requested, the Principal will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent.

* Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without consent of the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district 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
600 Independence Avenue, SW
Washington DC 20202-4605

5. The right to refuse to permit the designation of any or all the categories of directory information.

The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any of the categories of directory information if a written refusal is forwarded to the building Principal by September 30th of the current school term.

Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams, dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; email address; photograph and other similar information.

6. The right to request that information not be provided to military recruiting officers.

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits, within twenty-one (21) calendar days, written requests to the Superintendent that such information not be released.

ATTENDANCE POLICY

**COATESVILLE AREA SCHOOL DISTRICT
ATTENDANCE POLICY
2017/2018 SCHOOL YEAR**

I. COMPULSORY ATTENDANCE (Section 1326 of the PA School Code)

Section 1326 of the PA School Code, defines “compulsory school age” as “the period of a child’s life from the time the child’s parents elect to have the child enter school, which shall be not later than at the age of eight (8) years, until the age of seventeen (17) years.” Once the election to enroll a child in school is made, the child is subject to the PA School Code’s compulsory attendance requirements.

The Board of Education requires that school-aged pupils enrolled in the public schools of this district attend regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

II. EXCUSALS FROM PUBLIC SCHOOL ATTENDANCE

In accordance with the Public School Code and State Board Regulations, the Coatesville Area School Board **will excuse** the following children from attendance in public schools:

- A. Students attending an approved non-public or private school who have met the conditions of the Coatesville Area School District.
- B. Students sixteen (16) or seventeen (17) years of age enrolled in approved private trade or business school.
- C. Children of at least fifteen (15) years of age and are engaged in farm work or private domestic work pursuant to a permit approved by the School Board in accordance with the regulations prescribed by the Superintendent of Public Instruction.
- D. Children fourteen (14) years of age, who have completed elementary school and are engaged in farm work or private domestic work pursuant to a permit approved by the School Board in accordance with the regulations prescribed by the Superintendent of Public Instruction.
- E. Children who are 16 and regularly engaged in useful and lawful employment during the school session with a valid employment certificate. Regularly engaged means 35 or more hours per week of employment.
- F. Students with the approval of the Superintendent receiving private instruction from a properly qualified tutor.
- G. Students receiving instruction at home, who are temporarily unable to attend school for medical reasons.

- H. (Applications for Homebound Instruction **must** have a physician's signature and all applicants **must be approved** by the School Board and recommended by the Superintendent.)
- I. Students participation in a work study or career exploration program approved by the School Board.
- J. Students participating in a work release program, which includes school attendance for a portion of the school day where permission of the principal has been obtained.
- K. Senior students taking a combination of college and high school courses.
- L. Senior students attending a college under an early entrance arrangement with the principal's approval.
- M. Students gaining early entrance to military service with the principal's approval.
- N. Graduating students participating in supervised commencement preparation provided that such participation not last more than three (3) days.
- O. Students in a bona fide Home Education Program.

III. WORK EXPERIENCE FOR SENIORS

- A. A senior may be excused from school after a half day of attendance for work experience purposes, at the discretion of the building principal.
- B. Any student excused for a work experience program must be enrolled in properly scheduled classes in order to fulfill the graduation requirements of Chapter IV curriculum regulations and Coatesville Area School District Policy.
- C. Any request for participation in a work experience program and early excusal from school must be submitted in writing by the student's parents and must be granted by the principal.
- D. A senior student must be gainfully employed during the time that he/she is excused for work experience and have proper working papers.
- E. An accurate, up-to-date list of students involved in work experience programs **must** be on file with the principal. This listing is to include each student's name, address, and telephone number of employer and any other data appropriate to the work experience program.
- F. The excused student is to **immediately** leave the school area using his/her own means of transportation and is **not to loiter** around the school or community.

- G. Once the student is excused, he/she becomes the responsibility of the parent and is no longer a charge of the school district.
- H. Students granted the privilege of participating in a work experience program who lose their jobs, loiter around the school or community, or otherwise violate the spirit of these rules will have their permission to participate revoked and will be reassigned to classes.
- I. There should be a periodic (3 weeks) review of job status for participating students by the high school principal or his/her designee.

IV. ACCEPTABLE REASONS FOR ABSENCES OR LATES

- A. Observance of religious holidays
- B. Religious instruction (maximum of 36 hours per school year).
- C. Trips to exhibitions, colleges, places of constructive educational interest and planned vacations may be excused, to a total of two (2) weeks duration per year, provided prior written notification is received from the parents, the student is in good academic standing and approval is granted by the principal. This two (2) week time period may be extended or reduced at the discretion of the principal or his/her designee
- D. Domestic shelters, clinics, medical or dental appointments that cannot be arranged after school hours. Verification from the provider or a note from the parent/guardian is required.
- E. Tutorial work in a field **not offered** by the school
- F. Illness or recovery from an accident
- G. Quarantine of the home
- H. Death in the family
- I. Court appearance
- J. Unavoidable family emergency

V. UNACCEPTABLE REASONS FOR ABSENCES, LATENESS OR EARLY DISMISSALS

Generally, children will not be excused from school for other than compelling reasons. The following are examples of unacceptable reasons for absences, lateness or early dismissals:

- A. Baby-sitting
- B. Running errands

- C. Shopping
- D. Missing the school bus/ride or suspension from school bus
- E. Participating in private lessons or hobbies
- F. Failure of car to start
- G. Weather conditions
- H. Oversleeping

VI. DOCUMENTATION REQUIRED FOR ABSENCE

- A. **A note from a parent is required following any absence.** The sending of a note, in and of itself, does not make an absence or lateness excusable. Absences for three or more consecutive days may require a physician's excuse. **The school will make such a determination.**
- B. Parents/guardians and students should submit written excuse within three (3) school days of the absence. If written explanation is not submitted within this time period, the absence becomes unlawful.
- C. Cumulative Lawful Absences -
After an accumulation of **ten (10) days of absences** in one school year, a physician's excuse and parental conference **may be requested**. If such a request is made but not complied with, all subsequent absences **will be unexcused/illegal**. A physician's excuse may also be required for any consecutive absence of **three (3) or more school days**. Funerals and pre-approved educational trips will not be included in the ten day limit after which a physician's excuse could be required. Other exceptions: Extenuating circumstances as determined by an administrator.

VII. HOME-SCHOOL CONTACT

Each school should establish a team of personnel who will contact the home when a student is absent. The team may include, but not limited to the Home and School Visitor, teachers, counselors, nurses, attendance staff, administration and School Messenger notification service.

Letters from the principal should be sent to parents as the first sign of a developing irregular attendance pattern. The legal penalties established by law for violation of compulsory attendance requirements will be reflected in letter along with the Home and School Visitor's contact information. Parents are encouraged to call or visit the schools to discuss their child's attendance.

VIII. CORRECTIVE MEASURES AND PENALTIES

A. General Procedures

Attendance rolls shall be maintained in each school in the School District. The principal is responsible for the accurate maintenance of the attendance rolls and shall ensure that all attendance information is forwarded to the superintendent or his/her designee for the compilation of the annual report.

B. School Responses to Unlawful Absences

First Unlawful Absence

Parent/guardian is sent notice via regular mail of unlawful absence.

Second Unlawful Absence

Parent/guardian is sent second notice via regular mail of unlawful absence.

Third Unlawful Absence

Parent/guardian is sent third notice of unlawful absence by certified mail providing “official notice of child’s third illegal absence.”

Guidance Counselor will schedule school/family conference with parent/guardian to discuss the cause of the child’s irregular attendance and develop a mutually agreed upon School Attendance Improvement Plan (SAIP). Representatives from relevant and/or involved community-based agencies, child services, juvenile probation, school personnel and administration will be invited to participate in meeting.

After the third notice of unlawful absence has been issued and the SAIP meeting has been held, the next time during the school year, that the pupil is **illegally absent** shall constitute a violation of the compulsory attendance provisions of the Pennsylvania Public School Code.

Act 138 of 2016 provides that parents, guardians, or person in parental relation, having charge of any child of compulsory school age who fails to comply with the provisions of this act regarding compulsory attendance may be fined: (1) up to three hundred dollars (\$300.00) per offense plus court costs for the first offense; (2) up to \$500 for the second offense; and (3) up to \$750 for a third and any subsequent offenses. or be sentenced to complete a parenting education program, and in default of payment of such fines, costs or completion of the parenting education program by the person so offending shall be sentenced to the county jail for a period not exceeding three (3) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines. Additional fines shall not be filed if a citation is pending, a Chester County Department of Children, Youth, and Families (CYF) referral is pending, or a dependency petition is pending.

If a child of compulsory school age has attained the age of (15) fifteen years and fails to comply with the provisions of this Act regarding compulsory attendance or who is habitually truant without justification, the school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent. If referred to attendance improvement program and child continues to be truant or refuses to participate, the school may refer to CYF. The magistrate may impose community service or require child to attend an appropriate course or program designed to improve school attendance. If child fails to satisfy conditions imposed by magistrate, the court may initiate license suspension process.

The School Police, the Home and School Visitor, and/or the Attendance Officer are authorized by the PA School Code to apprehend students in violation of the Compulsory School Attendance Laws of the Commonwealth.

Students who attend school beyond the compulsory education age are required to demonstrate a commitment to regular school attendance and compliance with the Codes of Student Conduct. Non-compulsory students who are absent from school for 10 consecutive school days without an excuse may be removed from the active membership roll.

C. Tardiness/Lateness & Early Dismissals

An accurate record of unlawful tardiness will be kept on each child. Parents should be contacted when a pattern of tardiness becomes evident.

Corrective measures for excessive absence, lateness or truancy, **may** include counseling, parental conference, reprimand, referral to Holcomb Truancy Program, after school detention or in-school suspension. If these measures do not prove effective, a student may be referred to Children, Youth, and Families Services.

Tardiness will be computed per 90 days, in accordance with a uniform K-12 procedure. The following penalties will be imposed for the following violations:

After 2 instances of being late, a warning letter will be sent to the parent/guardian.

After three (3) instances of being late, or 82 accumulated minutes, the student will receive an administrative detention.

After six (6) instances of being late or 164 accumulated minutes, a student will receive a one-day in-school suspension. A mandatory parent conference is required before the student returns to regular class. In addition, at the discretion of the school administrator and the parent of student of compulsory school age may be assigned to the Holcomb Truancy Program.

After twelve (12) instances of being late or 328 accumulated minutes a physician's excuse may be required for any subsequent tardiness/lateness.

This process may be repeated throughout the semester.

All early dismissals must be confirmed or guardian must provide photo ID to main office personnel, at the time of early dismissal.

Students will not be granted an early dismissal to attend and/or participate in other school sponsored activities or functions, without prior approval by principals. Students are not permitted to call their parents for an early dismissal without permission from the nurse or administration. Early dismissal notes must include a parent or agency contact telephone number to confirm the appointment (except Planned Parenthood).

D. School Activities and Eligibility

Students engaged in extra-curricular activities may be deemed ineligible from continued participation due to unexcused absence from school. The decision in such cases will be made jointly by principal and the activity sponsor. Students and their parents will be notified in writing of all such decisions.

In any case, a student who is absent from school during the school day, may not participate in any extra-curricular activity following normal school hours without prior approval by the principal.

IX. ONLINE LEARNING STUDENTS

Attendance will be monitored every time you log onto the system. Students are required to log on at any particular hour of the school day for a minimum of 5.5 hours. Once a student logs on, attendance is recorded for the day. Saturday and Sunday do not count as school days but students can work on Saturday and/or Sunday and additional hours during the work. All students are required to check announcements, email, and lessons for all classes and assigned course material.

No Internet Access or Power Outage or School-Issued Computer Technical Issues

Students who are unable to log into the educational program or have a power outage must have an alternative plan to go to a public library or a place of internet access to do their school work. If the student does not have a back-up plan, the student/parent must notify the Turning Point Education Program (via e-mail or phone call) in order to legitimize the reason for the absence.

Revised: 6/2017

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

SWPBS Overview

Reeceville Elementary School utilizes a school-wide implementation of School-Wide Positive Behavior Supports (SWPBS). SWPBS focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

By implementing SWPBS, our goal is to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. Our SWPBS program includes clearly defined outcomes, research-validated practices, supportive administrative systems, and information for problem-solving behaviors.

All staff members at Reeceville Elementary School establish regular, predictable, positive learning and teaching environments. Our staff members serve as role models to students as they teach expected school behaviors.

Our school also has a system in place for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

Why do we have school-wide rules?

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings, because students will be learning through the same language. By focusing on three simple statements, it is easier for students to understand and remember expected behaviors. It is also important for staff, allowing for consistency through the use of a common language.

Research has shown that recognizing students for following the rules is even more important than catching them breaking the rules. The goal is for staff to utilize school-wide stated expectations to positively reinforce students who are engaging in appropriate behaviors.

When selecting only a few rules, it is important that they are broad enough to address all potential problem behaviors. We can then teach all specific behavioral expectations across all school settings. Our school rules are as follows:

RV's 3 Be's:

Be Safe

Be Responsible

Be Respectful

Student Recognition System

An integral part of our PBIS initiative is to recognize positive behaviors. It is not enough just to teach expected behavior, we also need to regularly recognize and reward students for engaging in

appropriate behavior. Below are some ways we recognize and reward those students exemplifying our core expectations:

Compliments and Golden Compliments

Individual students and classes have the opportunity to earn “compliments” in the form of smiley face tokens when “RV’s 3 Be’s” behavior is displayed. These tokens are utilized by teachers for classroom rewards. Individual students also have the opportunity to earn “golden compliments” for showing an exceptionally high level of “RV’s 3 Be’s” behavior. These students are recognized via the intercom during announcements

Clip Chart System

Each teacher has a clip chart in her/her room, as seen below. Students start each day on “Ready to Learn,” and teachers utilize the chart as a visual for students to self-monitor and self-regulate their behavior throughout the day. The focus is on “clipping up,” with the potential to “clip off” the charts for extra positive reinforcement.



Consequence System

Consistent and fair discipline procedures are crucial to a successful consequence system in all schools. It is important that we are respectful of students in our disciplinary responses. Consequences should focus on teaching, remediation, or logical consequences as much as possible. In providing consequences, we also want to be mindful of the instructional time students are missing, with the goal of minimizing time in class lost.

In order to maximize student instructional time, teachers are encouraged to deal with problem behavior in their classroom as much as possible. This requires that staff develop and implement clear expectations with a focus on routines, incentives for positive behavior, and clearly communicated responses to unexpected behavior. If teachers are experiencing pervasive problem behavior in their classroom, they are advised to seek assistance or additional consultation by contacting the Principal.

It is essential that staff and administration agree on the following:

- What problem behaviors should be sent to the office?
- What problem behaviors are expected to be dealt with in the classroom?
- What is the sequence of disciplinary responses in the school, or what alternatives are there?
- What are the procedures for an office referral?

ELEMENTARY DISCIPLINE CODE

**Coatesville Area School District
Elementary Discipline Code
2017/2018 School Year**

I. GENERAL DISCIPLINE PROCEDURE

The purpose of the Elementary Discipline Code is to assist students in developing a positive attitude toward self-discipline, regular attendance, and socially accepted behavior. The Elementary Discipline Code is intended to ensure that each student has the opportunity to benefit from the maintenance of a learning environment that is safe, conducive to learning, and is free from unnecessary distractions. Further, the Discipline Code serves as a communication tool between home and school and ensures that students and families are aware of District expectations. The Coatesville Area School District believes that an environment where each student shows respect for authority and peers, follows District rules and policies, and follows state and federal laws regarding conduct in school, is one in which all students can learn. Parents/guardians and students play an integral role in establishing an environment that is conducive to learning and academic success. Developing academic behaviors often requires moments of self-redirection/reflection by students, coupled with adult support and redirection. As such, the support of parents, guardians, students, and staff during times of redirection and correction is critical in the development of a learning community.

Learning is a right to which all students are entitled. No one person should be permitted to interrupt or distract from the learning of others. To this end, teachers will use the resources available to them to handle classroom engagement-related discipline problems. In instances where there is a classroom disruption, teachers will notify the parents/guardians of the disruptive student. If the efforts of the teacher do not result in appropriate the elimination of the disruptive behavior and academic re-engagement of the student, building level administrators will be asked to provide additional support.

Serious offenses and repeated incidents which interrupt the learning of others and require large amounts of teacher time to be diverted from the class as a whole may signify the need for varied/increase support. These incidents will be referred to a building administrator and any serious disciplinary case in the elementary school shall be referred to guidance and other administrative personnel in an effort to ensure that students have the support needed to resolve the problems that interfere with learning.

In order to ensure continued communication between home and school, if requested by a Principal/designee/teacher, one or both parents/guardians must come to school for a conference. If parents/guardians refuse to come for the conference on behalf of the child, the child may be suspended until the parents/guardians and school personnel are able to meet to discuss a plan of action that will result in success for the student.

The Instructional Support Team is available within each elementary school. The process used by the Instructional Support Team is inclusive of five component areas from which elementary support teams draw expertise to design and implement intervention strategies. Collaborative consultation offers a systematic method for data gathering and problem solving when challenged

with the individual academic and behavioral needs of children. The Instructional Support Team, through leadership of the Principal, has the responsibility to obtain consultative help from all staff who have received specialized intensive training.

In addition to the Instructional Support Team, the District employs a Home and School Visitor. The Home and School Visitor provides consultation and follow-up with families regarding the education, social, and emotional needs of students who are experiencing serious personal problems which significantly impede on the students' attendance and progress in school. The role of the Home and School Visitor encompasses efforts to serve as an advocate, liaison, case manager and consultant for students, parents, school staff, and community agency personnel. The Home and School Visitor is available to participate in various school conferences, make home visits, and initiate phone contacts with parents and agency personnel. The Home and School Visitor can provide information on issues of abuse/neglect, homelessness, compulsory attendance law, policy and procedures, parental involvement, family resource centers, parenting issues, utilization of student assistance program, community resources, etc.

II. BEHAVIOR VIOLATIONS

The School District reserves the right to call in the police to assist with the investigation of any suspected criminal activities occurring in the school building. Act 26 of 1995 mandates that PA school districts "shall report the discovery of any weapon prohibited by the Act to local law enforcement official."

A. The following offenses are examples of behavior violations which may result in suspension, expulsion or other disciplinary action if committed on school grounds, during school related activities, on school buses, or vehicles, or while otherwise under the jurisdiction of the Coatesville Area School District:

1. Possession of any weapon, facsimile weapon, or instrument of crime (including but not limited to, any bomb, grenade, *firearm(example: pistol, machine gun, sawed-off shotgun, etc.), blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument or other instruments that could be used for inflicting of bodily injury.

Act 26, promulgated by the Pennsylvania General Assembly provides for a mandatory one school year expulsion of students found guilty at a proper hearing for possession of a weapon.

2. Fighting
3. Assaulting school personnel
4. Assault on fellow students
5. Third party individuals found guilty of provoking or instigating a fight
6. Insubordination or impudence
7. Defacing of or destruction of school property (parent/student responsible for costs of repair). Any student found to have been involved in the defacing or destruction of school

property will be subject to progressive discipline based on the severity of the offense, ranging from suspension through expulsion. Act 16 of 1994, known as the Graffiti Crimes Law, provides for criminal prosecution for the possession of spray paint and indelible marking pens with the intention of defacing school property.

8. Using profanity or obscenities; or possessing pornographic material
9. Stealing
10. Leaving school without permission
11. Frequent lateness to school or classes (applies K-5)
12. Smoking or the possession of smoking materials – Act 145 of 1996, commonly named the School Tobacco Control Act, amends the Pennsylvania Crimes Code, and prohibits students from possessing and/or using tobacco products in school buildings, on school buses and on school property. Pennsylvania school districts are authorized to prosecute students for violating this state law. Students convicted of violating the School Tobacco Control Act may be fined up to \$50.00 plus court costs.
13. Purchase, use, possession, distribution, consumption, or transportation of any alcoholic beverage, controlled substance ("look-a-likes"), or inhalants, including any over the counter medications known to have any potential harmful effects. These "over the counter" products include, but are not limited to, cough medicines, painkillers, diet aids, laxatives, and any stimulants. Any students found to have committed this offense must be referred to the Student Disciplinary Committee.
14. Possession of illegal or dangerous materials (firecrackers, chemicals, mace, pepper spray, bullets, etc.)
15. Arson or intentional false alarms. (A student responsible for setting a fire shall be immediately referred to the Student Disciplinary Committee of the Coatesville Area School Board for possible expulsion from school. Any person who gives false information concerning placement or setting off of a bomb or other explosives in a school shall be prosecuted).
16. Students may not wear spiked collars, spiked bracelets, spiked belts, long metal chains, or other potentially dangerous articles while under the jurisdiction of the school. This includes class time, field trips, and school buses.
17. Students violating provisions of the Accepted Use of the Internet Policy will be subject to discipline (CASD Policy No. 815).
18. Terroristic threats made by students with the intent to terrorize others, or committing terroristic acts (CASD Policy No. 218.2). Any student found to have made terroristic threats or committed terroristic acts will be subject to disciplinary actions ranging from suspension through expulsion.
19. All electronic devices must be concealed throughout the course of the school day (CASD Policy No. 237). **The Board only permits the use of electronic devices by students in the following approved areas of the school building:**

- a. During Class When Used as an Appropriate Instructional Tool with Approval from the Classroom Teacher
- b. Buses
- c. Extracurricular Activities
- d. Other reasons determined appropriate by the building Principal

The administration shall possess the right to regulate the use of electronic devices when improperly used during school and extracurricular hours. **Electronic devices are subject to the following restrictions:**

- a. Electronic devices may not be used to conduct any activities which violate state and/or federal law, board policy or school rules.
- b. Electronic devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
- c. Taking photos or recording videos is strictly prohibited.
- d. Students will not use their electronic devices to make voice and/or video phone calls. With permission from the teacher or administrator, any student needing to make a phone call may use the main office telephone.
- e. Students will not use their electronic devices for 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 e-mailing.
- f. Students shall not use social media during school hours as a means of targeting, harassing, bullying or any other form that may cause another student to feel threatened or uncomfortable.

Students found by the administration to have violated the Electronic Device section of the Discipline Code are to be disciplined as follows:

1st Offense -- Warning. Electronic device will be confiscated by an administrator and returned to the student at a time determined by the building administrator in the main office.

2nd Offense – Recess Detention. Electronic device will be confiscated by an administrator and returned to the student at a time determined by the building administrator in the main office.

3rd Offense –Morning or After School Detention. Electronic device will be confiscated by an administrator and returned to the student’s parent/guardian at a time determined by the administrator in the main office.

* Additional offenses will result in elevated consequences

** Depending upon the severity of the offense, the school administrator has the right to retain the electronic device for any length of time

The district shall not be liable for the loss, damage, theft or misuse of any electronic device. The district also shall not be responsible for any accidents or injuries to a student or any other person

or persons as a result of that student's negligent, wanton or willful misuse or acts in violation of the student conduct code of any electronic devices.

The Board prohibits the possession of laser pointers and attachments.

20. Any other action detrimental to the effective operation of the school.
21. Unlawful harassment (CASD Policy No. 248).
22. Other violations – depending on seriousness of the offense, the administration may recommend expulsion or automatic suspension for offense **not listed herein**. In addition, the district reserves the right to provide an alternative process for educating the student upon return from expulsion.
23. Failing to report to detention
24. Teasing
25. Bullying and Cyber Bullying (CASD Policy No. 249)
26. Hazing (CASD Policy No. 247)
27. Indecent Exposure
28. Students are prohibited from involvement in any gang related activity or symbolism on school property, in school vehicles or at school-related activities. Such activities may include, but are not limited to:
 - a. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership in/or affiliation with a gang, present a clear and present danger to the school environment.
 - b. Gang initiations, hazing, intimidation and/or related activities of such gang affiliations.
 - c. The wearing, carrying or displaying of gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student.
 - d. Gang related violence.
29. Unintentional physical contact with school personnel.

III. CORRECTIVE MEASURES AND PENALTIES

A. Disciplinary options may include, but are not limited to, any one or more of the following depending on the severity of the infraction:

1. Student Conference
2. Parent Contact
3. Verbal Warning
4. Written Apology
5. Referral to the Guidance Counselor
6. Loss of Privileges

7. Cool-Off Pass
8. Student-Specific Behavior Plans/Contracts
9. Peer Mediation
10. Recess/Lunch Detention
11. Time Out
12. Restitution
13. Community Service:

The Student Discipline Committee, Principals and Assistant Principals may elect to assign various periods of Community Service as a corrective measure for various infractions. This option may take place in school or out of school with parental support.

B. Morning/After School Detentions

Administrators or teachers may detain a student, after school hours for a period of **not less than 30 minutes**. Pupils shall be given **24 hour** notice of such detention to inform their parents of their whereabouts. In such instances, however, pupils/parents **must make their own arrangements for transportation to their homes. Refusals to serve detentions may result in suspension.**

C. Suspension

Suspension generally results in exclusion from classes for a period of one (1) to ten (10) consecutive school days. A student or parent of a student may get the suspended student's work from other students. District personnel are not obligated to gather work for students who are suspended. Parents may come into the building to secure work for students. However, the previous day's work must be returned before securing additional work.

D. Expulsion

Expulsion occurs when the student is excluded from school by the Student Discipline Committee of the School Board of Directors for a period exceeding ten (10) consecutive school days.

MULTIPLE OR REPEATED VIOLATIONS OF SCHOOL REGULATIONS AND FLAGRANT INTERFERENCE WITH THE LEARNING OF OTHERS MAY RESULT IN REFERRAL TO THE STUDENT DISCIPLINE COMMITTEE OF THE COATESVILLE AREA SCHOOL BOARD FOR POSSIBLE EXPULSION FROM SCHOOL, REFERRAL TO THE APPROPRIATE JUVENILE AUTHORITIES AND/OR EXCLUSION FROM EXTRA-CURRICULAR ACTIVITIES AS DEEMED BY BUILDING PRINCIPAL.

NOTE: During suspension or expulsion the student is not permitted to be on school district property or attend school sponsored activities or functions.

Reminder: Any student found guilty of being in possession of a weapon will be expelled from school for a period of not less than one (1) year (one hundred and eighty school days);

and, will be prosecuted to the fullest extent of the law. Promulgated by State and Federal Law; and affirmed by CASD Board of School Directors.

E. Administrative Probation and Progressive Discipline

A student placed on “Administrative Probation” faces:

- a. Progressive out of school suspension days for each disciplinary incident the student is sent to the office for will result in the student being suspended progressively at a rate of 1,2,3,5,7,10 days.
- b. Automatic Student Discipline Committee referral with the initiation of the maximum 10 days of out of school suspension penalty.

Removal from “Administrative Probation” may be acquired when the student has consecutively served 30 days of school attendance without disciplinary referrals to the office.

IV. CONTROLLED SUBSTANCE, ALCOHOL ABUSE, AND OVER THE COUNTER SUBSTANCES

1. The school district reserves the right to call in the police to assist with the investigation of any alleged criminal activities occurring in the school buildings. The district will utilize trained detection dogs in a continuing effort to provide a safe, wholesome, and drug free school.
2. Any student found to have been involved in the distribution, use, possession, possession with intent to distribute, and/or under the influence of a controlled substance, anabolic steroids, alcoholic beverages, or mood altering substances, including any prescription medication or inhalants, or any “over the counter medications”, while under the jurisdiction of the Coatesville Area School District may be referred to the Student Discipline Hearing Committee of the Coatesville Area School Board as well as the Student Assistance Program team and shall be suspended from school. **Over the counter** products include, but not limited to, cough medicines, pain-killers, diet aids, laxatives, and any stimulants. **Controlled substances** are those listed in the schedule I through V of the Controlled Substance, Drug, Device, and Cosmetic Act, 35 PS 780-101 et seq. (Examples include: marijuana, cocaine, hashish, etc.)
3. Students who are present during an incident of distribution, possession, possession with intent to distribute and/or use of a controlled substance or alcoholic beverage are **urged to immediately** separate themselves from any individual(s) who is involved and report the incident to an adult employee in the building.
4. Students found by the Student Discipline Committee of the Coatesville Area School Board to have violated the Controlled Substance, Alcohol Abuse, and Over the Counter Substances section of the Discipline Code are to be disciplined as follows:

a. **First Offense:**

Use, possession, consumption, purchase or under the influence (CASD Policy No. 227) – Additional suspension or expulsion up to thirty (30) school days and/or other recommendations made by the discipline committee

Intent to distribute, distribution or sale

Expulsion up to forty-five (45) school days, and/or other recommendations made by the discipline committee

b. **Any subsequent offense of Controlled Substance, Alcohol and/or Over the Counter Substances:**

Possession, use, consumption, purchase, under the influence, intent to distribute, distribution or sale may result in an **expulsion up to one hundred eighty (180) school days**. NOTE: Definitions are intended to be consistent with the PA Criminal Code (18 PA C.S.A. §101, et seq.) or other recommendations made by the discipline committee

5. In addition to actions taken by the School Board students involved in controlled substance violations will be referred to the appropriate Police Department.
6. A student who is suspended or expelled for any type of controlled substance, alcohol abuse and/or over the counter substance violations (1st Offense) may be required to attend 6 one hour (or its equivalent) drug and alcohol educational sessions, or other educational sessions, at a site to be determined by the Student Discipline Committee within 30 school days of formal hearing. The sessions will be held after school hours. If the student does not successfully complete the required hours, he/she may be referred back to the Student Discipline Committee.

V. **STUDENT SEARCHES AND INTERVIEWS**

Schools are a microcosm of society at large and experience the same characteristics, including criminal activities. The recent proliferation of weapons, drug paraphernalia, contraband, and theft in the nation's schools warrants and justifies actions necessary to combat these to protect all students, staff, the school community, as well as the overall school environment. Consequently, in order to maintain a wholesome and safe learning environment, school officials will exercise their right to conduct searches of students and/or their student belongings. Searches will be conducted based upon a majority opinion of the US Supreme Court citing "reasonable suspicion" as the grounds by which a decision may be made to conduct a student search. As a guide, examples of student searches are cited herein the following listing:

A. **Examples of Search Devices/Methods:**

Magnetometers (metal detectors), detection dogs, surveillance cameras, breathalyzers

B. **Examples of Searches:** Autos, electronic devices, personal (pat down), book bags, storage areas and the environment

C. **Locker Searches:**

School lockers are the property of the Coatesville Area School District. Student use of these lockers is a privilege. No items **that violate the** school district regulations or PA law may be kept in the lockers at any time. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, the student may be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

(Locker searches are conducted in accordance with CASD Policy No. 226, adopted 1996)

D. **Criminal Charges**

The Coatesville Area School District reserves the right to file criminal charges against any student, or non-student, involved in any criminal activity. The District further reserves the right to call upon the appropriate authorities to assist with the investigation of a matter of a criminal nature. The District may also file reports of **suspected** criminal violations.

PA Act 26 of 1995 mandates that PA school district "shall report the discovery of any weapon prohibited by the Act to local law enforcement officials."

NOTE:

School officials, police, and protective service agents will make every effort to contact parents when searches or interrogation are conducted; however, this decision will be based upon the urgency and immediacy of circumstances. Consideration will be given as to the safety or harm to the student or others when determining the immediacy of calling parents. Notwithstanding, parents will be called as soon as is possible in each situation.

VI. READMITTANCE FOLLOWING EXPULSION

The parent/guardian of any student who has been **expelled must appear** at a hearing before the Student Discipline Committee of the School Board and **seek formal re-admittance to school**. A written request must be submitted to the Student Discipline Committee at least one (1) month prior to the start of school if the student was expelled for the remainder of the previous year.

VII. HEADCOVERING, CLOTHING, AND EXPENSIVE PERSONAL ITEMS

The wearing of head coverings by students of either sex, including sweat bands while indoors **is prohibited**. This includes all interior areas of school buildings such as classrooms, corridors, auditoriums, offices, etc., during school related events, as well as during the school day. Exceptions will be granted for medical reasons or as part of a religious practice.

In addition, buttons, badges, patches, shirts, jackets, hats, or other articles displaying messages referring to alcohol, drugs, sex, or a cult are prohibited.

Principals are authorized to establish standards of dress for special related events, including, but not limited to, graduation ceremonies, music concerts, induction ceremonies, awards ceremonies, and other school related functions.

In addition, the Board of School Directors prohibits clothing attire or regalia, construed to be cult or gang related. (Dress and Grooming Policy #221)

Students are discouraged from bringing expensive personal property to school, i.e. electronic devices (CASD Policy No. 237) or wearing expensive clothing or jewelry. The school district cannot be responsible for the loss or theft of any such items.

VIII. UNIFORM DRESS CODE

All elementary schools will have the uniform dress code. Students are expected to wear black or tan bottoms (no jeans) and polo tops (collared shirt) of red, white, or black or a combination thereof.

Failure to comply with the dress code will result in the following progressive disciplinary action being taken:

- First Offense: Student's Parent Contacted
- Second Offense: Detention with Mandatory Parent Conference
- Third Offense: 2 Day Suspension
- Fourth Offense: 5 Day Suspension & Administrative Review Team Hearing

IX. VIDEO SURVEILLANCE

The School District may install and use surveillance cameras to record activity in school buildings, on school property and buses. Administration and/or School District Police may use images and recorded information for disciplinary and other appropriate proceedings.

CODE OF CONDUCT FOR RIDING THE SCHOOL BUS

**COATESVILLE AREA SCHOOL DISTRICT
CODE OF CONDUCT FOR STUDENTS RIDING THE BUS
2017/2018 School Year**

I. GENERAL PROCEDURES

School bus transportation is a privilege. It can be denied to any student who jeopardizes anyone, damages property or commits any offenses described in the Code of Student Conduct. **Parents will be expected to provide transportation for any pupil whose privileges have been suspended. Students who fail to attend school during bus suspension will be marked illegally absent.**

Generally, students must obey and cooperate with the bus driver, teachers, or any other persons assigned to supervise any part of the school transportation system. Assigned seats will be mandatory on each bus grades “K-8.” Students will be required to sit in their assigned seat unless otherwise directed by the driver. A school administrator or school bus driver may also assign seats to any student in grades 9-12 and for any period of time.

SCHOOL DISTRICT CODES OF STUDENT CONDUCT APPLY ON SCHOOL BUSES IN THE SAME WAY THEY APPLY IN SCHOOL BUILDINGS.

The bus driver has the authority to discipline the pupils on his/her bus.

II. SCHOOL PROCEDURES FOR MISCONDUCT

The bus driver is expected to be in complete control of the bus and its passengers at all times. When serious misconduct occurs or when misconduct is repeated, the school bus driver is expected to report such action to the school Principal or designee. Forms are provided to each bus for this purpose. The school Principal will take whatever action he/she deems necessary to correct the situation. This action will be consistent with the school District’s Code of Student Conduct. Parents will be advised by the building Principal when reports of misconduct are made to the school office. The building Principal and assistant Principal are the only ones with the authority to suspend transportation privileges. Students will not be assigned in-school suspension for reports of misconduct on a school bus. A parent of a student, whose transportation privileges is suspended, must confer with the school administration before the privilege is restored.

Students will be removed from the school bus by the building Principal if a bus must return to the school due to the student’s involvement in an unsafe or uncontrollable situation. Parents will be notified immediately to pick up the student at the school.

CONDUCT AT THE BUS STOP

Students are expected to arrive at the school bus stop at least five minutes prior to pick-up time. They should wait off the street or roadway and conduct themselves in a responsible manner.

Students must wait on the opposite side of the street or road until the bus has stopped, engaged its flashing lights and stopped all traffic.

Students should never accept rides from strangers.

PARENTS ARE RESPONSIBLE FOR STUDENTS AT THE BUS STOP

BEHAVIOR VIOLATIONS

The following are examples of offenses which will result in suspension of transportation privileges and possibly other disciplinary action:

1. Fighting, as well as third party individuals provoking or instigating a fight
2. Assaulting fellow student
3. Smoking
4. Eating/drinking
5. Damaging property
6. Standing, walking, refusing to remain seated
7. Throwing items on or out of the vehicle
8. Hanging any body part out of the window
9. Excessive noise
10. Tampering with emergency doors
11. Profane or obscene language
12. Refusing to ride assigned vehicle or riding on an unassigned vehicle without permission
13. Boarding vehicle at unassigned stop
14. Leaving vehicle at unassigned stop
15. Discourteous behavior, refusing to obey the driver, teachers or other supervisory personnel
16. Threatening, harassing, bullying, teasing or intimidating the bus driver or other students on the bus
17. Refusing to sit in assigned seat
18. Actions detrimental to the effective operation of the school bus or vehicle
19. Any other violations of the elementary or secondary discipline code
20. Pursuant to Act 65 of 1998, a person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver; a person who enters a school bus without prior authorization of the driver or a school official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree

SUSPENSION OF TRANSPORTATION PRIVILEGE

The following are general guidelines for suspension of privileges. The suggested disciplinary action may be modified in accordance with the mitigating or aggravated circumstances of any particular incident.

- A. The first offense will result in a written warning. Parent contact required.

- B. School administrator may suspend for three (3) days for second disciplinary offense. Parent conference is required. Bus driver may be present.
- C. School administrator has authority to suspend for one full week for third disciplinary offense. Parent conference required. Bus driver may be present.
- D. School administrator has authority to suspend for ten (10) days for the fourth (4th) disciplinary offense. Parent conference required. Bus driver may be present.
- E. School administrator has authority to suspend for one full month for fifth (5th) disciplinary offenses. Parent conferences required. Bus driver may be present.
- F. Referrals may be made to the Student Discipline Committee of the Coatesville Area School Board for the six (6th) or subsequent disciplinary offense. The Student Discipline Committee has the authority to suspend the privileges for the entire year.

LARGE ARTICLES ON BUSES

The Pennsylvania Department of Transportation mandates, in 67 PA Code S171.58 that the interior of a school bus must be free of objects, which could cause injury. Objects must be secured, and the aisles and emergency exits open and free of blockage.

The following must be adhered to at all times:

1. Large band instruments or school project items are not permitted on the bus unless they can be held on the pupil's lap.
2. Items may not be placed under seats; they become projectiles upon impact.
3. Nothing can be carried on the bus that will endanger others, i.e., glass objects, ice skates, large metal objects, weapons, etc.
4. Animals are not permitted on the bus (with the exceptions of those used by disabled persons).
5. Nothing can be placed in the driver's compartment, doorway or aisle. In case of an accident, student must be able to exit out of windows and doors.

RIDING BUSES OTHER THAN ASSIGNED

Changes in bus assignment should be permitted only for urgent reasons such as:

- Medical services
- Family emergencies

AUDIO/VIDEO SURVEILLANCE

The School District may use surveillance cameras to record activity on buses. Administration and/or School District Police may use audio and video recordings from bus surveillance cameras for disciplinary and other appropriate proceedings.

USE OF ELECTRONIC DEVICES

The district shall not be liable for the loss, damage, theft or misuse of any electronic device. The district also shall not be responsible for any accidents or injuries to a student or any other person or persons as a result of that student's negligent, wanton or willful misuse or acts in violation of the student conduct code of any electronic devices.

Coatesville Area School District

2017 - 2018 School Calendar

Jul-17						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug-17						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sep-17						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Student S = 4
Teacher T = 8

S = 20
T = 20

Oct-17						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	X				

S = 21
T = 22

Nov-17						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

K-12 parent conference S = 17
T = 18

Dec-17						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S = 15
Keystone wave 1 T = 15

Jan-18						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	X	20
21	22	23	24	25	26	27
28	29	30	31			

Keystone wave 2 S = 21
T = 21

Feb-18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

1st snow make-up S = 18
T = 18

Mar-18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3,4,5 snow make-up S = 17
T = 18

Apr-18						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

PSA Testing Week S = 20
2nd snow make-up T = 20

May-18						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Keystone spring S = 22
T = 22

Jun-18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S = 5
T = 6

New Teacher Inservice			Calendar Key			12 Grade Graduation Ceremony		
△	1st student day		□	End of Marking Period (Gr 6-12)		★	End of Trimester (Gr K-5)	
⊗	Last student day			Teacher In-Service No School for students		☐	snow make up days	
○	School Closed							

**Coatesville Area School District
2017 - 2018 School Calendar**

August 21, 2017	New Teacher Induction
August 22-25, 2017	Teacher In-Service
August 28, 2017	First Student Day
September 4, 2017	Labor Day NO SCHOOL FOR STUDENTS/STAFF
October 9, 2017	Teacher In-Service NO SCHOOL FOR STUDENTS
October 31, 2017	End of 1st Marking Period - Secondary
November 6, 2017	K-12 Parent Conferences 12:00 pm to 7:30 pm NO SCHOOL FOR STUDENTS
November 7, 2017	Election Day: NO SCHOOL FOR STUDENTS/STAFF
November 22-24, 2017	Thanksgiving Recess NO SCHOOL FOR STUDENTS/STAFF
November 28, 2017	End of 1st Trimester - Elementary
December 4-15, 2017	Keystone Wave 1
December 22 - January 1, 2018	Winter Recess NO SCHOOL FOR STUDENTS/STAFF School resumes on Tuesday, January 2, 2018
January 8-22, 2018	Keystone Wave 2
January 15, 2018	Martin Luther King Day (Day of Service) NO SCHOOL FOR STUDENTS/STAFF
January 19, 2018	End of 2nd Marking Period - Secondary
February 16-19, 2018*	President's Day NO SCHOOL FOR STUDENTS/STAFF *(2/16/18 1ST SNOW MAKE-UP DAY)
March 6, 2018	End of 2nd Trimester - Elementary
March 7, 2018	K-12 Parent Teacher Conferences EARLY DISMISSAL FOR STUDENTS
March 23, 2018	Early Dismissal K-12; secondary grades/elementary in-service
March 26, 2018	Teacher In-Service SPRING RECESS BEGINS FOR STUDENTS
March 27 - April 2, 2018*	Spring Recess NO SCHOOL FOR STUDENTS/STAFF <small>*1st 2nd SNOW MAKE UP DAY; 3rd 3rd SNOW MAKE-UP; 3rd 4th SNOW MAKE-UP; 3rd 5th SNOW MAKE UP DAY)</small>
April 4, 2018	End of 3rd Marking Period - Secondary
April 9-27, 2018	PSSA Testing Window
May 14-25, 2018	Keystone - Spring Testing Window
May 28, 2018	Memorial Day - NO SCHOOL FOR STUDENTS/STAFF
June 7, 2018	Last Student Day - Early Dismissal - High School Graduation
June 8, 2018	Last Teacher Day

**1st snow make up is scheduled for 2/16/18, 2nd is 4/2/18, 3rd, 4th and 5th snow make up days are scheduled for 3/26, 3/27 and 3/28/18.*

.Any additional snow make up days will be added to the end of the school year.