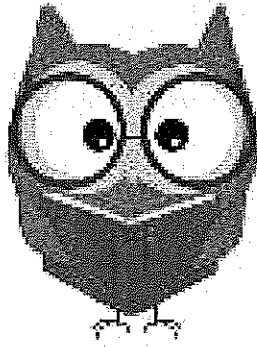


Education Committee

2017-2018 Student Handbooks

CALN ELEMENTARY SCHOOL

CODES of STUDENT CONDUCT and
POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS



Coatesville Area School District
3609 E. Lincoln Highway
Thorndale, PA 19372
(610) 383-3760

2017-2018 School Year

2017/2018
Coatesville Area School District
Coatesville, PA 19320
(610) 383-3780

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: El 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 2017 – 2018 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, and home and employment phone numbers.

Civil Rights Statement..... Inside Cover

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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 _____

Signature Parent/Guardian _____ Date _____

Signature of Student _____ 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.

Signature Parent/Guardian Name _____ **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.

Signature of Student _____ **Date** _____

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. Consistent 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 participating 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 the 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply

with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to \$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

The Caln Experience
*Caln Elementary is a Community Where We Demonstrate
Confidence, Compassion and Courage
All Day, Every Day!*

The Coatesville Area School District elementary philosophy of discipline is one that employs a holistic approach to support student learning. The well-rounded approach implements proactive measures that include prevention, intervention, restoration and incentive-based strategies to respond to student behavior.

The Caln Experience is focused on making sure all of our students are Confident, Compassionate and Courageous so they can learn and achieve in extraordinary ways. The 3 ways of being are critical in the daily interactions of students and adults. The implementation of the Caln Experience requires the *entire* Caln Community to demonstrate Confidence, Compassion and Courage All Day, Every Day.

The Caln Experience is lived on a daily basis, minute by minute. At Caln, students learn how to exhibit confidence, compassion and courage from day one. We practice, tell stories and recognize those who demonstrate the Caln Experience in small and big ways. The Caln Experience includes expectations for arrival, dismissal, hallway, classroom, recess, bathroom and bus. Our goal is to create a positive and predictable learning and teaching environment for all.

The Caln Experience is a work in progress. It includes our Tier I and Tier II Positive School-Wide Behavior Support process, celebrations and school-wide events. The Caln Experience will improve and grow each year.

Tier I: Positive Behavior Support for All Students

The overall goal is to recognize students every day as they demonstrate the Caln 3 Cs. All adults have Caln Coupons to give to students and all students have the opportunity to earn them.

1. A drawing for low cost/no cost privileges/rewards will be available on a cyclical and monthly basis.
2. Caln Coupons will NEVER be taken away from a student once he/she has earned it. We are purposeful in how and when students earn the coupon rather than take it away as punishment.
3. Students may not buy, sell or give away Caln Coupons to other students.

Procedures:

1. Caln Coupons are earned anywhere a student is caught demonstrating the Caln Experience.
2. Students collect/save Caln Coupons.
3. Pro-social skills are taught on a school-wide basis.

Cyclical Incentives:

1. The cyclical incentive is school-wide.
2. One coupon is selected per classroom.
3. Extra coupons do not carry over for the following cycle.

Tier II: Positive Behavior Support for Some Students

We recognize that some students require additional support to be successful students and citizens. Expected behavior and misbehavior are forms of communication. Repeated misbehavior tell us a student is having difficulty using self-control to manage school and/or home stressors. Misbehavior may serve a purpose for students by allowing them to avoid what is uncomfortable, difficult or boring. As professionals, we examine these behaviors and together with the student and parent decide what we can do to meet the student's needs in a confident, compassionate and courageous manner. Generally, we examine the trigger event, the student reaction or problem behavior, the response to the behavior and the outcome to identify the problem and develop an intervention plan.

Because Tier II interventions are student or small group specific, a team approach is used to develop the plan. The team includes the teacher, an administrator, a school counselor, a parent/family member, the student and other school staff as appropriate. Once the plan is developed it is the teacher's responsibility to consistently implement the intervention in the classroom and communicate progress to the team.

Procedures

1. A Caln staff member identifies a student or a small group of students who are demonstrating repeated difficulty responding to the Caln expectations.
2. The school team meets to examine the behavior and develop a plan to support the student(s).
3. The teacher meets with the student(s) to review the plan and seek student input.
4. The teacher consistently implements the plan with fidelity and communicates progress to the team.
5. As student(s) behavior improves the use of extra supports is slowly removed.

Tier III: Positive Behavior Supports for Individual Students

Tier III supports are specific and individualized for each student who is not successful with Tier I or Tier II supports. This level of support includes the process described above with the addition of focused data collection regarding the student's behavioral challenges, direct teaching and re-teaching of expected behaviors and coping strategies with frequent monitoring, evaluating and re-assessment of the behavior management plan.

Implementing the Caln Experience

Teaching behavioral skills is just as important as teaching academic skills and content. During the first weeks of school, we must have a relentless focus on teaching and re-teaching the desired behaviors we believe students must have to be successful academically and in life.

1. Define and describe the Caln 3 Cs. Confidence, Compassion and Courage are big words for our younger students, however, they project our belief in high expectations for all. Our youngest students will learn these words, what they mean and how to demonstrate them relatively quickly. All teachers should incorporate books and stories where the characters or the moral of the story includes at least one of these ways of being. Remember, we are teaching our students what we expect in school but also setting them up for success in life and in their careers.
2. Practice and teach the expectations in all areas of the school. It is important to “catch the small stuff so we don’t have to deal with the big stuff”.
3. The following chart provides us with phrases to use with our students to understand how to live the 3Cs. The phrases reflect our commitment to teach the whole child and help them develop a growth-mindset, academically, socially and emotionally.

Confident Learners	Compassionate Individuals	Courageous Citizens
I can learn anything.	I understand how another person feels.	I speak up for myself or others when appropriate.
I like to challenge myself.	I care about others.	I do the right thing even when others are not.
My effort and attitude make all the difference.	I show concern through kind thoughts, words and actions.	I speak the truth regardless of the consequences.
I am inspired by people who succeed.	I help others.	I take responsibility for my mistakes and learn from them.
I persevere when frustrated.	I listen before I speak.	I face my fears and work to overcome them.
I can always improve.	I am patient.	I do not give in to negative peer pressure.

Calm Experience with the Expectations Matrix

The Matrix is designed to provide us and our students with the behavioral expectations that we believe are most important to ensuring our students are safe as well as demonstrate the ways of being associated with the Calm 3 Cs. Teachers should be consistent in enforcing the expectations and rewarding the demonstration of the Calm Experience behaviors.

Classroom	Cafeteria	Bathroom	Hallway	Bus	Playground
<ul style="list-style-type: none"> ☺ Listen to Adults ☺ Raise Your Hand ☺ Participate in Activities ☺ Ask for Help 	<ul style="list-style-type: none"> ☺ Listen to Adults ☺ Use Good Table Manners ☺ Keep Food on Your Plate and in Your Mouth ☺ Keep Food in the Cafeteria 	<ul style="list-style-type: none"> ☺ Respect the Privacy of Others ☺ Keep the Bathroom Clean 	<ul style="list-style-type: none"> ☺ Listen to Adults ☺ Walk to the Right ☺ Observe Personal Space ☺ Carry a Hall Pass 	<ul style="list-style-type: none"> ☺ Listen to Adults ☺ Wait in Line ☺ Share Seats ☺ Use Proper Language 	<ul style="list-style-type: none"> ☺ Listen to Adults ☺ Use Proper Language ☺ Play Safely
<ul style="list-style-type: none"> ☺ Be Kind to Others Always ☺ Help Others When They Ask for Help ☺ Use Your Manners 	<ul style="list-style-type: none"> ☺ Stay in Your Seat ☺ Clean Up Your Eating Area ☺ Use Your Quiet Inside Voice ☺ Be Respectful to Everyone 	<ul style="list-style-type: none"> ☺ Do Your Business then Leave ☺ Flush the Toilet ☺ Throw Trash in the Trash Can ☺ Wash Hands 	<ul style="list-style-type: none"> ☺ Walk Silently ☺ Help Others ☺ Stay in Line 	<ul style="list-style-type: none"> ☺ Stay Seated ☺ Keep Your Body and Belongings Inside the Bus 	<ul style="list-style-type: none"> ☺ Throw Trash in the Trash Can ☺ Use Equipment Correctly ☺ Include Everyone
<ul style="list-style-type: none"> ☺ Keep Your Hands & Feet to Yourself ☺ Solve Problems Peacefully ☺ Speak Up When Other's Won't 	<ul style="list-style-type: none"> ☺ Keep Your Hands & Feet to Yourself ☺ Help Others Clean Up Their Area 	<ul style="list-style-type: none"> ☺ Report Problems Right Away 	<ul style="list-style-type: none"> ☺ Return to Class on Time 	<ul style="list-style-type: none"> ☺ Enter and Exit in an Orderly Fashion ☺ Stay in Your Seat ☺ Report Problems Right Away 	<ul style="list-style-type: none"> ☺ Keep Your Hands & Feet to Yourself ☺ Solve Problems Peacefully ☺ Speak Up When Other's Won't

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		

Student S = 4
Teacher T = 8

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

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
T = 15
Keystone wave 1

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	☆	X	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	X	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	X	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					

PSAA Teaching Window 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	X	8	
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
120
188

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

Coatesville Area School District 2017 - 2018 School Calendar

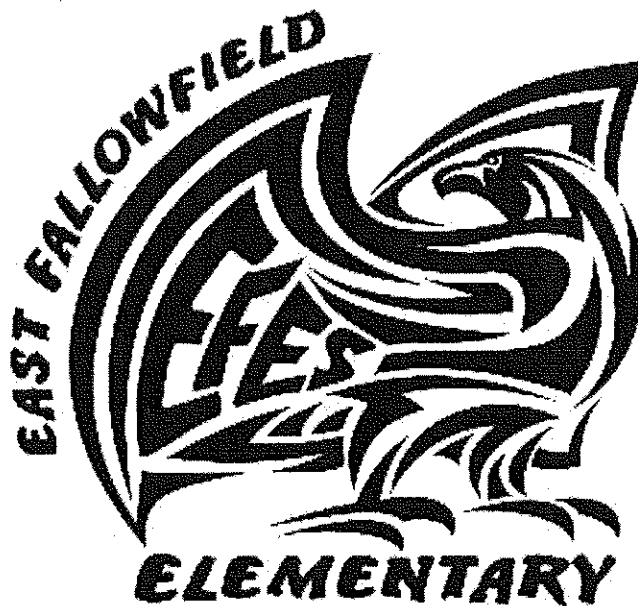
August 21, 2017	New Teacher Induction
August 22-25, 2017	Teacher In-Service
August 28, 2017	First Student Day
September 4, 2017	Labor Day NO SCHOOL FOR STUDENTS/STAFF
October 8, 2017	Teacher In-Service NO SCHOOL FOR STUDENTS
October 31, 2017	End of 1st Marking Period - Secondary
November 6, 2017	K-12 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 <i>School resumes on Tuesday, January 2, 2018</i>
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 <i>(2/16/18 1ST SNOW MAKE-UP DAY)</i>
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 <i>(4th 2ND SNOW MAKE-UP DAY; 3rd 3RD SNOW MAKE-UP; 3rd 4TH SNOW MAKE-UP; 3rd 5TH SNOW MAKE-UP DAY)</i>
April 4, 2018	End of 3rd Marking Period - Secondary
April 9-27, 2018	PBSA 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.

EAST FALLOWFIELD ELEMENTARY SCHOOL HANDBOOK

Codes of Student Conduct
Positive Behavioral Interventions and Supports



2017-2018

East Fallowfield Elementary School
2254 Strasburg Rd
Coatesville, PA 19320
(610) 383-3765

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 John Reid, Director of Pupil Services/Data Assessment, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610- 466-2400).

Coatesville Area School District ieproveer 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: John Reid, 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 – 2016 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.

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School Board Policies

Please refer to the Coatesville Area School District website (www.casdschools.org) to review school board policies. While every school follows all school board policies, the most commonly applicable polices are:

Student Discipline	Policy No. 218
Weapons and Dangerous Instruments	Policy No. 218.1
Terroristic Threats/Act	Policy No. 218.2
Dress & 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

Revised: 3/2017

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 November 13, 2015

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 _____

Signature Parent/Guardian _____ Date _____

Signature of Student _____ 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.

Signature Parent/Guardian Name _____ **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.

Signature of Student _____ **Date** _____

ADVISORY

Last Name: _____ First: _____
(Printed)

Advisory Teacher Name: _____

Advisory Room No.: _____

Grade: _____

STUDENT RIGHTS AND RESPONSIBILITIES

**COATESVILLE AREA SCHOOL DISTRICT
STUDENT RIGHTS AND RESPONSIBILITIES
2016/2017 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.

Revised 4/2013

**COATESVILLE AREA SCHOOL DISTRICT
COATESVILLE, PA**

STUDENT RECORDS NOTIFICATION OF RIGHTS OF PARENTS AND ELIGIBLE STUDENTS
--

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
2015/2016 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to \$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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: 8/2015

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

**Appendix
East Fallowfield's**

*** At the beginning of each school year our guidance counselor does a lesson in each classroom about Bullying. She reads a book (Simon's Hook, One, The Crayon Box that talked, Enemy Pie) and we discuss what the students can do if someone is bullying them. There is an activity that goes along with each book and each student signs a contract that they will not bully. She keeps a signed copy and sends one home with the students. She bring this out sometimes when kids are referred to her to remind them of the contract they signed. A copy follows so you know what it looks like.**

Today my School Counselor, Miss Stover, came into my classroom to talk about bullying. I learned that when someone is bothering me I can:

1. _____
2. _____
3. _____
4. _____

Today I promise to be kind and respectful to everyone around me.

Name: _____ Date: _____

Today my School Counselor, Miss Stover, came into my classroom to talk about bullying. I learned that when someone is bothering me I can:

1. _____
2. _____
3. _____
4. _____

Today I promise to be kind and respectful to everyone around me.

Name: _____ Date: _____

Today my School Counselor, Miss Stover, came into my classroom to talk about bullying. I learned that when someone is bothering me I can:

1. _____
2. _____
3. _____
4. _____

Today I promise to be kind and respectful to everyone around me.

Name: _____ Date: _____

East Fallowfield Elementary School

P

Positive Words and Actions

R

Responsibility for Self

I

Integrity and Honor

D

Display Self Control

E

Excellence in Everything

ELEMENTARY DISCIPLINE CODE

**Coatesville Area School District
Elementary Discipline Code
2015/2016 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.

Revised: 9/2014

CODE OF CONDUCT FOR RIDING THE SCHOOL BUS

**COATESVILLE AREA SCHOOL DISTRICT
CODE OF CONDUCT FOR STUDENTS RIDING THE BUS
2015/2016 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.

School Board Policies

Please refer to the Coatesville Area School District website (www.casdschools.org) to review school board policies. While every school follows all school board policies, the most commonly applicable policies are:

Student Discipline	Policy No. 218
Weapons and Dangerous Instruments	Policy No. 218.1
Terroristic Threats/Act	Policy No. 218.2
Dress & 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

Revised: 3/2017

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	

Student S = 4
Teacher T = 8

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

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					

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						

Keystone wave 1 S = 15
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	19	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					

131A Testing Window 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

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

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 <i>School resumes on Tuesday, January 2, 2018</i>
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 <i>(2/16/18 1ST SNOW MAKE-UP DAY)</i>
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 <i>(4th 2ND SNOW MAKE UP DAY, 5th 3RD SNOW MAKE-UP, 6th 4TH SNOW MAKE-UP, 7th 5TH SNOW MAKE UP DAY)</i>
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.

FRIENDSHIP ELEMENTARY SCHOOL HANDBOOK

Codes of Student Conduct
Positive Behavioral Interventions and Supports



2017/2018

Friendship Elementary School

296 Reeceville Rd

Coatesville, PA 19320

(610) 383-3770

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: el 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 2017 – 2018 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.

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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 _____

Signature Parent/Guardian _____ Date _____

Signature of Student _____ 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.

Signature Parent/Guardian Name _____ 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.

Signature of Student _____ Date _____

ADVISORY

Last Name: _____ First: _____
(Printed)

Advisory Teacher Name: _____

Advisory 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.

Principal s, 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 participating 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to \$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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 Principal s. 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.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

What is Friendship's Positive Behavior Intervention and Support Program?

Friendship's Positive Behavior Intervention and Support Program (PBIS) is a research based program designed with guidance for the particular needs of our school. The goal of the program is for ALL students to achieve.

The program was initiated in January 2001 after being designed by our faculty, guided by a core team of teachers. Our program consists of individual, classroom, and school-wide positive reinforcers.

The faculty designed lesson plans to teach the school wide rules. The program was implemented by teaching the rules to the students. Students receive consistent positive reinforcement for following the school rules

What are Friendship Dot Shop Dollars?

Friendship Dot Shop Dollars are coupons that are awarded to students for following Friendship's school-wide rules. They can be redeemed at the Dot Shop once per cycle for prizes. Parent volunteers assist students to cash in Dot Shop dollars for prizes.

Dot Shop Dollars can also be turned in to enter raffle drawings for cool prizes such as the chance to use a comfortable office chair for an entire school day.

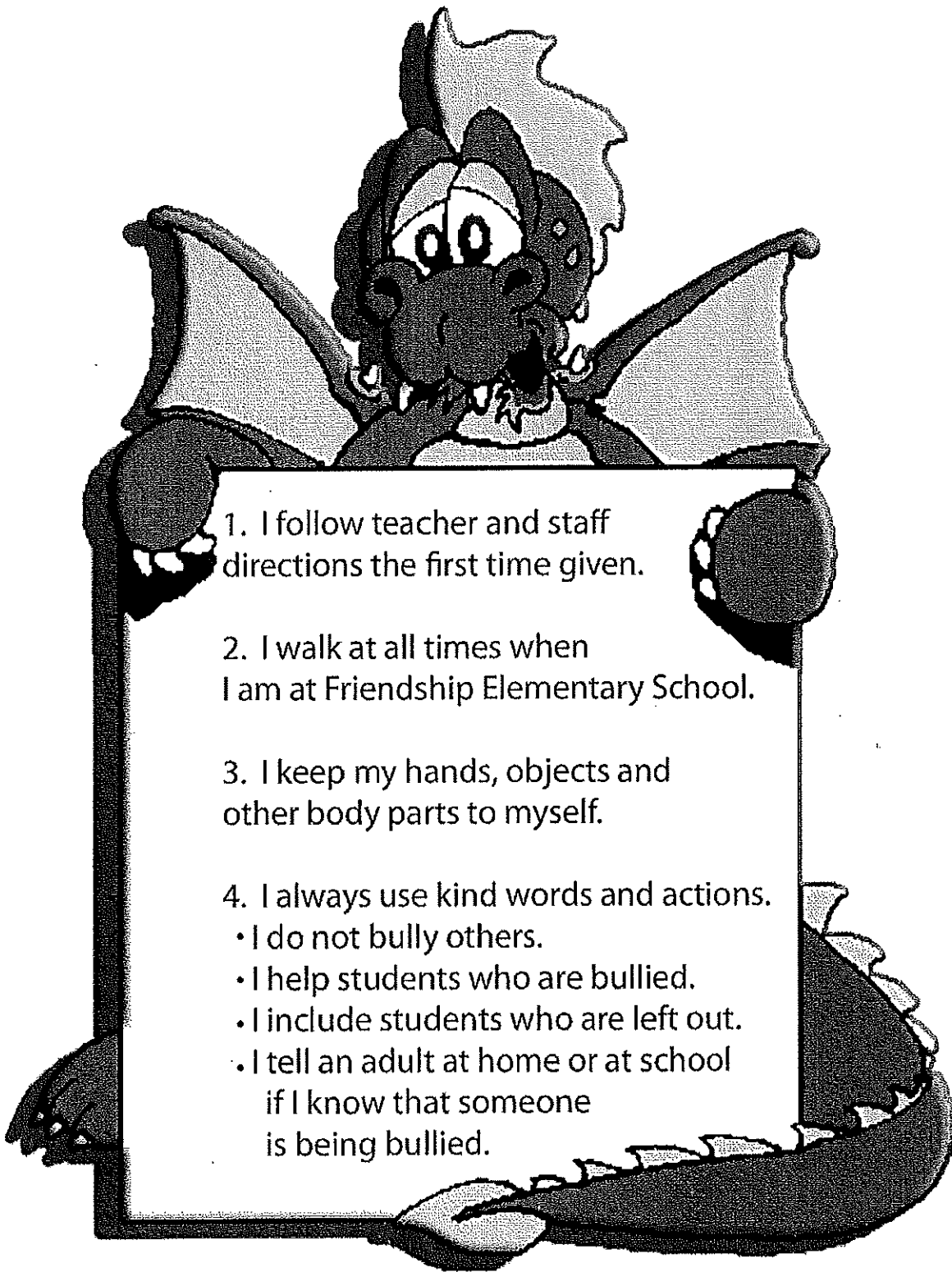
How Has Friendship's PBIS Program benefitted our students?

- Student achievement increases as time spent on classroom management decreases.
- Office referrals and suspensions significantly decrease as students are rewarded for positive behavior.
- Student and faculty morale improves resulting in a positive school climate.

"Fair does not mean that every child gets the same treatment, but that every child gets what he or she needs."

-Richard D. Lavole

Friendship's Rules



1. I follow teacher and staff directions the first time given.

2. I walk at all times when I am at Friendship Elementary School.

3. I keep my hands, objects and other body parts to myself.

4. I always use kind words and actions.

- I do not bully others.
- I help students who are bullied.
- I include students who are left out.
- I tell an adult at home or at school if I know that someone is being bullied.

FRIENDSHIP PBIS MATRIX

	ARRIVAL/DISMISSAL	ALL AREAS	HALLWAY	BATHROOM	PLAYGROUND	CAFETERIA	BUS	CLASSROOM
TAKE CARE OF YOURSELF	<ol style="list-style-type: none"> 1. Walk through the hallways 2. Remove hats when in the building 3. Walk to the right on the blue line 4. Follow directions of all adults 	<ol style="list-style-type: none"> 1. Follow all adult directions 2. Hands and feet to yourself 3. Use kind, positive words and actions 	<ol style="list-style-type: none"> 1. Walk to the right on the blue line 2. No talking 3. Keep hands, feet and objects to yourself 	<ol style="list-style-type: none"> 1. Do your business and flush 2. Wash your hands and turn off the water 3. Clean up after yourself // paper towels in the trash 	<ol style="list-style-type: none"> 1. Follow all adult directions 2. Follow all playground rules 3. Keep hands, feet and objects to yourself 4. Line up immediately when whistle blows 	<ol style="list-style-type: none"> 1. Use good manners such as "Please" and "Thank you" 2. Keep your space clean 3. Follow cafeteria rules and procedures 	<ol style="list-style-type: none"> 1. Stay in your assigned seats 2. Keep your backpack on your lap 3. Keep hands, feet and objects to yourself 4. Always follow bus rules 	Varies per classroom
TAKE CARE OF OTHERS	<ol style="list-style-type: none"> 1. Speak in a quiet voice 2. Keep hands, feet and objects to yourself 3. Wait your turn 4. Hold the door for others 	<ol style="list-style-type: none"> 1. Use kind, positive words and actions 2. Give personal space 3. Use helping hands 4. Share 	<ol style="list-style-type: none"> 1. Keep hands and feet to yourself 2. No talking 3. Maintain personal space 	<ol style="list-style-type: none"> 1. No socializing 2. Mind your own business 	<ol style="list-style-type: none"> 1. Play cooperatively with others 2. Use equipment safely 3. Share and include others 	<ol style="list-style-type: none"> 1. Use table manners with others 2. Watch your personal space 3. Include everyone in your conversations 	<ol style="list-style-type: none"> 1. Listen to your bus driver 2. Speak in a quiet voice 3. Use kind positive words and actions 	Varies per classroom
TAKE CARE OF OUR SCHOOL	<ol style="list-style-type: none"> 1. Do not touch hall displays or decorations 2. Make sure you have everything you need 	<ol style="list-style-type: none"> 1. Handle school property with care 2. Clean up after yourself 3. Ask before borrowing/using something 	<ol style="list-style-type: none"> 1. Keep the hallways clean 2. Do not touch hall displays or decorations 	<ol style="list-style-type: none"> 1. Keep bathrooms clean 2. Use supplies wisely 3. No writing on the walls or stalls 	<ol style="list-style-type: none"> 1. Use equipment properly and safely 2. Handle equipment with care 	<ol style="list-style-type: none"> 1. Always walk 2. Maintain an inside voice 3. Clean your trash from the table and floors 	<ol style="list-style-type: none"> 1. Take your belongings with you 2. Carefully walk off the bus and to the building 3. Keep the bus in good, clean condition 	Varies per classroom

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.

Principal s 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

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		

Student S = 4
Teacher T = 8

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

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	31				

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 conferences 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						

Keystone wave 1 S = 15
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	19	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					

PSSA Testing Window 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 = 5 180
T = 6 188

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

Coatesville Area School District 2017 - 2018 School Calendar

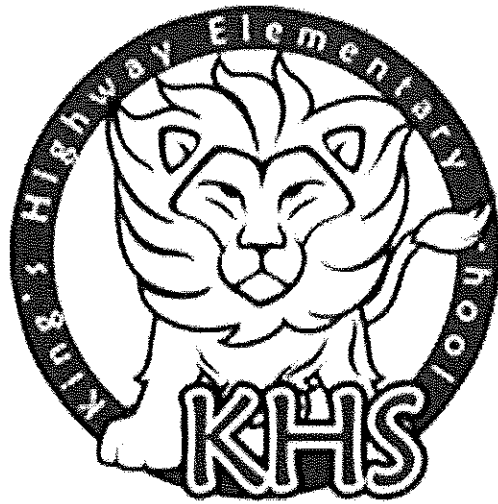
August 21, 2017	New Teacher Induction
August 22-25, 2017	Teacher In-Service
August 28, 2017	First Student Day
September 4, 2017	Labor Day NO SCHOOL FOR STUDENTS/STAFF
October 9, 2017	Teacher In-Service NO SCHOOL FOR STUDENTS
October 31, 2017	End of 1st Marking Period - Secondary
November 6, 2017	K-12 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 <i>School resumes on Tuesday, January 2, 2018</i>
January 8-22, 2018	Keystone Wave 2
January 15, 2018	Martin Luther King Day (<i>Day of Service</i>) 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 <i>*(2/16/18 1ST SNOW MAKE-UP DAY)</i>
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 <i>*(4/2 2ND SNOW MAKE UP DAY; 3/26 3RD SNOW MAKE-UP; 3/27 4TH SNOW MAKE-UP; 3/28 5TH SNOW MAKE UP DAY)</i>
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.

KING'S HIGHWAY ELEMENTARY SCHOOL HANDBOOK

Codes of Student Conduct
Positive Behavioral Interventions and Supports



2017/2018

King's High Elementary School

841 W. King's Highway

Coatesville, PA 19320

(610) 383-3775

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 John Reid, 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: John Reid, 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.

Civil Rights Statement..... Inside Cover

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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 _____

Signature Parent/Guardian _____ Date _____

Signature of Student _____ 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.

Signature Parent/Guardian Name _____ **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.

Signature of Student _____ **Date** _____

ADVISORY

Last Name: _____ First: _____
(Printed)

Advisory Teacher Name: _____

Advisory 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 the 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply

with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to \$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

We Can't Hide Our Lion's Pride

Throughout the course of the year, you will be hearing a lot about our Lion's Pride. The Lion's Pride is a set of school-wide rules that all students, grades Kindergarten through Fifth, are expected to follow during all parts of the school day. The Lion's Pride stands for:

Problems are solved using good choices

Respect yourself and others

Include other people

Directions are followed the first time

Expect 100% effort at all time

Classroom teachers have been provided a set of lessons that can be used to reinforce these expectations in all areas of our school (hallways, cafeteria, bathrooms, playground, and on the bus). If any of these expectations are not followed, consequences will be implemented. Consequences include verbal warnings, time out and reflection sessions, parent phone calls and communications, or detention/suspension. As always, the cooperation and support of parents is essential to make sure all student behaviors are appropriate ensuring classroom instruction is not being interrupted.

To reinforce the Lion's Pride, we have incorporated our "Mystery Ticket" system that recognizes students who have demonstrated appropriate behaviors. "Mystery Tickets" are handed out to deserving students by any staff member and students are recognized for their accomplishments during our announcements at the end of the day.

It is our goal as a school community to promote behaviors that will allow all students to be successful in the classroom. If at any time you have a question about this initiative, please contact the school office.

King's Highway School-Wide Rules

We Can't Hide Our Lion's

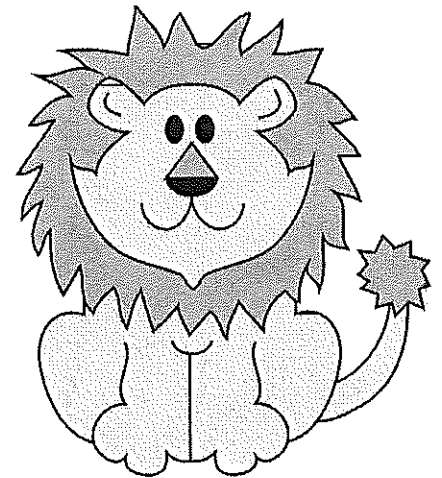
Problems are solved using good choices

Respect yourself and other

Include other people

Directions are followed the first time

Expect 100% effort at all times



King's Highway Has Lion's Pride

	All Areas	Hallway	Playground	Bathroom	Cafeteria	Bus	Classroom	Arrival/Dismissal
Take Care of Yourself	<ol style="list-style-type: none"> 1. Follow adult directions 2. Keep hands, feet and objects to yourself 3. Use appropriate language 	<ol style="list-style-type: none"> 1. Walk 2. Stay to the right of the blue line 3. No talking 	<ol style="list-style-type: none"> 1. Play safely 2. Follow all playground rules 3. Line up immediately when the whistle blows 	<ol style="list-style-type: none"> 1. Be quick 2. Flush 3. Wash your hands 4. Clean up after yourself 	<ol style="list-style-type: none"> 1. Use good manners 2. Keep your space clean 3. Follow cafeteria procedures 	<ol style="list-style-type: none"> 1. Stay in your assigned seat 2. Keep your backpack out of the aisle 3. Follow bus rules 	Varies by classroom	<ol style="list-style-type: none"> 1. Walk 2. Take off your hat while in the building
Take Care of Others	<ol style="list-style-type: none"> 1. Use kind, positive words and actions 2. Give personal space 3. Use helping hands 4. Share 	<ol style="list-style-type: none"> 1. Keep your hands, feet and objects to yourself 2. No talking 	<ol style="list-style-type: none"> 1. Play cooperatively with others 2. Use equipment safely 3. Play fair 	<ol style="list-style-type: none"> 1. Put your towel in the trashcan 2. Be responsible for yourself 	<ol style="list-style-type: none"> 1. Use table manners 2. Watch your personal space 3. Include everyone in conversations 4. Wait your turn 	<ol style="list-style-type: none"> 1. Help others 2. Speak in a quiet voice 	Varies by classroom	<ol style="list-style-type: none"> 1. Speak in a quiet voice 2. Keep hands, feet and objects to yourself 3. Wait your turn 4. Hold the door for others
Take Care of Our School	<ol style="list-style-type: none"> 1. Handle school property with care 2. Clean up after yourself 3. Ask permission before using someone's property 	<ol style="list-style-type: none"> 1. Keep hallways clean and orderly 2. Do not touch hall displays or decorations 	<ol style="list-style-type: none"> 1. Use equipment properly 2. Keep equipment in good working condition 	<ol style="list-style-type: none"> 1. Keep bathrooms clean 2. Don't waste supplies – Use them wisely 	<ol style="list-style-type: none"> 1. Always walk 2. Clear your trash from the table and floors 	<ol style="list-style-type: none"> 1. Remove all of your belongings 2. Keep the bus in good, clean condition 	Varies by classroom	<ol style="list-style-type: none"> 1. Be sure you have everything that belongs to you 2. Do not touch walls, displays or decorations

**King's Highway Elementary School
Student Behavior Management Process**

Observe problem behavior

Problem solve with student

Is behavior office managed?

NO

YES

Use teacher consequence

Write referral to the office

Complete Minor Incident Report

Is behavior chronic with more than 5 offenses?

NO

YES

Contact parent

Teacher-Managed	vs.	Office Managed
<ul style="list-style-type: none"> • Talking/calling out • Knocking items off desk • Throwing small items • Out of seat • Yelling/screaming • Name calling • Horseplay • Crying/Tantrum • Disrespect/talking back • No/Refusals/Ignoring • Butting in line • Intimidation/bullying • Leaving assigned area • Running • Disregard for material or space • Homework policy issue • Dress code violation 		<ul style="list-style-type: none"> • Profanity directed to staff or group • Stealing – intentional • Physical fighting • Weapons • Drugs – possession or use • Chronic minor infractions (5 or more in same behavior category) • Threats • Continuous/major disruption • Elopement from building • Intentional vandalism • Intent to harm or injure another person

Administrator determines consequence

Administrator follows through on consequence

Administrator provides teacher feedback

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		
Student S = 4						
Teacher T = 8						

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 = 20						
Teacher 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				
Student S = 21						
Teacher 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		
Student S = 17						
Teacher 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						
Student S = 15						
Teacher 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	19	20
21	22	23	24	25	26	27
28	29	30	31			
Student S = 21						
Teacher 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			
Student S = 18						
Teacher 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
Student S = 17						
Teacher 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					
Student S = 20						
Teacher 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		
Student S = 22						
Teacher 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
Student S = 5						
Teacher T = 6						

<p>New Teacher Inservice</p> <p>△ 1st student day</p> <p>⊗ Last student day</p> <p>○ School Closed</p>	<p>Calendar Key</p> <p>⊗ End of Marking Period (Gr 9-12)</p> <p>□ Teacher In-Service No School for students</p>	<p>12 Grade Graduation Ceremony</p> <p>Early Dismissal</p> <p>☆ End of Trimester (Gr K-5)</p> <p>SNOW make up days</p>
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**Coatesville Area School District
2017 - 2018 School Calendar**

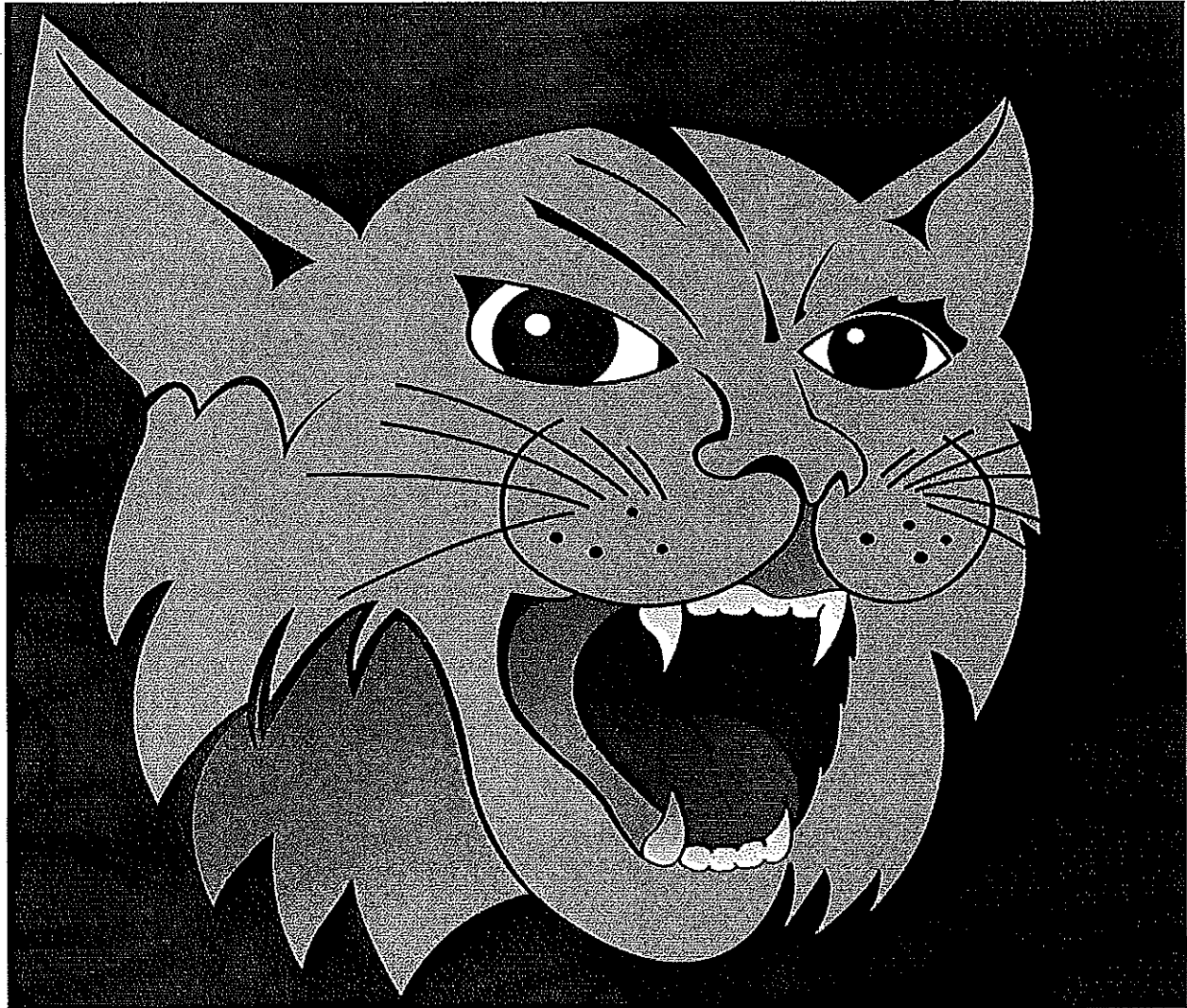
August 21, 2017	New Teacher Induction
August 22-25, 2017	Teacher In-Service
August 28, 2017	First Student Day
September 4, 2017	Labor Day NO SCHOOL FOR STUDENTS/STAFF
October 9, 2017	Teacher In-Service NO SCHOOL FOR STUDENTS
October 31, 2017	End of 1st Marking Period - Secondary
November 6, 2017	K-12 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 18, 2018	Marth Luther King Day (Day of Service) NO SCHOOL FOR STUDENTS/STAFF
January 19, 2018	End of 2nd Marking Period - Secondary
February 15-19, 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) (2nd 3rd SNOW MAKE UP DAY) (3rd 4th SNOW MAKE-UP DAY) (4th SNOW MAKE UP DAY)</small>
April 4, 2018	End of 3rd Marking Period - Secondary
April 9-27, 2018	PSGA Testing Window
May 14-25, 2018	Keystone - Spring Testing Window
May 26, 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.

RAINBOW ELEMENTARY SCHOOL HANDBOOK

Codes of Student Conduct
Positive Behavior Interventions and Supports



2017/2018
Coatesville Area School District
Coatesville, PA 19320
(610) 383-3780

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 ieproveer 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, ervicios, actividades y facilidades que son accesibles y utilizables por las personas invalidas, pongase encontacto con: El 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 2016 – 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.

Civil Rights Statement..... Inside Cover

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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 _____

Signature Parent/Guardian _____ Date _____

Signature of Student _____ 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.

Signature Parent/Guardian Name _____ **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.

Signature of Student _____ **Date** _____

ADVISORY

Last Name: _____ First: _____
(Printed)

Advisories Teacher Name: _____

Advisory 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
--

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 participating 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 the 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply

with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to \$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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.

RESPONSIVE CLASSROOM AND WILDCAT CODE

The Responsive Classroom approach to teaching and learning fosters safe, challenging, and joyful classrooms and schools. The approach consists of practical strategies for bringing together social and academic learning throughout the school day. There are several parts of the Responsive Classroom approach and they are listed below.

- Morning Meeting
- Rules and Logical Consequences
- Guided Discovery
- Academic Choice
- Classroom Organization
- Reaching Out to Families

Our basic philosophy and belief of a Responsive Classroom school is that it is important to know children individually, culturally, and developmentally. When teachers truly understand who a child is and their background and they have their trust they can truly focus on curriculum, classroom organization and management that will allow for all students to reach their potential. Another core belief is that academic learning happens best when students feel comfortable within their classroom and the entire school. Within the Responsive Classrooms the approach to developing social skills is just important academic skills.

There are seven guiding principles for Responsive Classroom Approach and we as a school adhere to this methodology.

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn.
3. The greatest cognitive growth occurs through social interaction.
4. There is a specific set of social skills that children need to learn and practice in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the children we teach—individually, culturally, developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach is as important as knowing the children we teach.
7. How we, the adults at school, work together is as important as our important competence.

The information was referenced from a Responsive Classroom Introductory Workshop book from the Northeast Foundation for Children, Inc.

The Wildcat Code was developed by students and teachers to establish a set of basic rules and procedures for all of the students and staff at Rainbow Elementary follow and model on a daily basis.

Rainbow Rules



Wildcat Code

Care for yourself

- Use self control

Our school is our home

- Take care of our spaces

Do your best everyday

- Respond quickly to signals and directions

Everyone is important

- Take care of others

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:

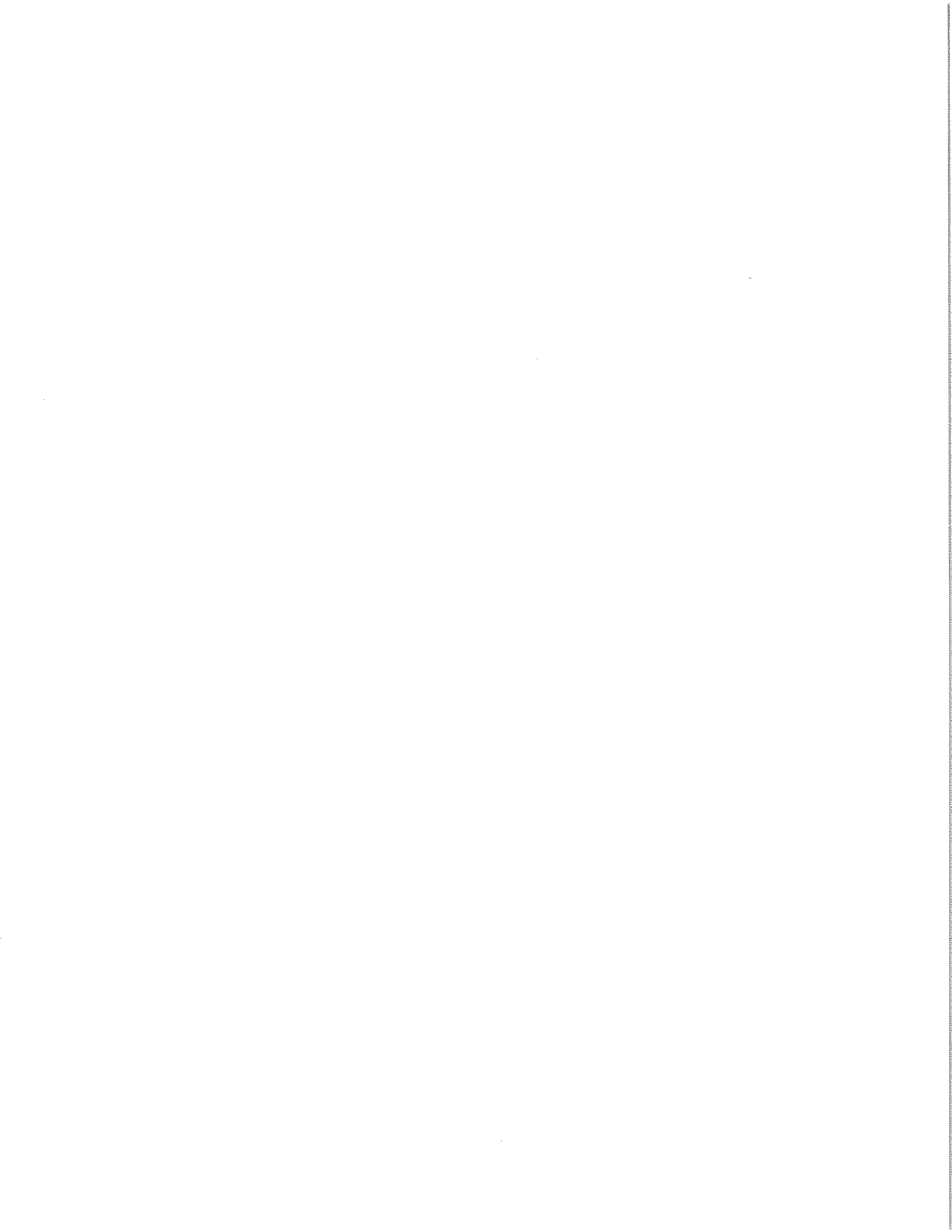
- Medical services
- Family emergencies

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		
		Student	S =	4		
		Teacher	T =	8		

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 =	20		
		Teacher	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	31				
		Student	S =	21		
		Teacher	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 conferences	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						
		Student	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	19	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					
		PSSA Testing Window	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	180	
			T =	6	188	

	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 <i>School resumes on Tuesday, January 2, 2018</i>
January 8-22, 2018	Keystone Wave 2
January 15, 2018	Martin Luther King Day (<i>Day of Service</i>) 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 <i>*(2/16/18 1ST SNOW MAKE-UP DAY)</i>
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 <i>*(4/2 2ND SNOW MAKE UP DAY; 3/26 3RD SNOW MAKE-UP; 3/27 4TH SNOW MAKE-UP; 3/28 5TH SNOW MAKE UP DAY)</i>
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.

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.

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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
--

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 participating 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. Babysitting
- 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 the 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply

with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to \$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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.

SCHOOL-WIDE POSITIVE INTERVENTION AND SUPPORT

PBIS Overview

Reeceville Elementary School utilizes a school-wide implementation of Positive Behavior Interventions and Supports (PBIS). PBIS 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 PBIS, our goal is to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. Our PBIS 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

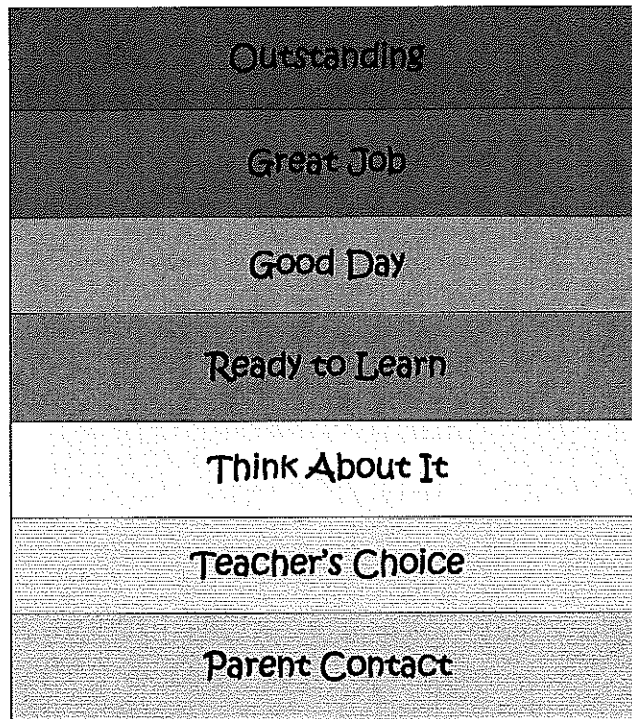
appropriate behavior. Below are some ways we recognize and reward those students exemplifying our core expectations:

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		

Student S = 4
Teacher T = 6

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

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	31				

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 = 16

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 week 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	19	20
21	22	23	24	25	26	27
28	29	30	31			

Keystone week 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			

Feb snow make-up S = 16
T = 16

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

3-4-8 snow make-up S = 17
T = 16

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					

April Testing Week S = 20
April 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

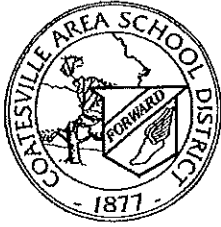
Calendar Key		
	New Teacher Inservice	
	1st student day	
	Last student day	
	School Closed	
	End of Marking Period (Gr 6-12)	
	Teacher In-Service No School for students	

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

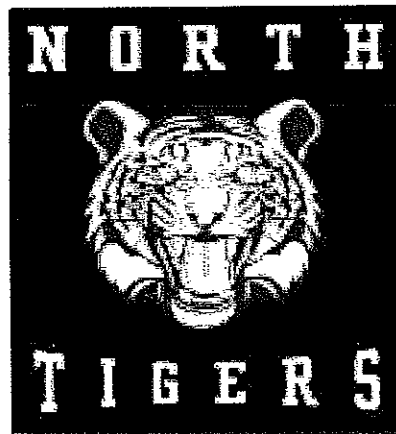
August 21, 2017	New Teacher Induction
August 22-25, 2017	Teacher In-Service
August 28, 2017	First Student Day
September 4, 2017	Labor Day NO SCHOOL FOR STUDENTS/STAFF
October 9, 2017	Teacher In-Service NO SCHOOL FOR STUDENTS
October 31, 2017	End of 1st Marking Period - Secondary
November 6, 2017	K-12 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 16, 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 AND SNOW MAKE UP DAY) 2ND AND SNOW MAKE UP 3RD 4TH SNOW MAKEUP, 5TH SNOW MAKE UP DAY)</small>
April 4, 2018	End of 3rd Marking Period - Secondary
April 9-27, 2018	PGA 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.



COATESVILLE AREA SCHOOL DISTRICT
NORTH BRANDYWINE MIDDLE SCHOOL



Student Handbook

2017 – 2018

THIS AGENDA BELONGS TO:

Name: _____

Address: _____

City/Town: _____ Zip Code: _____

Grade: _____ Team: _____ Advisory: _____

IN CASE OF EMERGENCY, CONTACT:

Name: _____

Relationship to student: _____ (Work): _____

Telephone (Home): _____

Name of physician: _____

COATESVILLE AREA SCHOOL DISTRICT FACILITIES

Coatesville Area School District	610 383-7900
South Brandywine Middle School	610 383-3750
Scott Middle School	610 383-3740
North Brandywine Middle School	610 383-3745
9/10 Center	610 383-3735
C.A.S.H.	610 383-3730
Caln Elementary School	610 383-3760
East Fallowfield Elementary School	610 383-3765
Friendship Elementary School	610 383-3770
King's Highway Elementary School	610 383-3775
Rainbow Elementary School	610 383-3780
Reeceville Elementary School	610 383-3785
District Administration Offices	610 466-2400
Transportation Department	610 466-2400

MISSION STATEMENT

The mission of the Coatesville Area School District, rich in diversity and committed to excellence, is to create innovative educational experiences which are funded by the taxpayers, supported by the community, delivered by dedicated teachers and administrators, to ensure all students will become responsible, contributing global citizens.

Building Administration

Dr. Christopher Jahnke, Building Principal

Mrs. Melissa Willis, Assistant Principal

Guidance Staff

Lauren Gibb (A-M)

Kelly Duffy (N-Z)

Office Staff

Maureen Abele, Secretary

Kisha Cheung, Secretary

Marlene Deluca, Library Secretary

School Nurse

Becky Michnuk

Dear Students,

On behalf of the faculty and administration, we would like to take this opportunity to welcome you to North Brandywine Middle School of the Coatesville Area School District. Over the years, our middle school has developed a reputation for excellence. You are now a part of that tradition.

This agenda has been designed for use by students and parents. We hope it will be helpful in providing basic information and answering questions about our school. However, no matter how comprehensive the agenda may be, it cannot replace person to person contact. Please do not hesitate to call or stop in if you have a question, concern or suggestion. The school phone number is (610) 383-3745.

Students, you are to carry this agenda with you at all times. This will be used as your pass to leave class and your teacher will sign it when you request to leave class for any reason. If you do not have your agenda, your teacher will not allow you to leave the classroom. This process is in place to ensure all students are accounted for and safe at all time.

Your support of the guidelines, policies, and procedures outlined in this agenda will help to ensure your success as a student and the continued progress of our school.

Please be sure to attain the full measure of the educational opportunities our schools have to offer. You can accomplish this by putting forth your very best effort in your classes, by becoming involved in extracurricular activities, and by maintaining a courteous attitude at all times.

Again, welcome to the middle school experience. We wish you a pleasant, productive school year.

Sincerely,

Dr. Christopher Jahnke
Principal

Mrs. Melissa Willis
Assistant Principal

NORTH BRANDYWINE MIDDLE SCHOOL

R.O.C.K.S

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 <i>School resumes on Tuesday, January 2, 2018</i>
January 8-22, 2018	Keystone Wave 2
January 15, 2018	Martin Luther King Day (<i>Day of Service</i>) 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 <i>*(2/16/18 1ST SNOW MAKE-UP DAY)</i>
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 <i>*(4/2 2ND SNOW MAKE UP DAY; 3/26 3RD SNOW MAKE-UP; 3/27 4TH SNOW MAKE-UP; 3/28 5TH SNOW MAKE UP DAY)</i>
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.

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		

Student S = 4
Teacher T = 8

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

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	31				

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 conferences 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
T = 15
Keystone wave 1

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	19	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					

PSSA Testing Window 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 = 5 180
T = 6 188

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

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

The PBIS team at North Brandywine Middle School was created to support and encourage all students to make positive choices that keep all students safe as well as to promote a positive climate. The committee does this through incentives for good behavior and by creating individual behavior plans for those students that struggle making good choices.

Tiger Paws

One of the most successful incentive plans the PBIS team supports is our Tiger Paws program. Students who make positive choices, help others, follow the rules, and encourage others to do the same through their positive behaviors can earn Tiger Paws from any adult in the building who witnesses this positive action. The 6th and 7th graders have lockers where they can deposit their Tiger Paws, to earn certain prizes. These prizes include: dance tickets, free gym time with a buddy, dress down privileges, and even a lunch of their choice delivered to the winner and a friend by one of the principals. Once a week, random drawings are held from each locker and the winning students are called over the morning announcements to claim their prize. 8th graders can also win Tiger Paws, but they have the additional benefit of having a choice menu of options from which to choose. 8th graders may collect their Tiger Paws and redeem them for bigger prizes. For example, 15 Tiger Paws wins that student and a friend the choice to play the principals in a two-on-two game of basketball! Prizes for all of the grades are updated periodically by suggestions offered from the students.

Class Meetings

The PBIS team also conducts monthly class meetings with the entire grade level. During these class meetings, we review positive behavior expectations, have friendly contests for fun, and share information that is important to each individual grade level. We find that these meetings are a great way for students to share their thoughts and concerns, as well as their ideas on how to improve our school.



AFTER-SCHOOL ACTIVITIES

School activities are scheduled to take place before or after school. It is necessary for students to obtain their own transportation for extracurricular activities. Some school activities this year will include band, orchestra, vocal groups, student council, drama, and interscholastic athletics. The school staff will also sponsor Math counts competition, academic team competitions, and school dances. Students who wish to remain after school to attend an athletic event must have a school permission form signed by a parent and presented to the office staff before 7:45 a.m.



AGENDAS AND HALL PASSES

All students are required to have and use an agenda. Your teachers will check agendas on a regular basis. Students should document assignments, tests, and activities to keep an up to date record of responsibilities. The agenda will also be used as the students hall pass. Students must carry their agenda at all times. If a student loses their agenda, they must buy a replacement for \$5.00.



ARRIVAL

When students arrive at school in the morning, they are to go directly to the auditorium if it is before 7:15 a.m. or they may go eat breakfast. No students are permitted in the hallways before 7:15 a.m.

Students are not to be in the halls at anytime without a pass after entering homeroom.



ASSEMBLIES

Assemblies are held at various times during the year. The programs are entertaining as well as educational. The procedures for attending assemblies will be explained to pupils by the teachers at the proper time.

While moving to the auditorium, listening to the program, and returning to the classroom, students are to conduct themselves in a quiet, dignified manner. Good conduct includes giving silent, appreciative attention to each performer and avoiding loud cheers, extreme laughing or similar outbursts. Whistling, "booning", etc. is never appropriate during an assembly.

Improper conduct will result in the loss of assembly privileges for a specified period of time and referral to the discipline office.



ATTENDANCE POLICY

Attendance in school is critical to your academic success. Regular attendance is your responsibility as a student to optimize your opportunities for learning. Missing school puts an extra burden on students because of the loss of instruction time and the amount of work that needs to be made up upon return.

Students are required to submit a written excuse to the school upon return from an absence. Students who do not comply with this regulation within 48 hours of returning to school will receive an unexcused absence. The accumulation of unexcused absences may result in a referral to the school attendance officer and possible fines.

Students arriving late to school are requested to present a note as to the reason of the lateness. Students without a pass or a legitimate excuse will receive an unexcused tardy. Overslept,

missed the bus, my parents were running late, etc. are not excused tardiness. Please refer to the Secondary Code of Student Conduct for further information.



BOOKS

Effective for the 2016-2017 school year, the following standard procedure is followed regarding the replacement of lost or damaged textbooks and library books: (Damaged defined as unusable.) **Most textbooks will be placed at 100% of the current replacement cost.**



BOOK BAGS

Crowding in the halls and classrooms require that, for safety purposes, book bags, nap sacks, backpacks, etc. be placed in the student's locker at the start of each school day. Students are not permitted to carry these items during the school day.



CAFETERIA

The lunch periods are informal, but respect for others with good manners, tidiness, and thoughtfulness for others is expected. Students are further expected to follow the rules listed below:

1. Students must arrive at the cafeteria within five minutes after dismissal from class.
2. Passing another student in the serving line is not permitted. Students may not "save" a place in line for another student. A student, who leaves the line for any reason, must return to the end of the line.
3. Borrowing or requesting money, food, etc. is not permitted.
4. Students may select their seats in the cafeteria. Every student who

sits at a particular table is responsible for the cleanliness and condition of that table. The table and adjacent floor areas must be free of litter before the table will be dismissed.

5. Students may pass through the serving line once only.
6. After purchasing lunch, students are expected to remain seated throughout the period, leaving the table only with the permission of a staff member.
7. Students may not remove food or beverages from the cafeteria.
8. The staff member supervising the cafeteria will assign seats to students if necessary.
9. Students are to use the lavatories across from the cafeteria.
10. Students are to communicate using appropriate indoor voices.



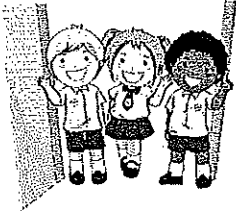
CELL PHONE AND ELECTRONIC DEVICES

Cell phones are permitted to be used during regular school hours in the hallways and cafeteria under the direction of administration. No cellphone use in the classrooms, unless permitted by the teacher.



DISMISSAL

All students, after going to their lockers, are to leave the building immediately unless they have some previously scheduled commitment. Those students engaged in after school tutoring or participating in sports or other after-school activities should report immediately to the designated area after going to their lockers. **NO STUDENT should remain after school, for any reason, unless in the supervision of assigned staff.**



DRESS CODE

The Coatesville School District upholds a uniform dress code policy for grades K-8.

The following are guidelines for the approved uniform dress code:

1. All students must wear a collared shirt that is red, black or white (or a combination of those colors).
2. Khaki or black bottoms only. Girls no tights or yoga pants. Black denim is acceptable.
3. Pants, shorts, skirts, etc., may not be worn below the waist and/or in a manner which exposes inappropriately the midriff or other parts of the anatomy or undergarments. Students are expected to be responsible citizens by upholding the uniform dress code policy. It is your responsibility to be prepared every day.
4. Socks must be black, red or white.
5. Athletic wear is prohibited, except in Phys. Ed. Class.

EARLY DISMISSALS

Students should report in the morning to the main office with a note for the early dismissal. Students will receive approval from the office and obtain a pass for the time of the dismissal. Students should report to the main office to sign out prior to leaving the building. All dismissals are contingent upon administrative approval.



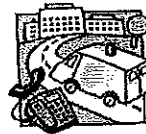
ELIGIBILITY

In order for a student to participate in an extracurricular activity, he/she must meet academic and attendance standards. Students absent 20 or more days of school during a semester may not participate in activities until he/she has attended sixty days of school following the 20th day of absence.

A student will be eligible if he/she is passing all subjects. If a student has failed 2 subjects for the marking period, he/she is ineligible for a 20 day period. At the end of the 20 days, the student may return to the activity if he/she is no longer failing.

In order to maintain eligibility, students may not be failing two subjects at the end of each week. Weekly academic eligibility is monitored for all students participating in extracurricular activities including but not limited to athletics, clubs, dances, and school-sponsored activities.

Students who have financial obligations to the school are also considered ineligible for participation in extracurricular activities.



EMERGENCY CRISIS PROCEDURES

Follow procedures posted in all classrooms.

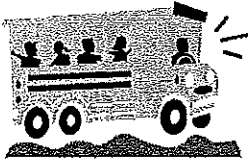
1. Remain calm.
2. Follow teacher's instructions.
3. If not with assigned class, report to nearest available adult and inform them of which class they are from.
4. Remain with assigned class at all times.



FOOD AND CANDY



Food and candy are not permitted outside of the cafeteria.



FIELD TRIPS

Field trips are a privilege extended to students who qualify to attend. The following criteria must be met in order to participate:

- Avoidance of recurring referrals to discipline office.
- Special field trips are subject to the standard rules and additional rules and regulations may be imposed.

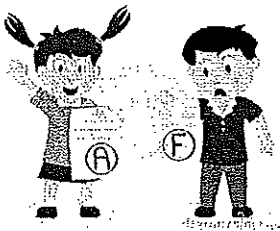
Once money has been paid for a ticket and bus seat, refunds will not be issued if a student misses the trip through no fault of the school, i.e. illness, late to school, suspension, etc.



FIRE DRILLS

Fire drills are held monthly during the school year. While it is our hope that we will never need to evacuate the building due to a fire, it is important that all students know the proper manner of exiting the building in an emergency.

1. Follow your teacher's instructions.
2. Exercise good judgment.
3. Follow fire drill instructions that are posted in every room.
4. Students must remain quiet as they leave the building (in order to hear changes in instructions).
5. Once outside students are expected to remain with their class and teacher.



GRADING SYSTEM

A variety of methods are used to assess student academic performance and achievement. Tests, quizzes, projects, presentations, reports, and homework assignments all play an important role in determining each student's grade. The completion of homework is of critical importance. Homework provides an opportunity for the student to work independently and practice the skills and review the concepts taught in class. Homework is vital to the educational process.

Evaluating the student's work is one of the most difficult tasks facing a teacher. Students are assigned numerical grades reflecting their achievement in each class. Report cards are issued four times each school year. Mid-marking reports are sent home between report cards to apprise parents of problems or superior work.

Following is an explanation of grades:

Distinguished 90 - 100	Course objectives have been achieved in a superior manner.
Advanced 80 - 89	Course objectives have been achieved in a highly satisfactory manner.

Proficient	70 - 79	Course objectives have been achieved in a satisfactory manner.
*Basic	60 - 69	Only minimum course objectives have been achieved.
*Below Basic	50 - 59	Less than minimum course objectives have been achieved and no credit has been granted.

Each marking period is 45 days in length.

*Students must obtain a minimum of 70% proficiency level for the awarding of academic credit. Less than 70% is a failing grade.



HALL CONDUCT

Students will follow these basic rules when in the halls:

1. Students will always walk on the right side of the hall.
2. Students should continue to move at all times and avoid congregating in the halls.
3. Students are expected to proceed orderly and quietly when moving throughout the building from class to class.
4. Students should keep all parts of their bodies to themselves.



HOMEWORK

Homework is an integral part of the instructional program for every subject. Homework prepares students for class and reinforces the skills taught. Most subjects should be studied daily.

When students are absent from school for any reason, it becomes their responsibility to make arrangements with teachers to see that this homework is made up.

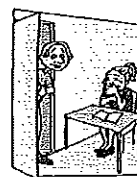


HONOR ROLL



There shall be two designations for Honor Roll at the middle school:

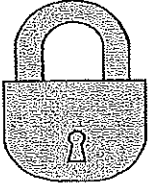
1. **Distinguished Honor Roll** = All numerical grades are 90 percent or greater.
2. **Honor Roll** = All numerical grades are 80 percent or greater.



LATENESS TO CLASS

Lateness to class is defined as follows: "Students are late to class if they have not arrived in a classroom when the bell has started to ring." Students who are late to class will receive the following consequences from their teachers:

1. Warning
2. Teacher Detention
3. Call home/ Letter sent home (Copy sent to office)
4. Referral to the assistant principal



LOCKS AND LOCKERS: POLICIES AND PROCEDURES

Two combination locks will be issued to each pupil; one for the hall locker and one for the gym locker. **Lockers are the property of Coatesville Area School District.** Only school issued locks are permitted. They are on loan for the convenience of our students. We reserve the right to periodically check them if a need should arise. All lockers are reassigned yearly and, therefore, it is impossible for a student to know another student's combination. If a lock is lost, the student must pay for a new one. (\$4 - \$5)

Students may go to their lockers at the following times ONLY:

- Upon entering the building in the morning

- Before lunch and after lunch
- After last period
- With special permission and a pass from a classroom teacher

Students may not switch lockers or share locker combinations with anyone. Do not post your combination in your locker for others to see.

NURSE

Teachers will issue passes to the nurse's office when a student suffers an injury or becomes ill. In emergency situations only, the student will be sent to the nurse without a pass. The school nurse will decide if a student needs to be sent home, detained in the nurse's office, or returned to class. Students may not leave the school because of illness unless they have permission from the nurse.

MEDICATION POLICY FOR THE COATESVILLE AREA SCHOOL DISTRICT

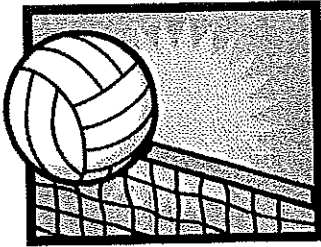
The Coatesville Area School District physician and the school nurses recommend that medication not be administered during school hours. Most medications can be administered before and after school.

If a medication must be taken during school hours, it must be given to the school nurse in its original container and accompanied by a signed note from a parent or guardian and containing the following information:

1. Date
2. Student's full name and grade
3. The name of the medication
4. The dosage to be administered
5. The time the medication is to be administered
6. The date(s) the medication is to be administered
7. The condition for which the medication was prescribed
8. The signature of the parent or guardian



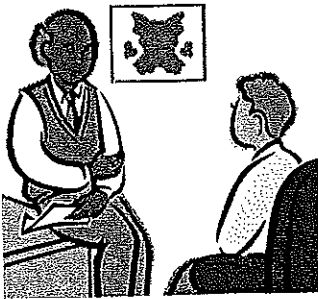
The above information applies to both prescription and "over-the-counter" nonprescription drugs. The nurse will keep all medications in a locked cabinet unless she has given permission for a student to keep the medicine. The child to whom such permission has been given by the nurse must register the medication with the nurse and report each use or dosage to her. The nurses and administration strongly recommend that all medications, including those for asthma, be secured in the nurse's office to avoid loss or accidental or inappropriate use.



PHYSICAL EDUCATION

Instruction includes the fundamentals of various sports as well as physical fitness activities and testing. Sneakers, red and black colored shorts, t-shirt and/or sweat shirts and pants are required for each class.

Students are expected to participate in each class. Those students who have a specific physical problem such as asthma, heart conditions, etc. must provide a doctor's statement indicating the illness or injury and the physical restrictions. In cases of minor illness or injury, the students are expected to dress for class and participate to the limit of the disability. For reasons of safety, those students who do not dress for class may not participate in physical education activities. Failure to dress or participate without an appropriate excuse, will result in a failure for the class period. Repeated failure to dress or participate in physical education, may result in after school detention, parent conference, or failure for the marking period. Students may bring their physical education clothing to the locker room prior to the start of home room in the morning.



PRO TEAM

The PRO Team (People Reaching Out) is a program whose purpose is to identify students who are having problems in school because of drug or alcohol abuse (personal or family), or suffer from depression. The PRO Team is an intervention rather than a treatment program. Students who are identified are then referred to appropriate agencies for help.

The Coatesville Area Middle School staff encourages each student to reach their academic potential. We realize that each of us may at some time in our lives feel that the pressures at home, school, and from peers are overwhelming. The Student Assistance Team (PRO Team) is comprised of staff members who are available to meet with students and assist in finding ways to cope with the pressures of life and to make positive decisions. Each member of the PRO Team (People Reaching Out) has had student assistance training. Students can refer themselves to the PRO Team through a note to the principal, assistant principal, counselor, nurse, or a trusted teacher. All referrals and other data collected by the PRO Team regarding a student will be kept in strict confidence. **We are here to help.**

You may also refer a friend if you feel help is needed. You don't have to give your name, and you may save a friend from a difficult time.



PROMOTION

Promotion is based entirely on the grades which a student has received on the report card.

If a pupil fails two core subjects, or a core subject and two or more special subjects, he/she is not eligible for automatic promotion. If a pupil fails a core subject two years in succession, the student is not eligible for automatic promotion. Core subjects are defined as English Language Arts, Mathematics, Social Studies and Science. Special subject areas include Reading, Health, Technology, Family & Consumer Science, Music, Art and Physical Education.

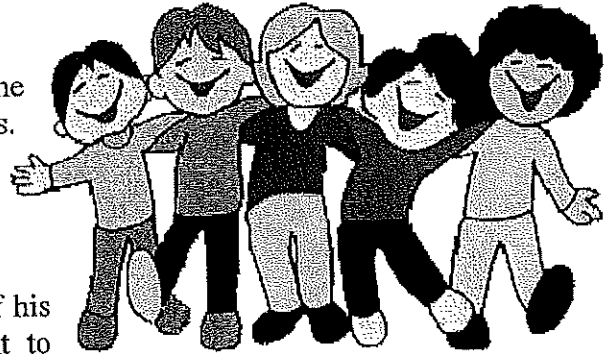
Students who fail a subject during the school year are encouraged to attend summer school to pass the subject.

Promotion, assignment, or retention of students within a building shall be the responsibility of the building principal with input from teachers and counselors.

RESPONSIBILITIES

STUDENT RESPONSIBILITIES

It is the student's responsibility to take full advantage of the learning opportunities at Coatesville Area Middle Schools. To do this one must attend school regularly, participate in academic classes and extra-curricular activities, and practice learned skills independently.



No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of students, teachers, administrators, and all other staff who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. Slanderous, threatening, or obscene statements are prohibited. Please refer to the Secondary Code of Student Conduct for further information.

The years at Coatesville Area Middle Schools should be a productive, enjoyable experience. Students who attend school daily with a positive attitude, a desire to learn, and who make responsible decisions will be successful.

- Know what your school and teachers expect.
- Write down all assignments and keep this available for parents and teachers to check using your school agenda.
- Understand and write down the requirements of the assignment before you start (purpose, presentation, format and date).
- Ask questions of the teacher. Be sure you understand the assignment.
- Know when your homework is due. Do not wait until the last minute.
- Use study aids and resource material when necessary.
- Take pride in your work; do assignments carefully, neatly and thoroughly.
- Complete all assignments without constant help from others.
- Fulfill your parts of group assignments.
- Put your name on all assignments.
- Make up all assignments missed because of absence or activities.
- Use time wisely and efficiently in school and at home.
- Keep a balance between school and outside activities.
- Find a quiet, well-lit place to study.

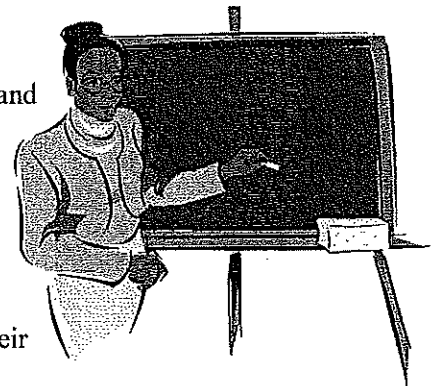
PARENT RESPONSIBILITIES

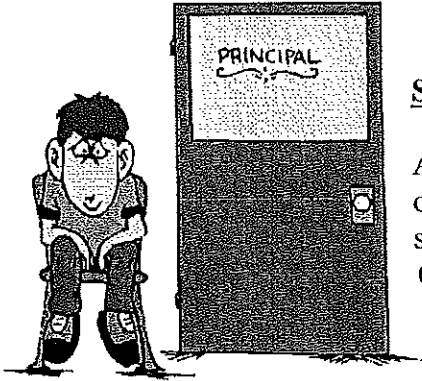
- Have a quiet place for your child to study.
- Help establish a regular study time each day.
- Give praise for good work.
- Talk to your child about what he/she is learning.
- Check to see that homework is completed daily. Ask to see their school agenda.
- Be available when help is needed, but don't do assignments for the child.
- Contact the school and teacher if you have questions about homework assignments.
- Call the school for missed assignments.
- Request assignments prior to planned, pre-approved family vacations.
- Encourage self-confidence and self-discipline, so he/she can do the work.
- Strongly encourage daily independent reading.
- Spend time reading with your child each day.
- Balance the child's outside activities to allow time for completion of homework assignments.
- Help your child find the resources and study aids needed to do homework assignments successfully.



TEACHER RESPONSIBILITIES

- Make relevant assignments on a regular and consistent basis.
- Set realistic deadlines.
- Assign homework based on students' ability, instructional level, and educational program.
- Clearly communicate assignments, guidelines, evaluation criteria and their impact on grades.
- Explain the purpose of the assignment.
- Provide clear, understandable directions that will enable students to proceed independently.
- Require students to keep a written record of assignments using their school agenda.
- Be certain that homework assignments are completed by reviewing or evaluating assigned homework in a timely and appropriate way.
- Use homework as a diagnostic tool. Follow up assigned homework with classroom instruction that reviews/re-teaches.
- Be considerate of students' extra-curricular activities, special events, and other demands on their time when assigning homework.
- Consider the requirements of other academic areas and reduce professional competition for a student's time; to exercise care so that an unreasonable number of assignments will not accrue from demands from several academic areas.
- Help students develop good study habits.
- Help students develop a positive attitude toward homework.
- Provide helpful suggestions to parents for assisting students with homework.
- Communicate with parents when homework problems arise, such as conflicts with after-school activities.
- Use homework as a learning tool, not as punishment or busy work.
- Provide assignments for absentee students.
- Provide assignments when requested prior to planned family vacations





STUDENT CODE OF CONDUCT

All students are given a Student Code of Conduct book at the beginning of the school year. Each student and parent must read and sign a form stating that they understand the District's policies. The Student Code of Conduct takes precedent over this Student Handbook.

Secondary Code of Student Conduct

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: Dr. Siobhan Leavy, Director of Pupil Services, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610- 466-2400).

Coatesville Area School District ieproveer 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 del Acto de Derechos Civiles de 1964, 42 U.S.C.A. Seccion 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: Dr. Siobhan Leavy, Director of Pupil Services, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610-466-2400).

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, of 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 screenings.

WORKING PERMITS

The Coatesville Area School District has procedures in place when issuing Work Permits to students ages 14 to 17. All requests for Work Permits need a signature for approval by the guidance counselor or building administrator. If neither is available when approval is being requested, the parent and the student will need to return to their home school when someone is available. Students will need to complete the PDE approved Application for Work Permit form (see link below) and submit it for approval at their home school. Once the Application for Work Permit form has been completed and approved by the Guidance Counselor or Administrator, the student will be issued a Work Permit by their home school (see link below). For additional information on employment of minors in performances and the role that school districts play in approving such permits, please visit the Department of Labor and Industry's website at:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553527&mode=2>.

On Oct. 24, 2012, Governor Tom Corbett signed into law Act 151 of 2012 resulting in sweeping changes to Pennsylvania's existing Child Labor Law. The Act, which took effect on Jan. 22, 2013, confers new powers and duties on the Pennsylvania Department of Labor and Industry, the Pennsylvania Department of Education, school districts, and others with specific responsibilities under the law.

The following is a brief summary of the major changes to Pennsylvania's Child Labor Law that impact school districts. There are many other changes to the law such as work hours, summer school, and high school graduates. You are encouraged to thoroughly review the new child labor law.

1. Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.
2. Requests for work permits involving theatrical and other similar performances will continue to be processed by the Pennsylvania Department of Labor and Industry. These minors will need verification signed by the principal of the school attended by the minor or the issuing officer of the minor's school district.
3. Under the new Child Labor Law, an issuing officer can be a district superintendent or a supervising principal of a public school district. If a public school district does not have a superintendent or supervising principal, the secretary of the board of school directors may serve this function. The above officials can authorize, in writing, another individual to issue work permits.
4. Under the new Child Labor Law, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parents or legal guardian sign an application for a work permit. In lieu of a signature by a parent or legal guardian, the applicant can sign a statement before a notary public attesting to the accuracy of facts in the application on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement must be attached to the application. This requirement does not apply if the applicant can show official proof of high school graduation.
5. Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.
6. **Under the new Child Labor Law, an issuing officer may deny a work permit if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement or school attendance if permitted to work during the school year. Similarly, an issuing officer may revoke a work permit if in the issuing officer's judgment the minor cannot maintain adequate academic achievement or school attendance if permitted to work during the school year.**
7. Under the new Child Labor Law, an employer must notify the issuing officer within five days of the normal duties and hours of employment of a minor. Within five days after termination of employment, the employer must notify the issuing officer of such termination. Employers are also required to maintain a copy of the minor's work permit.
8. Under the new Child Labor Law, enforcement capabilities have been expanded to include school personnel. The following school officials have enforcement capabilities: chief school administrator, home and school visitor, attendance officer (appointed under sections 1341 and 1342 of the Public School Code), and issuing officer. School districts administer applications and issue work permits. If an enforcement officer has reason to believe that an individual working without a permit is a minor or that a minor with a work permit is working in violation of the age restrictions under the Child Labor Act, the officer may demand that the person employing the individual, provide, within ten

days the following: proof of age of the individual in question or cease to employ or permit the individual to work.

School District Work Permit Application

[http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320109_0_0_18/School District Work Permit Application SDWPA.pdf](http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320109_0_0_18/School%20District%20Work%20Permit%20Application%20SDWPA.pdf)

School District Work Permit

http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320110_0_0_18/School%20District%20Work%20Permit%20SDWP.pdf

ATTENDANCE POLICY

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. (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.)

- H. Student participation in a work study or career exploration program approved by the School Board.
- I. 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.
- J. Senior students taking a combination of college and high school courses.
- K. Senior students attending a college under an early entrance arrangement with the principal's approval.
- L. Students gaining early entrance to military service with the principal's approval.
- M. Graduating students participating in supervised commencement preparation provided that such participation not last more than three (3) days.
- N. 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 LATENESS

- 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. Running errands
- B. Baby Sitting
- 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 a 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 be required to 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to

\$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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 two (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 a 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 week. 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.

BEHAVIOR VIOLATIONS AND CONSEQUENCES

The Coatesville Area School District administration will determine the appropriate course of action required to provide a safe learning environment. If any infraction is committed on school grounds, during school related activities on school buses or vehicles, at bus stops, on route to and from school, or while otherwise under the jurisdiction of the Coatesville Area School District, discipline will be handled according to the discipline levels stated in the Code of Student Conduct.

Other Violations

Depending on the seriousness of the offense, the administration may recommend expulsion or suspension for offenses **not listed herein** (examples include, but are not limited to, charges of conspiracy and/or acting as an accessory). In addition, the District reserves the right to provide an alternative process for educating the student upon their return from an expulsion.

Criminal Charges and/or School 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 criminal nature. The District may also file reports of **suspected** criminal violations.

PA Act 26 of 1995 mandates that school districts “shall report the discovery of any weapon prohibited by the Act to local enforcement officials.”

Infractions - Level 1

Level 1 infractions are minor misbehavior incidents. Student behaviors that impede orderly classroom procedures or interferes with school operation.

1. Unexcused absence from or lateness to class or school (including cutting classes – 10 minutes or longer and/or advisory)
2. Forging names on passes or other school related documents
3. Refusing to serve detention or report to class or the office when sent by a teacher
4. Violation of Electronic Devices (CASD Policy No. 237)
5. Disrespectful speech or action
6. Violation of Dress and Grooming (CASD Policy No. 221)

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Verbal Warning
- Student Conference
- Parent Contact
- Written Apology
- Reflection Assignment
- Suspension of Privileges
- Exclusion from extra-curricular activities
- Referral to Guidance Counselor
- Referral to Pro-Team
- Restitution
- Detention
- Community Service
- In-School Suspension
- Out-of-School Suspension
- Peer Mediation (training needed)
- Other actions as deemed appropriate by the administration

Infractions – Level 2

Student misbehavior that is frequent or that causes a serious disruption to the learning climate of the school.

1. Continual violations of Level 1 Infractions
2. Inappropriate Sexual Behavior/Lewd Conduct (Students shall refrain from making unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature toward other students or school staff members). Any repeat or continuation of the offensive behavior, after being notified, may result in a harassment charge being filed.

3. Third party individuals provoking or instigating a fight
4. Insubordination
5. Using profanity or obscenities
6. Failure to report to class or the office when sent by a teacher.
7. Any other action detrimental to the effective operation of the school
8. Gambling or possession of gambling paraphernalia
9. Academic cheating or plagiarism
10. Solicitation of unauthorized merchandise is prohibited without consent of administration. No student has the right to sell or buy cell phones, iPods or any other electronic device.
11. Interference with the learning of others (Disruptive Behavior)
12. Disrespectful Speech or Action
13. Stealing or receiving/possession of stolen property
14. Possession of smoking materials
15. Entering or leaving school buildings or grounds without permission
16. Being in an authorized area
17. Violating the Acceptable Use of Internet (CASD Policy No. 815)
18. Refusing to give name or proving false name, failing to provide identification to teacher, support staff, or school police
19. Use of tobacco products, including chewing tobacco, e-cigarettes and smoking
20. Trespassing on any school property or building that students do not have authorization to enter
21. Defacing or destruction of school property (parent/student responsible for cost of repair). Act 16 of the 1994, known as the Graffiti Crimes Law, provides for criminal prosecution for the possession of spray paint and indelible marking pens with the intent of defacing school property.
22. Possession of pornographic material
23. Unintentional physical contact with school personnel

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Parent contact
- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (1-3 days)
- Out-of-School Suspension (1-3 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 3

Actions which result or could result in violence to another person or property or pose a direct threat to the safety of others in school.

1. Continual violations of Levels 1 and 2 Infractions
2. Threatening or intimidating school staff/administration
3. Possession or distribution of counterfeit money
4. Possession of illegal or dangerous materials (firecrackers, chemicals, bullets, etc.) Possession of pepper mace/gas is not permitted.
5. Assaulting fellow student
6. Making terroristic threats with the intent to terrorize others, or committing terroristic acts (CASD Policy No. 218.2)
7. Fighting
8. Gang-related activity or symbolism. Any student found to have been involved in gang-related activity or symbolism.
9. Indecent exposure
10. Threatening, harassing, teasing, or intimidating a fellow student (CASD Policy No. 248)

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (3-10 days)
- Out-of-School Suspension (3-10 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 4

Actions that are criminal and/or are so serious that the following are required: Student removed from school; intervention by law enforcement; action by the Board of School Directors.

1. Multiple and Repeated Offenses
2. Weapons shall be defined as any animate or inanimate device, instrument, materials, or substance 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. Possession of a 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 implements that could be used for the inflicting of bodily injury.

Act 26, promulgated by the Pennsylvania General Assembly, provides that students found guilty at a proper hearing of being in possession of a weapon shall be expelled from the PA School District for a period of one (1) school year. Such incidents must be reported to the local law enforcement officials.

3. Possession, use, under the influence, intent to distribute, purchase, distribution or sale of any alcoholic beverage or controlled substance (including “look-alikes,” i.e. fake, counterfeit controlled substances, over the counter medications, prescription medications, or “drug paraphernalia, i.e., pipes, rolling papers)
4. Assaulting school personnel
5. Arson or intentional false alarms (fire or bomb threat) (any person who gives false information concerning placement or setting off a bomb or other explosives in a school shall be prosecuted.) Also, any student found guilty of intentionally setting off a false alarm or intentionally discharging a fire extinguisher will be subject to expulsion and prosecution.
6. Assault involving any student who requires medical treatment by a physician and/or hospital
7. Extortion, attempted extortion, or robbery
8. Hazing (CASD Policy No. 247)

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Possible Expulsion from School or other school action which results in appropriate placement.
- Suspension of Privileges Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- Out-of-School Suspension (3-10 days)
- Informal Hearing
- Referral to Law Enforcement
- Referral to the Student Discipline Committee

CORRECTIVE MEASURES AND PENALTIES

Detention

Administrators or teachers may detain a student before or after school hours for a period of **not less than 30 minutes**. Pupils shall be given **24 hours'** notice of such detention to inform their parents of their whereabouts.

In-School Suspension

1. Students may not participate in school activities while assigned to In-School Suspension.
2. Students assigned to In-School Suspension Classes **must make-up** any work from when they are absent from those classes.
3. Students refusing to report to ISS will be assigned OSS.

Out of School Suspension

Exclusion from classes for a period of one (1) to ten (10) consecutive school days.

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.

Parking Permits

A parking permit is a privilege that is extended to students based upon qualifications. Only juniors and seniors are eligible for permits. All obligations and responsibilities must be cleared before applying for a permit. The building administrator may revoke a parking permit at any time that he/she feels it in the best interest of the school or student. Reasons may include irregular attendance, disruptive behavior, repeated violations of traffic regulations, or other actions in violation of the Codes of Student Conduct.

Counseling may be required for serious incidents, such as sexual harassment or terroristic threats.

Expulsion

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

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

When a suspension exceeds three (3) days the student and parent are entitled to an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or show why the student should not be suspended.

In a case involving possible expulsion (i.e., exclusion for more than 10 school days) the student is entitled to a formal hearing which is a fundamental element of due process.

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 building 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.

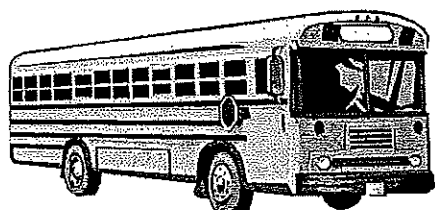
In addition, buttons, badges, patches, shirts, jackets, hats or other articles displaying messages referring to alcohol, drugs, sex or a cult are prohibited.

Students violating the dress code will be sent to an administrator. Students will be sent home after parental contact or the parent must bring in a change of clothes. Continued violation of the Dress and Grooming Policy will be regarded as insubordination and the student may be suspended.

The Board of School Directors also prohibits clothing attire or regalia; construed to be cult, or gang related (CASD Policy No. 221).

Students are discouraged from bringing expensive personal property i.e., electronic devices to school or wearing expensive clothing or jewelry. The school district cannot be responsible for the loss or theft of any such items.

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



TRANSPORTATION / WALKING



Students who ride the bus do so as a privilege and must to abide by all Codes of Student Conduct. The following are descriptions of how students must arrive at school and procedures that must be followed for the safety of all.

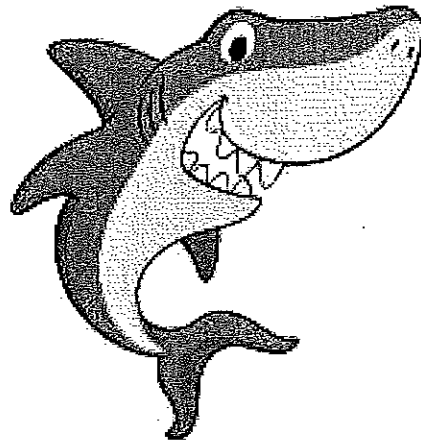
1. Parents who drop off or pick up students at school are asked to refrain from parking in the bus lane. Parents should review any drop off and pick up procedures particular to each school site.
2. Students who ride the bus are held to the entire Secondary Code of Student Conduct for the Coatesville Area School District and as such are subject to all consequences found in the Coatesville Area School District Secondary Code of Student Conduct.
3. Students are assigned to a specific bus and should plan to ride that bus for the duration of the school year. Students may not ride another bus for the purpose of visiting a friend, going into town, etc. In the event of an emergency, **parents should contact the principal by telephone. Requests in writing will not be honored.**
4. Students may not walk to North Brandywine Middle School.

HAVE A GREAT YEAR!



COATESVILLE AREA SCHOOL DISTRICT

SCOTT MIDDLE SCHOOL



Student Handbook

2017 – 2018

THIS AGENDA BELONGS TO:

Name: _____
Address: _____
City/Town: _____ Zip Code: _____
Grade: _____ Team: _____ Advisory: _____

IN CASE OF EMERGENCY, CONTACT:

Name: _____
Relationship to Student: _____ (Work): _____
Telephone (Home): _____
Name of Physician: _____

COATESVILLE AREA SCHOOL DISTRICT FACILITIES

Coatesville Area School District	610 383-7900
South Brandywine Middle School	610 383-3750
Scott Middle School	610 383-6946
North Brandywine Middle School	610 383-3745
9/10 Center	610 383-3735
C.A.S.H.	610 383-3730
Caln Elementary School	610 383-3760
East Fallowfield Elementary School	610 383-3765
Friendship Elementary School	610 383-3770
King's Highway Elementary School	610 383-3775
Rainbow Elementary School	610 383-3780
Reeceville Elementary School	610 383-3785
District Administration Offices	610 466-2400
Transportation Department	610 466-2400

MISSION STATEMENT

The Mission of the Coatesville Area School District, rich in diversity and committed to excellence, is to create innovative educational experiences which are funded by the taxpayers, supported by the community, delivered by dedicated teachers and administrators, to ensure all students will become responsible, contributing global citizens.

Building Administration

Ms. Chamise S. Taylor, Principal
Dr. Danielle Nicolino, Assistant Principal

Guidance Staff

Mrs. Devyn Hamilton Grade 6 and Grade 7 (A-J)
Mrs. Megan Murray Grade 7 (K-Z) and Grade 8
Mrs. Karen Ernst, Mental Health Therapist

Office Staff

Mrs. L. Sandra Cook, Principal's Secretary
Mrs. Janet Bailey, Assistant Principal's Secretary
Mrs. Linda Keech, Attendance Secretary
Mrs. Carol Kuhn, Library Secretary

School Nurse

Mrs. Denise Smith

Faculty Manager

Mr. Sean Noonan

Dear Students,

On behalf of the faculty and administration, we would like to take this opportunity to welcome you to the middle schools of the Coatesville Area School District. Over the years, our middle schools have developed a reputation for excellence. You are now a part of that tradition.

This agenda has been designed for use by students and parents. We hope it will be helpful in providing basic information and answering questions about our school. However, no matter how comprehensive the agenda may be, it cannot replace person to person contact. Please do not hesitate to call or stop in if you have a question, concern or suggestion.

Your support of the guidelines, policies, and procedures outlined in this agenda will help to ensure your success as a student and the continued progress of our school.

Please be sure to attain the full measure of the educational opportunities our schools have to offer. You can accomplish this by putting forth your very best effort in your classes, by becoming involved in extracurricular activities, and by maintaining a courteous attitude at all times.

Again, welcome to the middle school experience. We wish you a pleasant, productive school year.

Sincerely,

CASD Middle School Principals
& Assistant Principals

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		
Student S = 4						
Teacher T = 8						

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 = 20						
Teacher 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	31				
Student S = 21						
Teacher 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 conferences S = 17						
Teacher 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						
Student S = 15						
Keystone wave I Teacher 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	19	20
21	22	23	24	25	26	27
28	29	30	31			
Keystone wave 2 S = 21						
Teacher 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						
Teacher 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
3,4,6 snow make-up S = 17						
Teacher 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					
PSSA Testing Window S = 20						
2nd snow make-up Teacher 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						
Teacher 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
12 Grade Graduation Ceremony S = 5 180						
Early Dismissal Teacher T = 6 188						

Calendar Key		
	New Teacher Inservice	
	1st student day	
	Last student day	
	School Closed	
	End of Marking Period (Gr 6-12)	
	Teacher In-Service No School for students	

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 <i>School resumes on Tuesday, January 2, 2018</i>
January 8-22, 2018	Keystone Wave 2
January 15, 2018	Martin Luther King Day (<i>Day of Service</i>) 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 <i>*(2/16/18 1ST SNOW MAKE-UP DAY)</i>
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 <i>*(4/2 2ND SNOW MAKE UP DAY; 3/26 3RD SNOW MAKE-UP; 3/27 4TH SNOW MAKE-UP; 3/28 5TH SNOW MAKE UP DAY)</i>
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.

**SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM SAFETY, HONESTY,
ACCOUNTABILITY, RESPECT, & KINDNESS**

	<i>Hallway</i>	<i>Cafeteria</i>	<i>Special Events</i>	<i>Bathroom</i>	<i>Auditorium</i>	<i>Bus</i>
S a f e t y	<ul style="list-style-type: none"> -Be aware of others around you when you are at your lockers -Take necessary materials to class -Line up against the wall outside of the classroom when waiting to enter -Avoid loitering -Stay in assigned area(s) -Help someone who drops their belongings 	<ul style="list-style-type: none"> -Touch only your food -Request permission to leave -Wait for cue to be dismissed -Line up in single file line 	<ul style="list-style-type: none"> -Stay with staff members -Staff should know where you are at all times -Report unusual objects/situations to the staff -Don't talk to strangers -Stay within the assigned boundaries -Follow facility rules and procedures 	<ul style="list-style-type: none"> -Use facilities in an appropriate manner -Have a signed pass -Leave belongings in the classroom -Wash hands after use 	<ul style="list-style-type: none"> -Enter and exit silently -Sit in appropriate section -Remain quiet when expected during performance -Wait to be dismissed -Keep personal belongings with you and not in the aisles. 	<ul style="list-style-type: none"> -Stay in sight of driver while walking around the bus -All body parts inside the bus -Walk directly to the bus -Remain seated -Remain on sidewalk while waiting for bus.
H o n e s t y	<ul style="list-style-type: none"> -Speak up for those who won't speak up 	<ul style="list-style-type: none"> -Pay for your items in the lunch line 	<ul style="list-style-type: none"> -Maintain a positive attitude 	<ul style="list-style-type: none"> -Tell a staff member if you see an issue 	<ul style="list-style-type: none"> -Stay with your assigned class 	<ul style="list-style-type: none"> -Sit in your assigned seat -Only get off at your assigned stop
A c c o u n t a b i l i t y	<ul style="list-style-type: none"> -Keep hallways clean -Keep moving -Use only your locker -Pick up trash 	<ul style="list-style-type: none"> -Stay in seat until dismissal -Place trash in containers -Clean up after yourself and check area before you leave 	<ul style="list-style-type: none"> -Be picked up and/or dropped off on time -Stay in designated area -Follow all schools rules 	<ul style="list-style-type: none"> -Dispose of trash quickly and quietly -Report anything out of order 	<ul style="list-style-type: none"> -Sit quietly where directed upon entry -Keep track of your belongings 	<ul style="list-style-type: none"> -Enter/exit bus in timely manner -Exit at your assigned stop -Keep track of your belongs -Keep food and drink away -Stay seated
R e s p e c t	<ul style="list-style-type: none"> -Be mindful of your volume -Keep hands, feet and objects to yourself -Use appropriate language -Help others find their way if lost 	<ul style="list-style-type: none"> -Wait your turn and keep your place in line -Be mindful of your volume -Touch only your food 	<ul style="list-style-type: none"> -Involve everyone -Allow everyone to work to their own strengths and abilities -Include those who may not be as skilled as others -Show support for all participants 	<ul style="list-style-type: none"> -Honor privacy -Use facilities appropriately -Leave area clean 	<ul style="list-style-type: none"> -Enter and exit in an orderly manner -Remain quiet and pay attention to the speaker -Listen to staff directions -Adhere to cell phone color codes 	<ul style="list-style-type: none"> -Be mindful of your volume -use appropriate language -Respect property and space of others -Keep hands, feet, and objects to self/in the bus -Follow bus driver's directions
K i n d n e s s	<ul style="list-style-type: none"> -Assist others in need -Hold the door for others -Walk on right hand side -Maintain personal space 	<ul style="list-style-type: none"> -Welcome newcomers or those eating alone -Be kind and polite toward cafeteria staff -Be patient while waiting -Organize trays -Give unwanted food to the "free bin" 	<ul style="list-style-type: none"> -Involve everyone -Allow everyone to work to own strengths and abilities -Include those who may not be as skilled as others -Show support for all participants 	<ul style="list-style-type: none"> -Be willing to help others in need -Alert staff to any issues -Speak up for "bullied" victims and report offense 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to self -Be quiet and attentive for presenters -Allow those with special needs access to seating 	<ul style="list-style-type: none"> -Be polite to driver and passengers -Help those who are struggling -Be on time -Offer your seat -Help others



AFTER-SCHOOL ACTIVITIES

School activities are scheduled to take place before or after school. It is necessary for students to obtain their **own** transportation for extracurricular activities. Some school activities this year will include band, orchestra, vocal groups, student council, drama, and interscholastic athletics. The school staff will also sponsor academic team competitions, and school dances.



AGENDAS AND HALL PASSES

All students are required to have and use an agenda. Your teachers will check agendas on a regular basis. Students should document assignments, tests, and activities to keep an up to date record of responsibilities. The agenda will also be used as the students hall pass. Students must carry their agenda at all times. If a student loses their agenda, they must buy a replacement.



ARRIVAL

Students may wait on the buses but may not enter the hallways before 7:15 a.m. Exceptions to this rule are for the breakfast program. At 7:15 a.m. students are to go directly to their lockers, and then report **immediately** to their homerooms.

After entering homeroom, students are not to be in the halls at any time without a pass.



ASSEMBLIES

Assemblies are held at various times during the year. The programs are

entertaining as well as educational. The procedures for attending assemblies will be explained to pupils by the teachers as part of the Positive Behavior Support Program.

While moving to the auditorium, listening to the program, and returning to the classroom, students are to conduct themselves in a respectful and responsible manner. Good conduct includes giving silent, appreciative attention to each performer and avoiding loud cheers, extreme laughing or similar outbursts.

Improper conduct will result in the referral to the discipline office.



ATTENDANCE POLICY

Attendance in school is critical to your academic success. Regular attendance is your responsibility as a student to optimize your opportunities for learning. Missing school puts an extra burden on students because of the loss of instruction time and the amount of work that needs to be made up upon return.

Students are required to submit a written excuse to the school upon return from an absence. Students who do not comply with this regulation within 48 hours of returning to school will receive an illegal absence. The accumulation of unexcused absences may result in a referral to the school attendance officer and possible fines.

Students arriving late to school are requested to present a note as to the reason of the lateness. Students without a pass or a legitimate excuse will receive an unexcused tardy. Overslept, missed the bus, my parents were running late, etc. are not excused tardiness. Please refer to the Secondary School Code of Conduct for further information.



BOOKS: LIBRARY AND TEXT

Effective for the 2017-2018 school year, the following standard procedure is followed regarding the

replacement of lost or damaged textbooks and library books: (Damaged defined as unusable.)

Most textbooks will be placed at 100% of the current replacement cost.



BOOK BAGS

Crowding in the halls and classrooms require that, for safety purposes, book bags, backpacks, etc. be placed in the student's locker at the start of each school day. Students are not permitted to carry these items during the school day.



CAFETERIA

The lunch periods are informal, but respect for others with good manners, responsibility through tidiness, and kindness for others is expected. Students are further expected to follow the rules listed below:

1. Students must arrive at the cafeteria within five minutes after dismissal from class.
2. Passing another student in the serving line is not permitted. Students may not "save" a place in line for another student. A student, who leaves the line for any reason, must return to the end of the line.
3. Borrowing or requesting money, food, etc. is not permitted.
4. Students may select their seats in the cafeteria. Every student who sits at a particular table is responsible for the cleanliness and condition of that table. The table and adjacent floor areas must be free of litter before the table will be dismissed.
5. Students may pass through the serving line once only.
6. After purchasing lunch, students are expected to remain seated throughout the period, leaving the

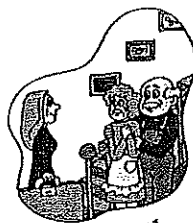
table only with the permission of a staff member.

7. Students may not remove food or beverages from the cafeteria.
8. The staff member supervising the cafeteria will assign seats to students if necessary.
9. Students are to use the lavatories in the cafeteria.
10. Students are to communicate using appropriate indoor voices.



CELL PHONE AND ELECTRONIC DEVICES

Cell phones are permitted to be used during regular school hours in the cafeteria. No cellphone use in the classrooms, unless permitted by the teacher.



DISMISSAL

All students, after going to their lockers, are to leave the building immediately unless they have some previously scheduled commitment. Those students engaged in after school tutoring or participating in sports or other after-school activities should report immediately to the designated area after going to their lockers.

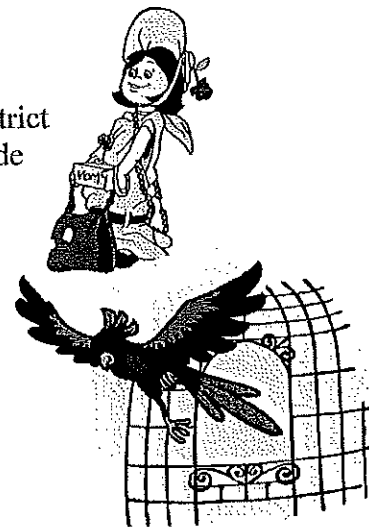
NO STUDENT should remain after school, for any reason, unless in the supervision of assigned staff.

DRESS CODE

The Coatesville School District upholds a uniform dress code policy for grades K-8.

The following are

guidelines for the approved



uniform dress code:

1. All students must wear a collared shirt that is red, black or white (or a combination of those colors).
2. Khaki or black bottoms only. Girls no tights or yoga pants. Black denim is acceptable.
3. Pants, shorts, skirts, etc., may not be worn below the waist and/or in a manner which exposes inappropriately the midriff or other parts of the anatomy or undergarments. Students are expected to be responsible citizens by upholding the uniform dress code policy. It is your responsibility to be prepared every day.
4. Socks must be black, red or white.
5. Athletic wear is prohibited, except in Phys. Ed. Class.

EARLY DISMISSALS

Students should report in the morning to the main office with a note for the early dismissal. Students will receive approval from the office and obtain a pass for the time of the dismissal. Students should report to the main office to sign out prior to leaving the building. All dismissals are contingent upon administrative approval.



ELIGIBILITY

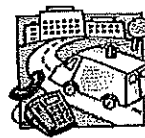
In order for a student to participate in an extracurricular activity, he/she must meet academic and attendance standards. Students absent 20 or more days of school during a semester may not participate in activities until

he/she has attended sixty days of school following the 20th day of absence.

A student will be eligible if he/she is passing all subjects. If a student has failed 2 subjects for the marking period, he/she is ineligible for a 20 day period. At the end of the 20 days, the student may return to the activity if he/she is no longer failing.

In order to maintain eligibility, students may not be failing two subjects at the end of each week. Weekly academic eligibility is monitored for all students participating in extracurricular activities including but not limited to athletics, clubs, dances, and school-sponsored activities.

Students who have financial obligations to the school are also considered ineligible for participation in extracurricular activities.



EMERGENCY CRISIS PROCEDURES

Follow procedures posted in all classrooms.

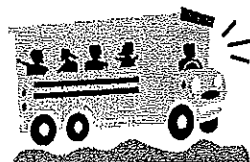
1. Remain calm.
2. Follow teacher's instructions.
3. If not with assigned class, report to nearest available adult and inform them of which class they are from.
4. Remain with assigned class at all times.



FOOD AND CANDY



Food and candy are not permitted outside of the cafeteria.



FIELD TRIPS

Field trips are a privilege extended to students who qualify to attend. The following criteria must be met in order to participate:

Special field trips are subject to the standard rules and additional rules and regulations may be imposed

Once money has been paid for a ticket and bus seat, refunds will not be issued if a student misses the trip through no fault of the school, i.e. illness, late to school, suspension, etc.

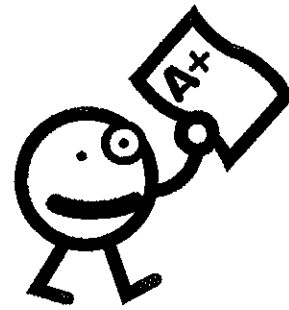


FIRE DRILLS

Fire drills are held monthly during the school year. While it is our hope that we will never need to evacuate the building due to a fire, it is important that all students know the proper manner of exiting the building in an emergency.

1. Follow your teacher's instructions.
2. Exercise good judgment.
3. Follow fire drill instructions that are posted in every room.
4. Students must remain quiet as they leave the building (in order to hear changes in instructions).
5. Once outside students are expected to remain with their class and teacher.

GRADING SYSTEM



A variety of methods are used to assess student academic performance and achievement. Tests, quizzes, projects, presentations, reports, and homework assignments all play an important role in determining each student's grade. The completion of homework is of critical importance. Homework provides an opportunity for the student to work independently and practice the skills and review the concepts taught in class. Homework is vital to the educational process.

Evaluating the student's work is one of the most difficult tasks facing a teacher. Students are assigned numerical grades reflecting their achievement in each class. Report cards are issued four times each school year. Mid-marking reports are sent home between report cards to apprise parents of problems or superior work.

Following is an explanation of grades:

Distinguished	90 - 100	Course objectives have been achieved in a superior manner.
Advanced	80 - 89	Course objectives have been achieved in a highly satisfactory manner.
Proficient	70 - 79	Course objectives have been achieved in a satisfactory manner.
*Basic	60 - 69	Only minimum course objectives have been achieved.
*Below Basic	50 - 59	Less than minimum course objectives have been achieved and no credit has been granted.

Each marking period is 45 days in length.

*Students must obtain a minimum of 70% proficiency level for the awarding of academic credit. Less than 70% is a failing grade.



HALL CONDUCT

Students will follow these basic rules when in the halls:

1. Students will always walk on the right side of the hall.
2. Students should continue to move at all times and avoid congregating in the halls.

3. Students are expected to proceed orderly and quietly when moving throughout the building from class to class.

4. Students should keep all parts of their bodies to themselves.

HOMEWORK

Homework is an integral part of the instructional program for every subject. Homework



prepares students for class and reinforces the skills taught. Most subjects should be studied daily. Some assignments are made on a long range basis and should be given regular attention until completed.

When students are absent from school for any reason, it becomes their responsibility to make arrangements with teachers to see that this homework is made up.



HONOR ROLL



There shall be two designations for Honor Roll at the middle school:

1. **Distinguished Honor Roll** = All numerical grades are 90 percent or greater.
2. **Honor Roll** = All numerical grades are 80 percent or greater.

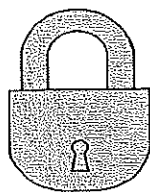
LATENESS TO CLASS

Lateness to class is defined follows: "Students are late class if they have not arrived in a classroom when the assigned class period begins. Students who are late to class will receive the following consequences from their teachers.



as
to

1. Warning
2. Teacher Detention
3. Call home/ Letter sent home (Copy sent to office)
4. Referral to the assistant principal



LOCKS AND LOCKERS: POLICIES AND PROCEDURES

Students will be issued two lockers; one for the hall locker and one for the gym locker. **Lockers are the property of Coatesville Area School District.** Only school issued locks are permitted. Lockers are on loan for the convenience of our students. We reserve the right to periodically check them if a need should arise. All lockers are reassigned and reprogramed yearly and, therefore, it is impossible for a student to know another student's combination. If a gym lock is lost, the student must pay for a new one (\$4 - \$5).

Students may go to their lockers at the following times **ONLY!**

- Upon entering the building in the morning
- Before lunch and after lunch
 - After last period
- With special permission and a pass from a classroom teacher

Students may not switch lockers or share locker combinations with anyone. Do not post your combination in your locker for others to see.



NURSE

Teachers will issue passes to the nurse's office when a student suffers an injury or becomes ill. In emergency situations only, the student will be sent to the nurse without a pass. The school nurse will decide if a student needs to be sent home, detained in the nurse's office, or returned to class. Students may not leave the school because of illness unless they have permission from the nurse.

MEDICATION POLICY FOR THE COATESVILLE AREA SCHOOL DISTRICT

The Coatesville Area School District physician and the school nurses recommend that medication not be administered during school hours. Most medications can be administered before and after school.

If a medication must be taken during school hours, it must be given to the school nurse in its original container and accompanied by a signed note from a parent or guardian and containing the following information:

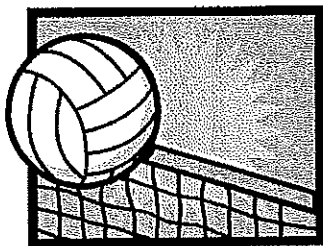
1. Date
2. Student's full name and grade
3. The name of the medication
4. The dosage to be administered
5. The time the medication is to be administered
6. The date(s) the medication is to be administered
7. The condition for which the medication was prescribed
8. The signature of the parent or guardian

The above information applies to both prescription and "over-the-counter" nonprescription drugs. The nurse will keep all medications in a locked cabinet unless she has given permission for a student to keep the medicine. The child to whom such permission has been given by the nurse must register the medication with the nurse and report each use or dosage to her. The nurses and administration strongly recommend that all medications, including those for asthma, be secured in the nurse's office to avoid loss or accidental or inappropriate use.

Reminder: When sending medication to school - 2 times a day means EVERY 12 HOURS

3 times a day means EVERY 8 HOURS

4 times a day means EVERY 6 HOURS



PHYSICAL EDUCATION

Instruction includes the fundamentals of various sports as well as physical fitness activities and testing. Sneakers, red and black colored shorts, T-shirt and/or sweat shirts and pants are required for each class.

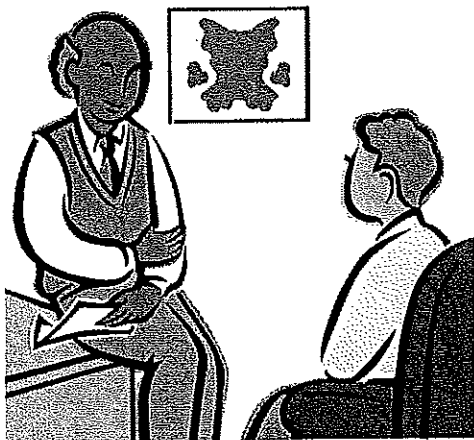
Students are expected to participate in each class. Those students who have a specific physical problem such as asthma, heart conditions, etc. must provide a doctor's statement indicating the illness or injury and the physical restrictions. In cases of minor illness or injury, the students are expected to dress for class and participate to the limit of the disability. For reasons of safety, those students who do not dress for class may not participate in physical education activities. Failure to dress or participate without an appropriate excuse, will result in a failure for the class period. Repeated failure to dress or participate in physical education, may result in after school detention, parent conference, or failure for the marking period. Students may bring their physical education clothing to the locker room prior to the start of home room in the morning.

PRO TEAM

The PRO Team (People Reaching Out) is a program whose purpose is to identify students who are having problems in school because of drug or alcohol abuse (personal or family), or suffer from depression. The PRO Team is an intervention rather than a treatment program. Students who are identified are then referred to appropriate agencies for help.

The Coatesville Area Middle School staff encourages each student to reach their academic potential. We realize that each of us may at some time in our lives feel that the pressures at home, school, and from peers are overwhelming. The Student Assistance Team (PRO Team) is comprised of staff members who are available to meet with students and assist in finding ways to cope with the pressures of life and to make positive decisions. Each member of the PRO Team (People Reaching Out) has had student assistance training. Students can refer themselves to the PRO Team through a note to the principal, assistant principal, counselor, nurse, or a trusted teacher. All referrals and other data collected by the PRO Team regarding a student will be kept in strict confidence. **We are here to help.**

You may also refer a friend if you feel help is needed. You don't have to give your name, and you may save a friend from a difficult time.



PROMOTION

Promotion is based entirely on the grades which a student has received on the report card.

If a pupil fails two core subjects, or a core subject and two or more special subjects, he/she is not eligible for automatic promotion. If a pupil fails a core subject two years in succession, the student is not eligible for automatic promotion. Core subjects are defined as English Language Arts, Mathematics, Social Studies and Science. Special subject areas include STEM, Health, Family & Consumer Science, Music, Spanish, Art and Physical Education.

Students who fail a subject during the school year are encouraged to attend summer school to pass the subject.

Promotion, assignment, or retention of students within a building shall be the responsibility of the building principal with input from teachers and counselors.

RESPONSIBILITIES



It is the student's responsibility to take full advantage of the learning opportunities at Coatesville Area Middle Schools. To do this one must demonstrate RESPONSIBILITY by attending school regularly, participating in academic classes and extra-curricular activities, and practicing learned skills independently.

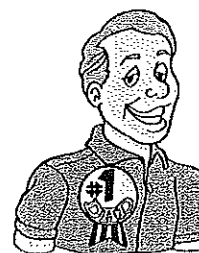
No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to RESPECT the rights of students, teachers, administrators, and all other staff who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. Slandering, threatening, or obscene statements are prohibited. Scott Middle School Students practice KINDNESS to others. Please refer to the Secondary School Conduct Policies for further information.

The years at Coatesville Area Middle Schools should be a productive, enjoyable experience. Students should always follow the SHARK (Safety, Honesty, Accountability, Respect, and Kindness) principles to ensure success! Students who attend school daily with a positive attitude, a desire to learn, and make responsible decisions will ultimately be successful.

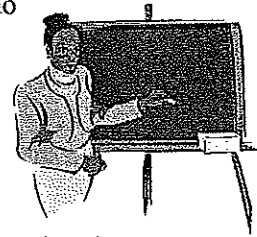
- Know what your school and teachers expect.
- Write down all assignments and keep this available for parents and teachers to check using your school agenda.
- Understand and write down the requirements of the assignment before you start (purpose, presentation, format and date).
- Ask questions of the teacher. Be sure you understand the assignment.
- Know when your homework is due. Do not wait until the last minute.
- Use study aids and resource material when necessary.
- Take pride in your work; do assignments carefully, neatly and thoroughly.
- Complete all assignments without constant help from others.
- Fulfill your parts of group assignments.
- Put your name on all assignments.
- Make up all assignments missed because of absence or activities.
- Use time wisely and efficiently in school and at home.
- Keep a balance between school and outside activities.
- Find a quiet, well-lit place to study.

PARENT RESPONSIBILITIES

- Have a quiet place for your child to study.
- Help establish a regular study time each day.
- Give praise for good work.
- Talk to your child about what he/she is learning.
- Check to see that homework is completed daily. Ask to see their school agenda.
- Be available when help is needed, but don't do assignments for the child.
- Contact the school and teacher if you have questions about homework assignments.
- Call the school for missed assignments.
- Request assignments prior to planned, pre-approved family vacations.
- Encourage self-confidence and self-discipline, so he/she can do the work.
- Strongly encourage daily independent reading.
- Spend time reading with your child each day.

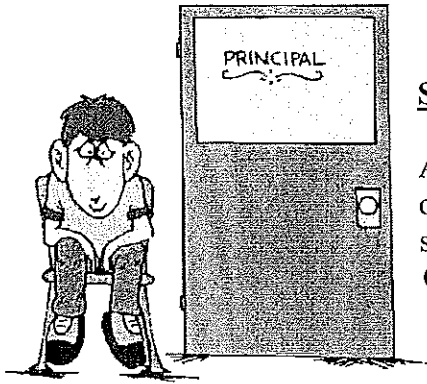


- Balance the child's outside activities to allow time for completion of homework assignments.
- Help your child find the resources and study aids needed to do homework assignments successfully.



TEACHER RESPONSIBILITIES

- Make relevant assignments on a regular and consistent basis.
- Set realistic deadlines.
- Assign homework based on students' ability, instructional level, and educational program.
- Clearly communicate assignments, guidelines, evaluation criteria and their impact on grades
- Explain the purpose of the assignment.
- Provide clear, understandable directions that will enable students to proceed independently.
- Require students to keep a written record of assignments using their school agenda.
- Be certain that homework assignments are completed by reviewing or evaluating assigned homework in a timely and appropriate way.
- Use homework as a diagnostic tool. Follow up assigned homework with classroom instruction that reviews/re-teaches.
- Be considerate of students' extra-curricular activities, special events, and other demands on their time when assigning homework.
- Consider the requirements of other academic areas and reduce professional competition for a student's time; to exercise care so that an unreasonable number of assignments will not accrue from demands from several academic areas.
- Help students develop good study habits.
- Help students develop a positive attitude toward homework.
- Provide helpful suggestions to parents for assisting students with homework.
- Communicate with parents when homework problems arise, such as conflicts with after-school activities.
- Use homework as a learning tool, not as punishment or busy work.
- Provide assignments for absentee students.
- Provide assignments when requested prior to planned family vacations



STUDENT CODE OF CONDUCT

All students are given a Student Code of Conduct book at the beginning of the school year. Each student and parent must read and sign a form stating that they understand the District's policies. The Student Code of Conduct takes precedent over this Student Handbook.

Secondary Code of Student Conduct

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: Director of Pupil Services, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610- 466-2400).

Coatesville Area School District ieproveer oportunityades 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 Pennsylvania, 42 P.S. Seccion 951, et seq., e Titulo VI del Acto de Derechos Civiles de 1964, 42 U.S.C.A. Seccion 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: Director of Pupil Services, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610-466-2400).

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, of 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 screenings.

WORKING PERMITS

The Coatesville Area School District has procedures in place when issuing Work Permits to students ages 14 to 17. All requests for Work Permits need a signature for approval by the guidance counselor or building administrator. If neither is available when approval is being requested, the parent and the student will need to return to their home school when someone is available. Students will need to complete the PDE approved Application for Work Permit form (see link below) and submit it for approval at their home school. Once the Application for Work Permit form has been completed and approved by the Guidance Counselor or Administrator, the student will be issued a Work Permit by their home school (see link below). For additional information on employment of minors in performances and the role that school districts play in approving such permits, please visit the Department of Labor and Industry's website at:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553527&mode=2>.

On Oct. 24, 2012, Governor Tom Corbett signed into law Act 151 of 2012 resulting in sweeping changes to Pennsylvania's existing Child Labor Law. The Act, which took effect on Jan. 22, 2013, confers new powers and duties on the Pennsylvania Department of Labor and Industry, the Pennsylvania Department of Education, school districts, and others with specific responsibilities under the law.

The following is a brief summary of the major changes to Pennsylvania's Child Labor Law that impact school districts. There are many other changes to the law such as work hours, summer school, and high school graduates. You are encouraged to thoroughly review the new child labor law.

1. Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.
2. Requests for work permits involving theatrical and other similar performances will continue to be processed by the Pennsylvania Department of Labor and Industry. These minors will need verification signed by the principal of the school attended by the minor or the issuing officer of the minor's school district.
3. Under the new Child Labor Law, an issuing officer can be a district superintendent or a supervising principal of a public school district. If a public school district does not have a superintendent or supervising principal, the secretary of the board of school directors may serve this function. The above officials can authorize, in writing, another individual to issue work permits.
4. Under the new Child Labor Law, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parents or legal guardian sign an application for a work permit. In lieu of a signature by a parent or legal guardian, the applicant can sign a statement before a notary public attesting to the accuracy of facts in the application on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement must be attached to the application. This requirement does not apply if the applicant can show official proof of high school graduation.
5. Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.
6. **Under the new Child Labor Law, an issuing officer may deny a work permit if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement or school attendance if permitted to work during the school year. Similarly, an issuing officer may revoke a work permit if in the issuing officer's judgment the minor cannot maintain adequate academic achievement or school attendance if permitted to work during the school year.**
7. Under the new Child Labor Law, an employer must notify the issuing officer within five days of the normal duties and hours of employment of a minor. Within five days after termination of employment, the employer must notify the issuing officer of such termination. Employers are also required to maintain a copy of the minor's work permit.
8. Under the new Child Labor Law, enforcement capabilities have been expanded to include school personnel. The following school officials have enforcement capabilities: chief school administrator, home and school visitor, attendance officer (appointed under sections 1341 and 1342 of the Public School Code), and issuing officer. School districts administer applications and issue work permits. If an enforcement officer has reason to believe that an individual working without a permit is a minor or that a minor with a work permit is working in violation of the age restrictions under the Child Labor Act, the officer may demand that the person employing the individual, provide, within ten

days the following: proof of age of the individual in question or cease to employ or permit the individual to work.

School District Work Permit Application

[http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us:80/portal/server.pt/gateway/PTARGS_0_123531_1320109_0_0_18/School District Work Permit Application SDWPA.pdf](http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us:80/portal/server.pt/gateway/PTARGS_0_123531_1320109_0_0_18/School%20District%20Work%20Permit%20Application%20SDWPA.pdf)

School District Work Permit

http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us:80/portal/server.pt/gateway/PTARGS_0_123531_1320110_0_0_18/School%20District%20Work%20Permit%20SDWP.pdf

ATTENDANCE POLICY

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. (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.)

- H. Student participation in a work study or career exploration program approved by the School Board.
- I. 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.
- J. Senior students taking a combination of college and high school courses.
- K. Senior students attending a college under an early entrance arrangement with the principal's approval.
- L. Students gaining early entrance to military service with the principal's approval.
- M. Graduating students participating in supervised commencement preparation provided that such participation not last more than three (3) days.
- N. 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 LATENESS

- 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. Running errands
- B. Baby Sitting
- 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 a 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 be required to schedule school/family conference with the 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to

\$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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 two (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 a 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 week. 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.

BEHAVIOR VIOLATIONS AND CONSEQUENCES

The Coatesville Area School District administration will determine the appropriate course of action required to provide a safe learning environment. If any infraction is committed on school grounds, during school related activities on school buses or vehicles, at bus stops, on route to and from school, or while otherwise under the jurisdiction of the Coatesville Area School District, discipline will be handled according to the discipline levels stated in the Code of Student Conduct.

Other Violations

Depending on the seriousness of the offense, the administration may recommend expulsion or suspension for offenses **not listed herein** (examples include, but are not limited to, charges of conspiracy and/or acting as an accessory). In addition, the District reserves the right to provide an alternative process for educating the student upon their return from an expulsion.

Criminal Charges and/or School 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 criminal nature. The District may also file reports of **suspected** criminal violations.

PA Act 26 of 1995 mandates that school districts “shall report the discovery of any weapon prohibited by the Act to local enforcement officials.”

Infractions - Level 1

Level 1 infractions are minor misbehavior incidents. Student behaviors that impede orderly classroom procedures or interferes with school operation.

1. Unexcused absence from or lateness to class or school (including cutting classes – 10 minutes or longer and/or advisory)
2. Forging names on passes or other school related documents
3. Refusing to serve detention or report to class or the office when sent by a teacher
4. Violation of Electronic Devices (CASD Policy No. 237)
5. Disrespectful speech or action
6. Violation of Dress and Grooming (CASD Policy No. 221)

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Verbal Warning
- Student Conference
- Parent Contact
- Written Apology
- Reflection Assignment
- Suspension of Privileges
- Exclusion from extra-curricular activities
- Referral to Guidance Counselor
- Referral to Pro-Team
- Restitution
- Detention
- Community Service
- In-School Suspension
- Out-of-School Suspension
- Peer Mediation (training needed)
- Other actions as deemed appropriate by the administration

Infractions – Level 2

Student misbehavior that is frequent or that causes a serious disruption to the learning climate of the school.

1. Continual violations of Level 1 Infractions
2. Inappropriate Sexual Behavior/Lewd Conduct (Students shall refrain from making unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature toward other students or school staff members). Any repeat or continuation of the offensive behavior, after being notified, may result in a harassment charge being filed.

3. Third party individuals provoking or instigating a fight
4. Insubordination
5. Using profanity or obscenities
6. Failure to report to class or the office when sent by a teacher.
7. Any other action detrimental to the effective operation of the school
8. Gambling or possession of gambling paraphernalia
9. Academic cheating or plagiarism
10. Solicitation of unauthorized merchandise is prohibited without consent of administration. No student has the right to sell or buy cell phones, iPods or any other electronic device.
11. Interference with the learning of others (Disruptive Behavior)
12. Disrespectful Speech or Action
13. Stealing or receiving/possession of stolen property
14. Possession of smoking materials
15. Entering or leaving school buildings or grounds without permission
16. Being in an authorized area
17. Violating the Acceptable Use of Internet (CASD Policy No. 815)
18. Refusing to give name or proving false name, failing to provide identification to teacher, support staff, or school police
19. Use of tobacco products, including chewing tobacco, e-cigarettes and smoking
20. Trespassing on any school property or building that students do not have authorization to enter
21. Defacing or destruction of school property (parent/student responsible for cost of repair). Act 16 of the 1994, known as the Graffiti Crimes Law, provides for criminal prosecution for the possession of spray paint and indelible marking pens with the intent of defacing school property.
22. Possession of pornographic material
23. Unintentional physical contact with school personnel

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Parent contact
- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (1-3 days)
- Out-of-School Suspension (1-3 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 3

Actions which result or could result in violence to another person or property or pose a direct threat to the safety of others in school.

1. Continual violations of Levels 1 and 2 Infractions
2. Threatening or intimidating school staff/administration
3. Possession or distribution of counterfeit money
4. Possession of illegal or dangerous materials (firecrackers, chemicals, bullets, etc.) Possession of pepper mace/gas is not permitted.
5. Assaulting fellow student
6. Making terroristic threats with the intent to terrorize others, or committing terroristic acts (CASD Policy No. 218.2)
7. Fighting
8. Gang-related activity or symbolism. Any student found to have been involved in gang-related activity or symbolism.
9. Indecent exposure
10. Threatening, harassing, teasing, or intimidating a fellow student (CASD Policy No. 248)

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (3-10 days)
- Out-of-School Suspension (3-10 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 4

Actions that are criminal and/or are so serious that the following are required: Student removed from school; intervention by law enforcement; action by the Board of School Directors.

1. Multiple and Repeated Offenses
2. Weapons shall be defined as any animate or inanimate device, instrument, materials, or substance 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. Possession of a 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 implements that could be used for the inflicting of bodily injury.

Act 26, promulgated by the Pennsylvania General Assembly, provides that students found guilty at a proper hearing of being in possession of a weapon shall be expelled from the PA School District for a period of one (1) school year. Such incidents must be reported to the local law enforcement officials.

3. Possession, use, under the influence, intent to distribute, purchase, distribution or sale of any alcoholic beverage or controlled substance (including “look-alikes,” i.e. fake, counterfeit controlled substances, over the counter medications, prescription medications, or “drug paraphernalia, i.e., pipes, rolling papers)
4. Assaulting school personnel
5. Arson or intentional false alarms (fire or bomb threat) (any person who gives false information concerning placement or setting off a bomb or other explosives in a school shall be prosecuted.) Also, any student found guilty of intentionally setting off a false alarm or intentionally discharging a fire extinguisher will be subject to expulsion and prosecution.
6. Assault involving any student who requires medical treatment by a physician and/or hospital
7. Extortion, attempted extortion, or robbery
8. Hazing (CASD Policy No. 247)

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Possible Expulsion from School or other school action which results in appropriate placement.
- Suspension of Privileges Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- Out-of-School Suspension (3-10 days)
- Informal Hearing
- Referral to Law Enforcement
- Referral to the Student Discipline Committee

CORRECTIVE MEASURES AND PENALTIES

Detention

Administrators or teachers may detain a student before or after school hours for a period of **not less than 30 minutes**. Pupils shall be given **24 hours'** notice of such detention to inform their parents of their whereabouts.

In-School Suspension

1. Students may not participate in school activities while assigned to In-School Suspension.
2. Students assigned to In-School Suspension Classes **must make-up** any work from when they are absent from those classes.
3. Students refusing to report to ISS will be assigned OSS.

Out of School Suspension

Exclusion from classes for a period of one (1) to ten (10) consecutive school days.

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.

Parking Permits

A parking permit is a privilege that is extended to students based upon qualifications. Only juniors and seniors are eligible for permits. All obligations and responsibilities must be cleared before applying for a permit. The building administrator may revoke a parking permit at any time that he/she feels it in the best interest of the school or student. Reasons may include irregular attendance, disruptive behavior, repeated violations of traffic regulations, or other actions in violation of the Codes of Student Conduct.

Counseling may be required for serious incidents, such as sexual harassment or terroristic threats.

Expulsion

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

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

When a suspension exceeds three (3) days the student and parent are entitled to an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or show why the student should not be suspended.

In a case involving possible expulsion (i.e., exclusion for more than 10 school days) the student is entitled to a formal hearing which is a fundamental element of due process.

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 building 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.

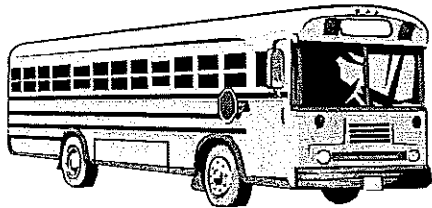
In addition, buttons, badges, patches, shirts, jackets, hats or other articles displaying messages referring to alcohol, drugs, sex or a cult are prohibited.

Students violating the dress code will be sent to an administrator. Students will be sent home after parental contact or the parent must bring in a change of clothes. Continued violation of the Dress and Grooming Policy will be regarded as insubordination and the student may be suspended.

The Board of School Directors also prohibits clothing attire or regalia; construed to be cult, or gang related (CASD Policy No. 221).

Students are discouraged from bringing expensive personal property i.e., electronic devices to school or wearing expensive clothing or jewelry. The school district cannot be responsible for the loss or theft of any such items.

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



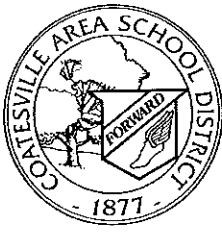
TRANSPORTATION / WALKING



Students who ride the bus do so as a privilege and must to abide by all Codes of Student Conduct. The following are descriptions of how students must arrive at school and procedures that must be followed for the safety of all.

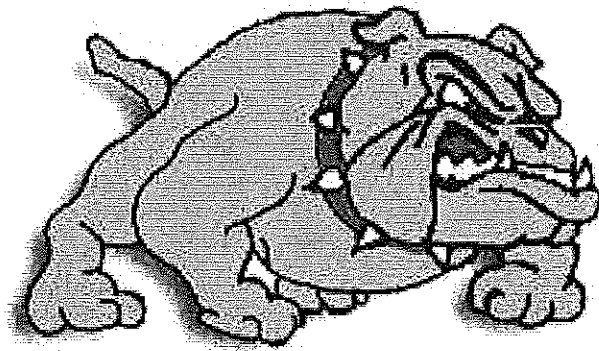
1. Parents who drop off or pick up students at school are asked to refrain from parking in the bus lane. Parents should review any drop off and pick up procedures particular to each school site.
2. Students who ride the bus are held to the entire Secondary Code of Student Conduct for the Coatesville Area School District and as such are subject to all consequences found in the Coatesville Area School District Secondary Code of Student Conduct.
3. Students may walk to and from school only with parental permission. A note must be provided to the office in the morning for permission to be granted. Walkers are expected to leave school grounds in a timely fashion and walk directly home.
4. Students are assigned to a specific bus and should plan to ride that bus for the duration of the school year. Students may not ride another bus for the purpose of visiting a friend, going into town, etc. In the event of an emergency, **parents should contact the assistant principal by telephone. Requests in writing will not be honored.**

HAVE A GREAT YEAR!



COATESVILLE AREA SCHOOL DISTRICT

SOUTH BRANDYWINE MIDDLE SCHOOL



Student Handbook

2017 - 2018

THIS AGENDA BELONGS TO:

Name: _____
Address: _____
City/Town: _____ Zip Code: _____
Grade: _____ Team: _____ Advisory: _____

IN CASE OF EMERGENCY, CONTACT:

Name: _____
Relationship to student: _____ (Work): _____
Telephone (Home): _____
Name of physician: _____

COATESVILLE AREA SCHOOL DISTRICT FACILITIES

Coatesville Area School District	610 383-7900
South Brandywine Middle School	610 383-3750
Scott Middle School	610 383-6946
North Brandywine Middle School	610 383-3745
9/10 Center	610 383-3735
C.A.S.H.	610 383-3730
Caln Elementary School	610 383-3760
East Fallowfield Elementary School	610 383-3765
Friendship Elementary School	610 383-3770
King's Highway Elementary School	610 383-3775
Rainbow Elementary School	610 383-3780
Reeceville Elementary School	610 383-3785
District Administration Offices	610 466-2400
Transportation Department	610 466-2400

MISSION STATEMENT

The Mission of the Coatesville Area School District, rich in diversity and committed to excellence, is to create innovative educational experiences which are funded by the taxpayers, supported by the community, delivered by dedicated teachers and administrators, to ensure all students will become responsible, contributing global citizens.

Building Administration

Mr. Jeffery Colf, Building Principal

Mr. Matthew Rusnak, Assistant Principal

Guidance Staff

Mrs. Jaclyn Dzedzy (M-Z)

Mrs. Susan Mondo (A-L)

Mrs. Kristy Burke, Mental Health Specialist

Office Staff

Mrs. Kathy Kadel, Secretary

Mrs. Sue Shumate, Secretary

Mrs. Jean Kirk, Library Secretary

School Nurse

Mrs. Anne Keenan

Dear Students,

On behalf of the faculty and administration, we would like to take this opportunity to welcome you to the middle schools of the Coatesville Area School District. Over the years, our middle schools have developed a reputation for excellence. You are now a part of that tradition.

This agenda has been designed for use by students and parents. We hope it will be helpful in providing basic information and answering questions about our school. However, no matter how comprehensive the agenda may be, it cannot replace person to person contact. Please do not hesitate to call or stop in if you have a question, concern or suggestion.

Your support of the guidelines, policies, and procedures outlined in this agenda will help to ensure your success as a student and the continued progress of our school.

Please be sure to attain the full measure of the educational opportunities our schools have to offer. You can accomplish this by putting forth your very best effort in your classes, by becoming involved in extracurricular activities, and by maintaining a courteous attitude at all times.

Again, welcome to the middle school experience. We wish you a pleasant, productive school year.

Sincerely,

CASD Middle School Principals & Assistant Principals

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		
Student S = 4						
Teacher T = 8						

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
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	31				

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 conferences 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 I 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	19	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					

PSSA Testing Window 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 = 5 180
T = 6 188

Calendar Key		
	New Teacher Inservice	
	1st student day	
	Last student day	
	School Closed	
	End of Marking Period (Gr 6-12)	
	Teacher In-Service No School for students	

**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 <i>School resumes on Tuesday, January 2, 2018</i>
January 8-22, 2018	Keystone Wave 2
January 15, 2018	Martin Luther King Day (<i>Day of Service</i>) 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 <i>*(2/16/18 1ST SNOW MAKE-UP DAY)</i>
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 <i>*(4/2 2ND SNOW MAKE UP DAY; 3/26 3RD SNOW MAKE-UP; 3/27 4TH SNOW MAKE-UP; 3/28 5TH SNOW MAKE UP DAY)</i>
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.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM

RESPECT, RESPONSIBILITY, KINDNESS, ENDURANCE

	Classroom	Hallways	Cafeteria	School-wide	Bathroom	Bus	Office
Respect	<ul style="list-style-type: none"> *Keep hands, feet, and other objects to yourself * Use inside voice 	<ul style="list-style-type: none"> *Walk on the right side of the hall *Maintain personal space *Use inside voice 	<ul style="list-style-type: none"> *Speak quietly and politely *Ask for permission by raising hand to move about *Use manners such as please and thank you 	<ul style="list-style-type: none"> *When interacting with each other respond in a cooperative manner *Be accepting of others 	<ul style="list-style-type: none"> *Keep walls clean *Honor others' privacy *Use facilities appropriately 	<ul style="list-style-type: none"> *Be mindful of your volume *Respect the property and space of others *Keep your hands, feet, objects to self and inside the bus *Follow directions of driver 	<ul style="list-style-type: none"> *Be courteous to office staff *Wait quietly and be patient
Responsibility	<ul style="list-style-type: none"> *Arrive on time *Be prepared to work 	<ul style="list-style-type: none"> *Get to class on time *Go to lockers at approved times *Have agenda at all times 	<ul style="list-style-type: none"> *Remain in your space *Throw trash and recyclables in appropriate receptacle 	<ul style="list-style-type: none"> *Be prepared *Actively participate in school activities 	<ul style="list-style-type: none"> *Return to class in timely manner *Dispose of trash 	<ul style="list-style-type: none"> *Keep track of your belongings *Keep food and drink away *Enter/exit bus in a timely manner *Stay seated *Enter/exit at your assigned stop 	<ul style="list-style-type: none"> *Keep hallways clean *Keep moving and take the fastest route to class *Use only your assigned locker
Kindness	<ul style="list-style-type: none"> *Make room for others *Be welcoming toward guests *Be polite to each other 	<ul style="list-style-type: none"> *Help others in need *Greet others politely *Act with kindness when dealing with others 	<ul style="list-style-type: none"> *Be polite and use good manners *Include those around you eating alone 	<ul style="list-style-type: none"> *Greet others politely *Be a good audience at all assembly programs 	<ul style="list-style-type: none"> *Return lost items 	<ul style="list-style-type: none"> *Make room for others *Greet others politely 	<ul style="list-style-type: none"> *Greet others politely *Be polite and use good manners *Be welcoming towards guests
Endurance	<ul style="list-style-type: none"> *Do your assignments on time *Hang in there even if you don't know the answer 	<ul style="list-style-type: none"> *Report bullying to an adult *Walk away from a problem and seek help *Protect others who cannot protect themselves 	<ul style="list-style-type: none"> *Report unsafe situations to an adult 	<ul style="list-style-type: none"> *Ignore negative behaviors around you *Be a role model *Report unsafe situations to an adult *Walk away from a problem and seek help 	<ul style="list-style-type: none"> *Ignore distractions *Let an adult know if there is a dangerous situation 	<ul style="list-style-type: none"> *Report unsafe situations to an adult *Protect others who cannot protect themselves 	<ul style="list-style-type: none"> *Be honest *Share your feelings appropriately *Admit your mistakes



AFTER-SCHOOL ACTIVITIES

School activities are scheduled to take place before or after school. It is necessary for students to obtain their own transportation for extracurricular activities. Some school activities this year will include band, orchestra, vocal groups, student council, drama, and interscholastic athletics, and school dances. Students who wish to remain after school to attend an athletic event must have a school permission form signed by a parent and presented to the office staff before 7:35 a.m.



AGENDAS AND HALL PASSES

All students are required to have and use an agenda. Your teachers will check agendas on a regular basis. Students should document assignments, tests, and activities to keep an up to date record of responsibilities. The agenda will also be used as the students hall pass. Students must carry their agenda at all times. If a student loses their agenda, they must buy a replacement.



ARRIVAL

Students may wait on the buses but may not enter the hallways before 7:25 a.m. Exceptions to this rule are for the breakfast program. At 7:25 a.m. students are to go directly to their lockers, and then report immediately to their homerooms.

Students are not to be in the halls at anytime without a pass after entering homeroom.



ASSEMBLIES

Assemblies are held at various times during the year. The programs are entertaining as well as educational. The procedures for attending assemblies will be explained to pupils by the teachers as part of the Positive Behavior Support Program.

While moving to the auditorium, listening to the program, and returning to the classroom, students are to conduct themselves in a respectful and responsible manner. Good conduct includes giving silent, appreciative attention to each performer and avoiding loud cheers, extreme laughing or similar outbursts.

Improper conduct will result in the referral to the discipline office.



ATTENDANCE POLICY

Attendance in school is critical to your academic success. Regular attendance is your responsibility as a student to optimize your opportunities for learning. Missing school puts an extra burden on students because of the loss of instruction time and the amount of work that needs to be made up upon return.

Students are required to submit a written excuse to the school upon return from an absence. Students who do not comply with this regulation within 48 hours of returning to school will receive an illegal absence. The accumulation of unexcused absences may result in a referral to the school attendance officer and possible fines.

Students arriving late to school are requested to present a note as to the reason of the lateness. Students without a pass or a legitimate excuse will receive an unexcused tardy. Overslept, missed the bus, my parents were running late, etc. are not excused tardiness. Please refer to the

Secondary Code of Student Conduct for further information.



BOOKS

Effective for the 2017-2018 school year, the following standard procedure is followed regarding the replacement of lost or damaged textbooks and library books: (Damaged defined as unusable.)

Most textbooks will be placed at 100% of the current replacement cost.



BOOK BAGS

Crowding in the halls and classrooms require that, for safety purposes, book bags, backpacks, etc. be placed in the student's locker at the start of each school day. Students are not permitted to carry these items during the school day.



CAFETERIA

The lunch periods are informal, but respect for others with good manners, responsibility through tidiness, and kindness for others is expected. Students are further expected to follow the rules listed below:

1. Students must arrive at the cafeteria within five minutes after dismissal from class.
2. Passing another student in the serving line is not permitted. Students may not "save" a place in line for another student. A student, who leaves the line for any reason, must return to the end of the line.
3. Borrowing or requesting money, food, etc. is not permitted.
4. Students may select their seats in the cafeteria. Every student who

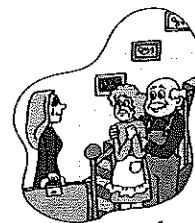
sits at a particular table is responsible for the cleanliness and condition of that table. The table and adjacent floor areas must be free of litter before the table will be dismissed.

5. Students may pass through the serving line once.
6. After purchasing lunch, students are expected to remain seated throughout the period, leaving the table only with the permission of a staff member.
7. Students may not remove food or beverages from the cafeteria.
8. The staff member supervising the cafeteria will assign seats to students if necessary.
9. Students are to use the lavatories in the cafeteria.
10. Students are to communicate using appropriate indoor voices.



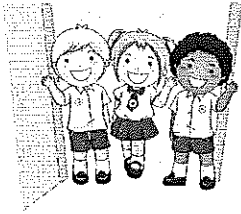
CELL PHONE AND ELECTRONIC DEVICES

Cell phones are permitted to be used during regular school hours in the cafeteria under the direction of administration. No cellphone use in the classrooms, unless permitted by the teacher.



DISMISSAL

All students, after going to their lockers, are to leave the building immediately unless they have some previously scheduled commitment. Those students engaged in after school tutoring or participating in sports or other after-school activities should report immediately to the designated area after going to their lockers. **NO STUDENT should remain after school, for any reason, unless in the supervision of assigned staff.**



DRESS CODE

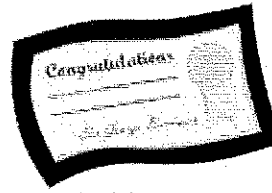
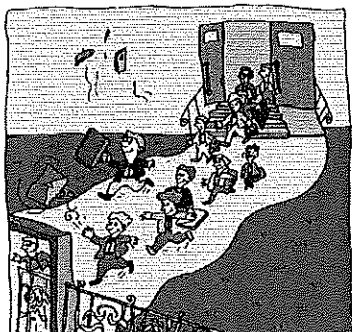
The Coatesville School District upholds a uniform dress code policy for grades K-8.

The following are guidelines for the approved uniform dress code:

1. All students must wear a collared shirt that is red, black or white (or a combination of those colors).
2. Khaki or black bottoms only. Girls no tights or yoga pants. Black denim is acceptable.
3. Pants, shorts, skirts, etc., may not be worn below the waist and/or in a manner which exposes inappropriately the midriff or other parts of the anatomy or undergarments. Students are expected to be responsible citizens by upholding the uniform dress code policy. It is your responsibility to be prepared every day.
4. Socks must be black, red or white.
5. Athletic wear is prohibited, except in Phys. Ed. Class.

EARLY DISMISSALS

Students should report in the morning to the main office with a note for the early dismissal. Students will receive approval from the office and obtain a pass for the time of the dismissal. Students should report to the main office to sign out prior to leaving the building. All dismissals are contingent upon administrative approval.



ELIGIBILITY

In order for a student to participate in an extracurricular activity, he/she must meet academic and attendance standards. Students absent 20 or more days of school during a semester may not participate in activities until he/she has attended sixty days of school following the 20th day of absence.

A student will be eligible if he/she is passing all subjects. If a student has failed 2 subjects for the marking period, he/she is ineligible for a 20 day period. At the end of the 20 days, the student may return to the activity if he/she is no longer failing.

In order to maintain eligibility, students may not be failing two subjects at the end of each week. Weekly academic eligibility is monitored for all students participating in extracurricular activities including but not limited to athletics, clubs, dances, and school-sponsored activities.

Students who have financial obligations to the school are also considered ineligible for participation in extracurricular activities.



EMERGENCY CRISIS PROCEDURES

Follow procedures posted in all classrooms.

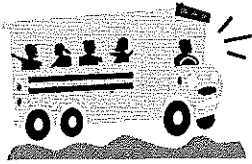
1. Remain calm.
2. Follow teacher's instructions.
3. If not with assigned class, report to nearest available adult and inform them of which class they are from.
4. Remain with assigned class at all times.



FOOD AND CANDY



Food and candy are not permitted outside of the cafeteria.



FIELD TRIPS

Field trips are a privilege extended to students who qualify to attend. The following criteria must be met in order to participate:

- Special field trips are subject to the standard rules and additional rules and regulations may be imposed.

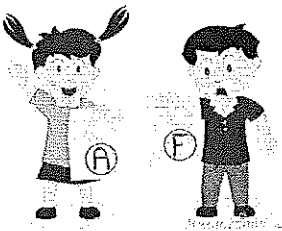
Once money has been paid for a ticket and bus seat, refunds will not be issued if a student misses the trip through no fault of the school, i.e. illness, late to school, suspension, etc.



FIRE DRILLS

Fire drills are held monthly during the school year. While it is our hope that we will never need to evacuate the building due to a fire, it is important that all students know the proper manner of exiting the building in an emergency.

1. Follow your teacher's instructions.
2. Exercise good judgment.
3. Follow fire drill instructions that are posted in every room.
4. Students must remain quiet as they leave the building (in order to hear changes in instructions).
5. Once outside students are expected to remain with their class and teacher.



GRADING SYSTEM

A variety of methods are used to assess student academic performance and achievement. Tests, quizzes, projects, presentations, reports, and homework assignments all play an important role in determining each student's grade. The completion of homework is of critical importance. Homework provides an opportunity for the student to work independently and practice the skills and review the concepts taught in class. Homework is vital to the educational process.

Evaluating the student's work is one of the most difficult tasks facing a teacher. Students are assigned numerical grades reflecting their achievement in each class. Report cards are issued four times each school year. Mid-marking reports are sent home between report cards to apprise parents of problems or superior work.

Following is an explanation of grades:

Distinguished	90 - 100	Course objectives have been achieved in a superior manner.
Advanced	80 - 89	Course objectives have been achieved in a highly satisfactory manner.
Proficient	70 - 79	Course objectives have been achieved in a satisfactory manner.

- ***Basic** 60 - 69 Only minimum course objectives have been achieved.
- ***Below Basic** 50 - 59 Less than minimum course objectives have been achieved and no credit has been granted.

Each marking period is 45 days in length.

*Students must obtain a minimum of 70% proficiency level for the awarding of academic credit. Less than 70% is a failing grade.



HALL CONDUCT

Students will follow these basic rules when in the halls:

1. Students will always walk on the right side of the hall.
2. Students should continue to move at all times and avoid congregating in the halls.
3. Students are expected to proceed orderly and quietly when moving throughout the building from class to class.
4. Students should keep all parts of their bodies to themselves.



HOMEWORK

Homework is an integral part of the instructional program for every subject. Homework prepares students for class and reinforces the skills taught. Most subjects should be studied daily. Some assignments are made on a long range basis and should be given regular attention until completed.

When students are absent from school for any reason, it becomes their responsibility to make arrangements with teachers to see that this homework is made up.



HONOR ROLL



There shall be two designations for Honor Roll at the middle school:

1. **Distinguished Honor Roll** = All numerical grades are 90 percent or greater. Students who have 2 or less absences or lates, and are an outstanding school citizen per marking period will receive a white lanyard as part of the Bulldog Pride Club.
2. **Honor Roll** = All numerical grades are 80 percent or greater. Students who earn honor roll, who have 4 or less absences or lates, and are an outstanding school citizen will receive a red lanyard as part of the Bulldog Pride Club.

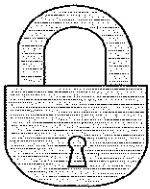
Bulldog Pride Club members will receive incentives such as leaving early for lunch, end of the day dismissal and eating outside.



LATENESS TO CLASS

Lateness to class is defined as follows: "Students are late to class if they have not arrived in a classroom when the assigned class period begins." Students who are late to class will receive the following consequences from their teachers:

1. Warning
2. Teacher Detention
3. Call home/ Letter sent home (Copy sent to office)
4. Referral to the assistant principal



LOCKS AND LOCKERS: POLICIES AND PROCEDURES

Two combination locks will be issued to each pupil; one for the hall locker and one for the gym locker. **Lockers are the property of Coatesville Area School District.** Only school issued locks are permitted. They are on loan for the convenience of our students. We reserve the right to periodically check them if a need should arise. All lockers are reassigned yearly and, therefore, it is impossible for a student to know another student's combination. If a lock is lost, the student must pay \$5.00 for a new one.

Students may go to their lockers at the following times ONLY:

- Upon entering the building in the morning
- Before lunch and after lunch

- After last period
- With special permission and a pass from a classroom teacher

Students may not switch lockers or share locker combinations with anyone. Do not post your combination in your locker for others to see.

NURSE

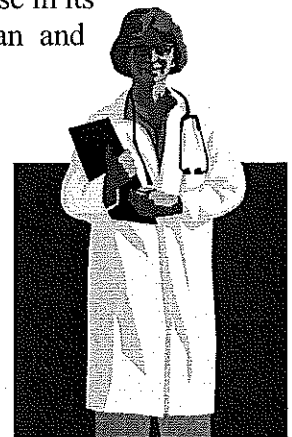
Teachers will issue passes to the nurse's office when a student suffers an injury or becomes ill. In emergency situations only, the student will be sent to the nurse without a pass. The school nurse will decide if a student needs to be sent home, detained in the nurse's office, or returned to class. Students may not leave the school because of illness unless they have permission from the nurse.

MEDICATION POLICY FOR THE COATESVILLE AREA SCHOOL DISTRICT

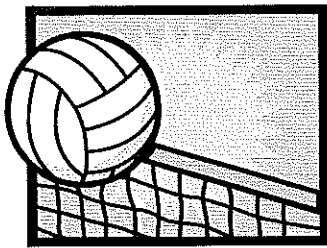
The Coatesville Area School District physician and the school nurses recommend that medication not be administered during school hours. Most medications can be administered before and after school.

If a medication must be taken during school hours, it must be given to the school nurse in its original container and accompanied by a signed note from a parent or guardian and containing the following information:

1. Date
2. Student's full name and grade
3. The name of the medication
4. The dosage to be administered
5. The time the medication is to be administered
6. The date(s) the medication is to be administered
7. The condition for which the medication was prescribed
8. The signature of the parent or guardian



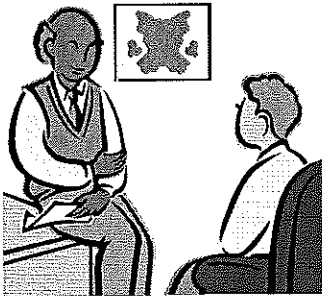
The above information applies to both prescription and "over-the-counter" nonprescription drugs. The nurse will keep all medications in a locked cabinet unless she has given permission for a student to keep the medicine. The child to whom such permission has been given by the nurse must register the medication with the nurse and report each use or dosage to her. The nurses and administration strongly recommend that all medications, including those for asthma, be secured in the nurse's office to avoid loss or accidental or inappropriate use.



PHYSICAL EDUCATION

Instruction includes the fundamentals of various sports as well as physical fitness activities and testing. Sneakers, red and black colored shorts, t-shirt and/or sweat shirts and pants are required for each class.

Students are expected to participate in each class. Those students who have a specific physical problem such as asthma, heart conditions, etc. must provide a doctor's statement indicating the illness or injury and the physical restrictions. In cases of minor illness or injury, the students are expected to dress for class and participate to the limit of the disability. For reasons of safety, those students who do not dress for class may not participate in physical education activities. Failure to dress or participate without an appropriate excuse, will result in a failure for the class period. Repeated failure to dress or participate in physical education, may result in after school detention, parent conference, or failure for the marking period. Students may bring their physical education clothing to the locker room prior to the start of home room in the morning.

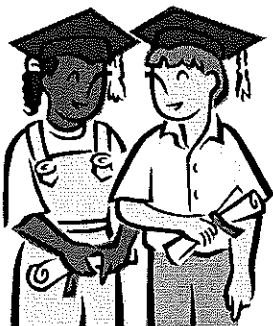


PRO TEAM

The PRO Team (People Reaching Out) is a program whose purpose is to identify students who are having problems in school because of drug or alcohol abuse (personal or family), or suffer from depression. The PRO Team is an intervention rather than a treatment program. Students who are identified are then referred to appropriate agencies for help.

The Coatesville Area Middle School staff encourages each student to reach their academic potential. We realize that each of us may at some time in our lives feel that the pressures at home, school, and from peers are overwhelming. The Student Assistance Team (PRO Team) is comprised of staff members who are available to meet with students and assist in finding ways to cope with the pressures of life and to make positive decisions. Each member of the PRO Team (People Reaching Out) has had student assistance training. Students can refer themselves to the PRO Team through a note to the principal, assistant principal, counselor, nurse, or a trusted teacher. All referrals and other data collected by the PRO Team regarding a student will be kept in strict confidence. **We are here to help.**

You may also refer a friend if you feel help is needed. You don't have to give your name, and you may save a friend from a difficult time.



PROMOTION

Promotion is based entirely on the grades which a student has received on the report card.

If a pupil fails two core subjects, or a core subject and two or more special subjects, he/she is not eligible for automatic promotion. If a pupil fails a core subject two years in succession, the student is not eligible for automatic promotion. Core subjects are defined as English Language Arts, Mathematics, Social Studies and Science. Special subject areas include STEM, Health, Family & Consumer Science, Music, Spanish, Art and Physical Education.

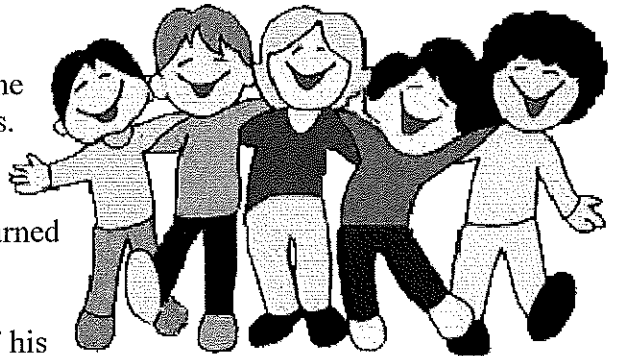
Students who fail a subject during the school year are encouraged to attend summer school to pass the subject.

Promotion, assignment, or retention of students within a building shall be the responsibility of the building principal with input from teachers and counselors.

RESPONSIBILITIES

STUDENT RESPONSIBILITIES

It is the student's responsibility to take full advantage of the learning opportunities at Coatesville Area Middle Schools. To do this one must demonstrate RESPONSIBILITY by attending school regularly, participating in academic classes and extra-curricular activities, and practicing learned skills independently.



No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to RESPECT the rights of students, teachers, administrators, and all other staff who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. Slanderous, threatening, or obscene statements are prohibited. South Brandywine Middle School Students practice KINDNESS to others. Please refer to the Secondary Code of Student Conduct for further information.

The years at Coatesville Area Middle Schools should be a productive, enjoyable experience. ENDURANCE means that students who attend school daily with a positive attitude, a desire to learn, and who make responsible decisions will be successful.

- Know what your school and teachers expect.
- Write down all assignments and keep this available for parents and teachers to check using your school agenda.
- Understand and write down the requirements of the assignment before you start (purpose, presentation, format and date).
- Ask questions of the teacher. Be sure you understand the assignment.
- Know when your homework is due. Do not wait until the last minute.
- Use study aids and resource material when necessary.
- Take pride in your work; do assignments carefully, neatly and thoroughly.
- Complete all assignments without constant help from others.
- Fulfill your parts of group assignments.
- Put your name on all assignments.
- Make up all assignments missed because of absence or activities.
- Use time wisely and efficiently in school and at home.
- Keep a balance between school and outside activities.
- Find a quiet, well-lit place to study.

PARENT RESPONSIBILITIES

- Have a quiet place for your child to study.
- Help establish a regular study time each day.
- Give praise for good work.
- Talk to your child about what he/she is learning.
- Check to see that homework is completed daily. Ask to see their school agenda.
- Be available when help is needed, but don't do assignments for the child.
- Contact the school and teacher if you have questions about homework assignments.
- Call the school for missed assignments.
- Request assignments prior to planned, pre-approved family vacations.
- Encourage self-confidence and self-discipline, so he/she can do the work.
- Strongly encourage daily independent reading.
- Spend time reading with your child each day.
- Balance the child's outside activities to allow time for completion of homework assignments.
- Help your child find the resources and study aids needed to do homework assignments successfully.



TEACHER RESPONSIBILITIES

- Make relevant assignments on a regular and consistent basis.
- Set realistic deadlines.
- Assign homework based on students' ability, instructional level, and educational program.
- Clearly communicate assignments, guidelines, evaluation criteria and their impact on grades.
- Explain the purpose of the assignment.
- Provide clear, understandable directions that will enable students to proceed independently.
- Require students to keep a written record of assignments using their school agenda.
- Be certain that homework assignments are completed by reviewing or evaluating assigned homework in a timely and appropriate way.
- Use homework as a diagnostic tool. Follow up assigned homework with classroom instruction that reviews/re-teaches.
- Be considerate of students' extra-curricular activities, special events, and other demands on their time when assigning homework.
- Consider the requirements of other academic areas and reduce professional competition for a student's time; to exercise care so that an unreasonable number of assignments will not accrue from demands from several academic areas.
- Help students develop good study habits.
- Help students develop a positive attitude toward homework.
- Provide helpful suggestions to parents for assisting students with homework.
- Communicate with parents when homework problems arise, such as conflicts with after-school activities.
- Use homework as a learning tool, not as punishment or busy work.
- Provide assignments for absentee students.
- Provide assignments when requested prior to planned family vacations





STUDENT CODE OF CONDUCT

All students are given a Student Code of Conduct book at the beginning of the school year. Each student and parent must read and sign a form stating that they understand the District's policies. The Student Code of Conduct takes precedent over this Student Handbook.

Secondary Code of Student Conduct

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: Director of Pupil Services, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610- 466-2400).

Coatesville Area School District ieproveer 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 del Acto de Derechos Civiles de 1964, 42 U.S.C.A. Seccion 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: Director of Pupil Services, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610-466-2400).

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, of 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 screenings.

WORKING PERMITS

The Coatesville Area School District has procedures in place when issuing Work Permits to students ages 14 to 17. All requests for Work Permits need a signature for approval by the guidance counselor or building administrator. If neither is available when approval is being requested, the parent and the student will need to return to their home school when someone is available. Students will need to complete the PDE approved Application for Work Permit form (see link below) and submit it for approval at their home school. Once the Application for Work Permit form has been completed and approved by the Guidance Counselor or Administrator, the student will be issued a Work Permit by their home school (see link below). For additional information on employment of minors in performances and the role that school districts play in approving such permits, please visit the Department of Labor and Industry's website at:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553527&mode=2>.

On Oct. 24, 2012, Governor Tom Corbett signed into law Act 151 of 2012 resulting in sweeping changes to Pennsylvania's existing Child Labor Law. The Act, which took effect on Jan. 22, 2013, confers new powers and duties on the Pennsylvania Department of Labor and Industry, the Pennsylvania Department of Education, school districts, and others with specific responsibilities under the law.

The following is a brief summary of the major changes to Pennsylvania's Child Labor Law that impact school districts. There are many other changes to the law such as work hours, summer school, and high school graduates. You are encouraged to thoroughly review the new child labor law.

1. Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.
2. Requests for work permits involving theatrical and other similar performances will continue to be processed by the Pennsylvania Department of Labor and Industry. These minors will need verification signed by the principal of the school attended by the minor or the issuing officer of the minor's school district.
3. Under the new Child Labor Law, an issuing officer can be a district superintendent or a supervising principal of a public school district. If a public school district does not have a superintendent or supervising principal, the secretary of the board of school directors may serve this function. The above officials can authorize, in writing, another individual to issue work permits.
4. Under the new Child Labor Law, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parents or legal guardian sign an application for a work permit. In lieu of a signature by a parent or legal guardian, the applicant can sign a statement before a notary public attesting to the accuracy of facts in the application on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement must be attached to the application. This requirement does not apply if the applicant can show official proof of high school graduation.
5. Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.
6. **Under the new Child Labor Law, an issuing officer may deny a work permit if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement or school attendance if permitted to work during the school year. Similarly, an issuing officer may revoke a work permit if in the issuing officer's judgment the minor cannot maintain adequate academic achievement or school attendance if permitted to work during the school year.**
7. Under the new Child Labor Law, an employer must notify the issuing officer within five days of the normal duties and hours of employment of a minor. Within five days after termination of employment, the employer must notify the issuing officer of such termination. Employers are also required to maintain a copy of the minor's work permit.
8. Under the new Child Labor Law, enforcement capabilities have been expanded to include school personnel. The following school officials have enforcement capabilities: chief school administrator, home and school visitor, attendance officer (appointed under sections 1341 and 1342 of the Public School Code), and issuing officer. School districts administer applications and issue work permits. If an enforcement officer has reason to believe that an individual working without a permit is a minor or that a minor with a work permit is working in violation of the age restrictions under the Child Labor Act, the officer may demand that the person employing the individual, provide, within ten

days the following: proof of age of the individual in question or cease to employ or permit the individual to work.

School District Work Permit Application

[http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us:80/portal/server.pt/gateway/PTARGS_0_123531_1320109_0_0_18/School District Work Permit Application SDWPA.pdf](http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us:80/portal/server.pt/gateway/PTARGS_0_123531_1320109_0_0_18/School%20District%20Work%20Permit%20Application%20SDWPA.pdf)

School District Work Permit

http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us:80/portal/server.pt/gateway/PTARGS_0_123531_1320110_0_0_18/School%20District%20Work%20Permit%20SDWP.pdf

ATTENDANCE POLICY

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. (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.)

- H. Student participation in a work study or career exploration program approved by the School Board.
- I. 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.
- J. Senior students taking a combination of college and high school courses.
- K. Senior students attending a college under an early entrance arrangement with the principal's approval.
- L. Students gaining early entrance to military service with the principal's approval.
- M. Graduating students participating in supervised commencement preparation provided that such participation not last more than three (3) days.
- N. 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 LATENESS

- 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. Running errands
- B. Baby Sitting
- 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 a 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 be required to schedule school/family conference with the 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to

\$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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 two (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 a 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 week. 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.

BEHAVIOR VIOLATIONS AND CONSEQUENCES

The Coatesville Area School District administration will determine the appropriate course of action required to provide a safe learning environment. If any infraction is committed on school grounds, during school related activities on school buses or vehicles, at bus stops, on route to and from school, or while otherwise under the jurisdiction of the Coatesville Area School District, discipline will be handled according to the discipline levels stated in the Code of Student Conduct.

Other Violations

Depending on the seriousness of the offense, the administration may recommend expulsion or suspension for offenses **not listed herein** (examples include, but are not limited to, charges of conspiracy and/or acting as an accessory). In addition, the District reserves the right to provide an alternative process for educating the student upon their return from an expulsion.

Criminal Charges and/or School 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 criminal nature. The District may also file reports of **suspected** criminal violations.

PA Act 26 of 1995 mandates that school districts “shall report the discovery of any weapon prohibited by the Act to local enforcement officials.”

Infractions - Level 1

Level 1 infractions are minor misbehavior incidents. Student behaviors that impede orderly classroom procedures or interferes with school operation.

1. Unexcused absence from or lateness to class or school (including cutting classes – 10 minutes or longer and/or advisory)
2. Forging names on passes or other school related documents
3. Refusing to serve detention or report to class or the office when sent by a teacher
4. Violation of Electronic Devices (CASD Policy No. 237)
5. Disrespectful speech or action
6. Violation of Dress and Grooming (CASD Policy No. 221)

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Verbal Warning
- Student Conference
- Parent Contact
- Written Apology
- Reflection Assignment
- Suspension of Privileges
- Exclusion from extra-curricular activities
- Referral to Guidance Counselor
- Referral to Pro-Team
- Restitution
- Detention
- Community Service
- In-School Suspension
- Out-of-School Suspension
- Peer Mediation (training needed)
- Other actions as deemed appropriate by the administration

Infractions – Level 2

Student misbehavior that is frequent or that causes a serious disruption to the learning climate of the school.

1. Continual violations of Level 1 Infractions
2. Inappropriate Sexual Behavior/Lewd Conduct (Students shall refrain from making unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature toward other students or school staff members). Any repeat or continuation of the offensive behavior, after being notified, may result in a harassment charge being filed.

3. Third party individuals provoking or instigating a fight
4. Insubordination
5. Using profanity or obscenities
6. Failure to report to class or the office when sent by a teacher.
7. Any other action detrimental to the effective operation of the school
8. Gambling or possession of gambling paraphernalia
9. Academic cheating or plagiarism
10. Solicitation of unauthorized merchandise is prohibited without consent of administration. No student has the right to sell or buy cell phones, iPods or any other electronic device.
11. Interference with the learning of others (Disruptive Behavior)
12. Disrespectful Speech or Action
13. Stealing or receiving/possession of stolen property
14. Possession of smoking materials
15. Entering or leaving school buildings or grounds without permission
16. Being in an authorized area
17. Violating the Acceptable Use of Internet (CASD Policy No. 815)
18. Refusing to give name or proving false name, failing to provide identification to teacher, support staff, or school police
19. Use of tobacco products, including chewing tobacco, e-cigarettes and smoking
20. Trespassing on any school property or building that students do not have authorization to enter
21. Defacing or destruction of school property (parent/student responsible for cost of repair). Act 16 of the 1994, known as the Graffiti Crimes Law, provides for criminal prosecution for the possession of spray paint and indelible marking pens with the intent of defacing school property.
22. Possession of pornographic material
23. Unintentional physical contact with school personnel

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Parent contact
- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (1-3 days)
- Out-of-School Suspension (1-3 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 3

Actions which result or could result in violence to another person or property or pose a direct threat to the safety of others in school.

1. Continual violations of Levels 1 and 2 Infractions
2. Threatening or intimidating school staff/administration
3. Possession or distribution of counterfeit money
4. Possession of illegal or dangerous materials (firecrackers, chemicals, bullets, etc.) Possession of pepper mace/gas is not permitted.
5. Assaulting fellow student
6. Making terroristic threats with the intent to terrorize others, or committing terroristic acts (CASD Policy No. 218.2)
7. Fighting
8. Gang-related activity or symbolism. Any student found to have been involved in gang-related activity or symbolism.
9. Indecent exposure
10. Threatening, harassing, teasing, or intimidating a fellow student (CASD Policy No. 248)

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (3-10 days)
- Out-of-School Suspension (3-10 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 4

Actions that are criminal and/or are so serious that the following are required: Student removed from school; intervention by law enforcement; action by the Board of School Directors.

1. Multiple and Repeated Offenses
2. Weapons shall be defined as any animate or inanimate device, instrument, materials, or substance 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. Possession of a 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 implements that could be used for the inflicting of bodily injury.

Act 26, promulgated by the Pennsylvania General Assembly, provides that students found guilty at a proper hearing of being in possession of a weapon shall be expelled from the PA School District for a period of one (1) school year. Such incidents must be reported to the local law enforcement officials.

3. Possession, use, under the influence, intent to distribute, purchase, distribution or sale of any alcoholic beverage or controlled substance (including “look-alikes,” i.e. fake, counterfeit controlled substances, over the counter medications, prescription medications, or “drug paraphernalia, i.e., pipes, rolling papers)
4. Assaulting school personnel
5. Arson or intentional false alarms (fire or bomb threat) (any person who gives false information concerning placement or setting off a bomb or other explosives in a school shall be prosecuted.) Also, any student found guilty of intentionally setting off a false alarm or intentionally discharging a fire extinguisher will be subject to expulsion and prosecution.
6. Assault involving any student who requires medical treatment by a physician and/or hospital
7. Extortion, attempted extortion, or robbery
8. Hazing (CASD Policy No. 247)

Recommended Discipline

Students committing an offense in this level may receive one or more consequences. The consequences include, but are not limited to:

- Possible Expulsion from School or other school action which results in appropriate placement.
- Suspension of Privileges Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- Out-of-School Suspension (3-10 days)
- Informal Hearing
- Referral to Law Enforcement
- Referral to the Student Discipline Committee

CORRECTIVE MEASURES AND PENALTIES

Detention

Administrators or teachers may detain a student before or after school hours for a period of **not less than 30 minutes**. Pupils shall be given **24 hours**’ notice of such detention to inform their parents of their whereabouts.

In-School Suspension

1. Students may not participate in school activities while assigned to In-School Suspension.
2. Students assigned to In-School Suspension Classes **must make-up** any work from when they are absent from those classes.
3. Students refusing to report to ISS will be assigned OSS.

Out of School Suspension

Exclusion from classes for a period of one (1) to ten (10) consecutive school days.

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.

Parking Permits

A parking permit is a privilege that is extended to students based upon qualifications. Only juniors and seniors are eligible for permits. All obligations and responsibilities must be cleared before applying for a permit. The building administrator may revoke a parking permit at any time that he/she feels it in the best interest of the school or student. Reasons may include irregular attendance, disruptive behavior, repeated violations of traffic regulations, or other actions in violation of the Codes of Student Conduct.

Counseling may be required for serious incidents, such as sexual harassment or terroristic threats.

Expulsion

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

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

When a suspension exceeds three (3) days the student and parent are entitled to an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or show why the student should not be suspended.

In a case involving possible expulsion (i.e., exclusion for more than 10 school days) the student is entitled to a formal hearing which is a fundamental element of due process.

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 building 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.

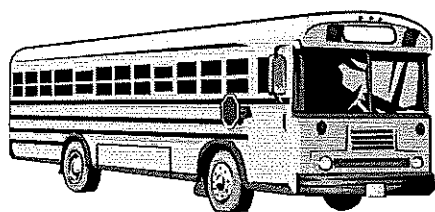
In addition, buttons, badges, patches, shirts, jackets, hats or other articles displaying messages referring to alcohol, drugs, sex or a cult are prohibited.

Students violating the dress code will be sent to an administrator. Students will be sent home after parental contact or the parent must bring in a change of clothes. Continued violation of the Dress and Grooming Policy will be regarded as insubordination and the student may be suspended.

The Board of School Directors also prohibits clothing attire or regalia; construed to be cult, or gang related (CASD Policy No. 221).

Students are discouraged from bringing expensive personal property i.e., electronic devices to school or wearing expensive clothing or jewelry. The school district cannot be responsible for the loss or theft of any such items.

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



TRANSPORTATION / WALKING



Students who ride the bus do so as a privilege and must to abide by all Codes of Student Conduct. The following are descriptions of how students must arrive at school and procedures that must be followed for the safety of all.

1. Parents who drop off or pick up students at school are asked to refrain from parking in the bus lane. Parents should review any drop off and pick up procedures particular to each school site.
2. Students who ride the bus are held to the entire Secondary Code of Student Conduct for the Coatesville Area School District and as such are subject to all consequences found in the Coatesville Area School District Secondary Code of Student Conduct.
3. Students may walk to and from school only with parental permission. A note must be provided to the office in the morning for permission to be granted. Walkers are expected to leave school grounds in a timely fashion and walk directly home.
4. Students are assigned to a specific bus and should plan to ride that bus for the duration of the school year. Students may not ride another bus for the purpose of visiting a friend, going into town, etc. In the event of an emergency, **parents should contact the assistant principal by telephone. Requests in writing will not be honored.**

HAVE A GREAT YEAR!

Coatesville Area Intermediate High School

2017-2018 Student Agenda



Go Red Raiders

Coatesville Area Intermediate High School Campus
1425 East Lincoln Highway
Coatesville, PA 19320
(610) 383-3735
www.casdschools.org/cash

This agenda belongs to:

Name:

Address:

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Student #** _____

Philosophy Statement

To develop an environment which fosters a positive educational climate that enhances educational excellence and promotes responsibility and self-worth for all.

Mission Statement

Our mission is to provide a quality education focused on instruction through best practice, building positive relationships, and a commitment to ensure all students are promoted to the next grade level.

Coatesville Area Intermediate High School Administration

Brian M. Chenger, Principal

Joseph L. MacNamara Jr., Assistant Principal

Richard A. Mitchell Jr., Assistant Principal

Allison B. Shimon, Assistant Principal

Vincent Leavey, Director of Activities, Athletics, and Compliance

Guidance Counselors

Secretary – Terry Young	Ext. 61535
Tina Rodgers (A-G)	Ext. 61531
Francine Norman (H-O)	Ext. 61534
Stephen Shirk (P-Z)	Ext. 61687
Natalie Corcimiglia, Mental Health	Ext. 61331

Secretarial Staff

Principal's Secretary	Ext. 61510
Kathy Spangler, Adm. Asst.	Ext. 61515
Denise Smith, Adm. Asst.	Ext. 61511
Karen Barnhart, Library	Ext. 61552
Laurie Washington, Attendance	Ext. 61516
Heather Domsohn, Attendance	Ext. 61517
Jill Hammond, Activities/Athletics	Ext. 61513
Nurse	
Doreen Taylor	Ext. 61541

SCHOOL CALENDAR AND IMPORTANT DATES



2017 – 2018

2017 – 2018 School Calendar

Board Approved on 1/2017

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		29	30	31		

Student S = 4
Teacher T = 6

Sep-17						
S	M	T	W	T	F	S
					1	2
3		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 = 21
T = 20

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

S = 21
T = 22

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

S = 17
T = 16

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		23
24						30

31
S = 15
T = 15

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

Keystone make-up
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		17
18		20	21	22	23	24
25	26	27	28			

Keystone make-up
S = 16
T = 16

Mar-18						
S	M	T	W	T	F	S
				1	2	3
4	5			8	9	10
11	12	13	14	15	16	17
18	19	20	21	22		24
25						31

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

Apr-18						
S	M	T	W	T	F	S
1		3		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					

Final 1 day teacher
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		29	30	31		

Keystone spring
S = 22
T = 22

Jun-18						
S	M	T	W	T	F	S
					1	2
3	4	5	6			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 = 5

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

2017 – 2018 Important Dates

Board Approved on 2/2017

Coatesville Area School District 2017 - 2018 School Calendar

August 21, 2017	New Teacher Induction
August 22-25, 2017	Teacher In-Service
August 26, 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 *1st SNOW MAKE UP DAY 3/26/18 2ND SNOW MAKE UP DAY 3/27/18 3RD SNOW MAKE UP DAY 3/28/18
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 26, 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, 3rd is 4/2/18, 3rd, 4th and 5th snow make up days are scheduled for 3/16, 3/17 and 3/18/18.*

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

USEFUL CONTACTS AND FORMS



2017-2018

Coatesville Area Intermediate/Senior High School Campus – Activities

Academic Team – Mr. Jones jonesk@casdschools.org

The Coatesville Area Intermediate/Senior High School Academic Team creates the opportunity for academically high achieving students to develop intellectually and grow socially through direct competition and interaction with other high school students throughout Chester County and across the nation. Members learn sportsmanship, enhance social and personal skills, and expand their knowledge base through this celebration of academic achievement.

Art Club – Mrs. Glass glassb@casdschools.org

The art club's purpose is to enrich the art experience beyond the regular classroom while supporting our school, our community & our own artistic vision.

Bible Club – Mr. Sheller shellerd@casdschools.org

The purpose of the Bible Club is to create an environment where group discussions take place pertaining to various Bible passages with emphasis on applying biblical truths to our everyday lives.

Chess Club – Luke Nelson nelsonl@casdschools.org

The chess club meets one day a week, after school, from 2:30 pm to 4:00 pm. Chess requires a lot of thinking and foresight. Chess players develop pattern recognition and problem solving skills. Chess is also a social activity and the club will provide a time and a place for students to gather and make, or strengthen, friendships.

Drama Club Intermediate High School – Mr. DiGuiseppe diguiseppa@casdschools.org

Dramatic/Musical performing arts club. All aspects of dramatic and musical theatre will be explored and performed.

Gay and Straight Alliance – Mr. Ross rossr@casdschools.org

The purpose of the Coatesville GSA is to provide a supportive community to LGBT and allied students on campus.

German Club – Mrs. Pinnix-Smith pinnixsmithj@casdschools.org

German Club is designed to enhance the World Language experience. Students who participate in this club take part in activities that will teach them more about German Culture as well as provide opportunity to build friendships with their peers that already share a common bond.

Gospel Choir – Mr. Roland Holmes

Gospel Choir brings together students of diverse cultures and beliefs, and have a love of Gospel music. Students are able to share their gifts through performances throughout the district and community. The Gospel Choir provides a safe place for expression and acceptance. Students develop musical skills and are exposed to the history behind the genre of Gospel music.

Indoor Color Guard – Mr. Hughes hughesg@casdschools.org

The indoor color guard is a group that uses traditional color guard equipment and dance to visually portray music. The group competes weekly against other area schools.

Indoor Drum Line – Mr. Hughes hughesg@casdschools.org

Leo Club – Mrs. Levan levanm@casdschools.org

To provide the youth of the world with an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international community.

Students Against Destructive Decisions (SADD) – Mr. Tassoni tassonij@casdschools.org

To provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, risky and impaired driving, and other destructive decisions.

Ski Club – Mr. Sheller shellerd@casdschools.org

The purpose of the Ski Club is to introduce skiing as a healthy and enjoyable recreational activity for beginning skiers, and to help more experienced skiers to continue their pursuit of skiing as a sport. The Ski Club takes several trips to various ski resorts including Blue Mountain, Camelback Mountain, Elk Mountain, Jack Frost Mountain along with a weekend trip to Vermont in late February. More information with exact dates and costs will be presented at the introductory meeting in early November.

Spanish Club – Mrs. Campayo campayok@casdschools.org

Spanish Club provides students in the Spanish program an opportunity to experience Spanish/Hispanic language and culture in a casual, fun manner. Club members are able to form lasting relationships outside of the school setting while participating in a variety of activities and competitions, often with the French and German Clubs. This of course, enhances our classroom cohesiveness. The Spanish Club also provides, through fundraising and student contributions, funding for a full year to a school in the Amazon River Basin of Peru. When a need arises, we also donate and support other worth-while community endeavors, especially when the Coatesville Hispanic community is involved.

S.P.I.R.I.T. – TBD

Student Problem Identification & Resolutions of Issues Together Student Problem Identification and Resolution of Issues Together (S.P.I.R.I.T.) applies the principles of mediation, problem solving, and full engagement of the school community, to help create a climate of respect and understanding in schools.

SPiRiT brings students, administrators, teachers, and parents together to identify issues, so they may develop their own solutions, and take ownership of the actions they deem most appropriate to resolve the conflicts within our schools.

Stage Crew Intermediate High School – Mr. Ross rossb@casdschools.org

Students in grades 9-10 may participate. Lighting, audio and stage set ups for: Drama Club, Campus Choirs, Musicals, Band Concerts, Orchestra Concerts and Assemblies.

Student Council Intermediate High School – Mrs. Cooper cooperv@casdschools.org

Student Council raises money for the student body as well as the community.

Weight Lifting – Mr. Vietri vietris@casdschools.org /Mr. Eberly eberlyr@casdschools.org

The purpose of the after-school weight training program is to provide students with an opportunity to experience strength training, plyometric, core training, and cardiovascular conditioning in a safe and supervised environment. The program is available to boys and girls grades 9 through 12 during the entire school year. The goal of this program is to improve the overall fitness levels through cardiovascular and resistance training.

A Guide for Secondary Level School Health Services

Emergency Information Form:

Emergency Information Forms must be completed each school year and signed by the parent/guardian. This updated information is important to have in case of an emergency in order to provide care to the student quickly and safely. Medication will not be dispensed without this information on file. Students who need to be sent home will only be released to persons listed on the current Emergency Information Form. School Policy states that students will only be released for medical reasons through the school nurse. Students are not to call or text for early dismissal without the knowledge and consent of the school nurse.

Any medical condition that may affect attendance requires a note from the physician each year so that the school can work with your student to make accommodations if needed. Notes from the physician are also required if a student misses 10 or more school days.

Mandated Physical Examinations:

Mandated physical examinations are required in the sixth grade and eleventh grade. It is recommended that you see your family doctor for this exam. A private physician's form is available from the school nurse. A school exam can be done by the school nurse practitioner/school physician. You may be present if you desire. If defects are found, you will be notified. If you wish to have this exam done at school, written permission from the parent/guardian must be provided. **School physicals can be done from September 1 of the previous school year and are due by January 1 of the school year in which they are required.**

Sports Examinations:

Sports Examinations are required for seventh through twelfth grade students who have signed up for a specific sport. A student needs a full physical prior to the initial sport season with a completed PIAA packet (available on the Campus website and in the Athletic Office). Sports physicals for the 2017-2018 school year **MUST** be completed after June 1, 2017 and are good for all sports played during the 2017 – 2018 school year. After that, a re-evaluation may be necessary if the student had a significant illness or injury. **Athletic physicals will satisfy the requirement for the mandated physical for the eleventh grade, but must specifically certify that a student is able to participate in the indicated sport (s). Please make sure that the nurse gets a copy of any private sports physical done by your family doctor.**

Height and Weight

Height and weight will be measured every year, and Body Mass Index (BMI) will be calculated. A report will be sent home.

Vision Screening

Vision screening will be done every year. Any indication of vision difficulty will be reported to the parent/guardian as soon as possible.

Hearing screening will be done for seventh grade and eleventh grade students. Parents will be notified if the student is in need of medical attention.

Immunizations

Immunizations should be kept up to date. Please provide the school nurse with any additional immunizations received.

Medication

All prescription and over-the-counter medication to be taken at school must be in the original bottle and accompanied by a signed letter of permission from the parent/guardian and physician. This letter should have the amount of medicine to be taken, times the medicine is to be taken, condition for which the medicine is given and possible side effects of the medicine.

The following medications are approved by the school physicians and may be sent into school with a note from the parent/guardian:

Allergy Eye Drops Robitussin Cough Drops Lactaid Naproxen Sodium (i.e. Aleve)
Nasal Decongestant Pamprin/Midol Saline Nasal Spray

ALL MEDICATION MUST BE KEPT IN THE SCHOOL NURSE'S OFFICE.

Illness

The following are some symptoms which may mean that your child is ill. Your child should remain at home when he/she has:

Fever, chills Vomiting Diarrhea
Unusual skin rash Sore throat Enlarged glands
Abdominal pain Running or inflamed eyes

A child should remain home at least 24 hours without a fever and/or vomiting following an illness. By following these guidelines, you will protect not only the health of your child, but the health of his/her classmates.

Please note that your child will not be able to attend school if he/she is suffering from pink eye, head or body lice, impetigo, ring worm, scabies, unusual skin rash, severe sore throat or fever.

If you have any questions, please contact the school nurse:

Mrs. Doreen Taylor, R.N.
Phone: 610-383-3735 ext. 61541
taylor@casdschools.org

**COATESVILLE AREA SCHOOL DISTRICT
STUDENT ACCIDENT COVERAGE FORM:
Extra-Curricular and Co-Curricular Activities**

Students (K-12) in the Coatesville Area School District participating in any school-sponsored extra-curricular or co-curricular activity and parents of these students must be aware that injury may occur during such activities. In order to insure both acknowledgement of possible injury to the student and proper insurance coverage for any student who maybe injured, the Coatesville Area School District requires each of its schools to have on file a signed student accident coverage form for students participating in such activities. This student accident coverage form must also contain the name of the insurance company with which the student is insured. **Please note: All students participating in extra-curricular or co-curricular activities must carry accident insurance either through the school insurance or a private insurance plan carried by the parent.** School accident insurance carries a non-deductible \$500,000 limit in accordance with terms and conditions of the policy. The Board of School Directors covers students in grades 6 – 12 on school-sponsored sport teams (including intramurals) while participating in these events. However, these students should carry school insurance or have coverage under a private insurance plan if they intend to participate in other activities.

Please complete and sign this form and return it promptly to your child's school. Be sure to indicate if your child has applied for school insurance or if you carry insurance on your child. If you carry private insurance, please indicate the name of the insurance company and the policy number with which you have coverage.

Please note: This student accident coverage form must be completed in order for your child to participate in any extra-curricular or co-curricular activity.

**COATESVILLE AREA SCHOOL DISTRICT
STUDENT ACCIDENT COVERAGE FORM**

I approve of _____ participating in extra-curricular and co-curricular activities.

Check One:

____ I carry insurance with the _____ Insurance Company that covers my child in the event of any injury. Policy # _____

____ I have applied for Student Accident Insurance through the plan offered by the Coatesville Area School District.

Signature of Parent/Guardian School Grade Date

Street Address City, State, Zip Code Phone

A STUDENT MANY NOT PARTICPATE IN ANY FIELD TRIP WITHOUT INSURANCE!

Personal Electronic Devices Permission Slip

The Coatesville Area Senior High School will allow the possession and use of personal electronic devices in school with parent's permission and only within the following designated areas:

- Transition between classes
- Cafeteria
- Library
- During class when used as an appropriate instructional tool with approval from the classroom teacher
- Buses
- Extra-Curricular Activities
- Other reasons determined appropriate by the building principal

Electronic devices are subject to the following restrictions:

- Electronic devices may not be used to conduct any activities which violate state and/or federal law, board policy or school rules.
- Electronic devices may not be used in any manner which interferes with, or is disruptive to educational or extra-curricular activities and/or events.
- Taking photos or recording videos is strictly prohibited.
- 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, sexting and e-mailing.
- 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.

I understand that failure to follow the guidelines may result in consequences outlined in the secondary code of conduct under "Use of Electronic Devices: CASD Policy 237". 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 code of conduct of any electronic devices.

I give my child permission to bring their personal electronic devices listed to school. I agree that the guidelines listed above will be followed and understand the consequences outlined in the secondary code of conduct under "Use of Electronic Devices: CASD Policy 237".

Please complete the following information, sign and have your child return to their advisory teacher.

Device: Type: _____ Serial# and/or Phone# _____

Device: Type: _____ Serial# and/or Phone# _____

I do not give my child permission to bring in their electronic device to school. _____

Student Name: _____ Parent/Guardian Name _____

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.

Signature Parent/Guardian Name _____ **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.

Signature of Student _____ **Date** _____

ADVISORY

Last Name: _____ First: _____
(Printed)

Advisory Teacher Name: _____

Advisory Room No.: _____

Grade: _____

COATESVILLE AREA SCHOOL DISTRICT MEDIA RELEASE FORM

Student Name: _____
Print Name

Grade: _____

School Name: _____

Date: _____

The Coatesville Area School District is committed to protecting the privacy of all students and their families. The following is provided to offer you as a parent the right to choose whether or not your child may be photographed, videotaped, or recorded for the local news media, publicity, or for internal purposes, such as newsletters, school and district presentations, district advertisements, district websites, etc.

I, _____, the parent of, _____, hereby give my full and complete permission, without reservation or restriction, for my child to be photographed, (still or motion), and/or tape recorded, (audio or video) by employees of the Coatesville Area School District, its education partner organizations, and/or agents of the media.

_____ I understand and agree that I am hereby waiving all claims to the use of said photographs, slides, films, videotapes, audiotapes, or other audiovisual representations taken or made of my child.

_____ I do not wish to allow my child to be photographed, videotaped or recorded.

Please Print:

Name of Parent/Guardian

Signature

Address

Date

City

State, Zip

Home Phone Number

Work Number

Cell Number

ACADEMIC INFORMATION



2017-2018

General Information

Bell Schedule

"A" Schedule

Advisory	7:30 – 7:38	
Period 1	7:41 – 8:30	
Period 2	8:33 – 9:22	
Period 3	9:25 – 10:14	Lunch Schedules
Period 4/5	10:17 – 11:06	Pd. 4 10:17 – 10:47
Period 5/6	10:50 – 11:39	Pd. 6 11:09 – 11:39
Period 6/7	11:09 – 11:58	Pd. 8 12:01 – 12:31
Period 7/8	11:42 – 12:31	Pd. 10 12:53 – 1:23
Period 8/9	12:01 – 12:50	
Period 9/10	12:34 – 1:23	
Period 11	1:26 – 2:15	

Graduation Requirements

The Board of School Directors of the Coatesville Area School District has adopted the graduation policies which meet the graduation requirements established by the Commonwealth of Pennsylvania. The total number of credits needed to graduate is as follows:

Credits for Graduation

Subject	Credits
English	4
Social Studies	4
Mathematics	4
Science	4
Health	0.5
Wellness and Fitness	1 Credit (2 Courses)
Electives	6.5
TOTAL	24.0 Credits

Promotion Policy

Credits needed to be promoted from grade 9 to grade 10	5.5 Credits
Credits needed to be promoted from grade 10 to grade 11	11.0 Credits

Grading Policy	
90-100	State and local standards have been achieved at a distinguished level
80-89	State and local standards have been achieved at an advanced level
70-79	State and local standards have been achieved at a proficient level
60-69	State and local standards have been achieved at a basic level (no academic credit awarded)
59 & below	State and local standards have been achieved at a below basic level (no academic credit awarded)

Honor Roll

The Distinguished honor roll will be for those students earning a 90% or higher in all subjects. The regular honor roll is comprised of students who have a numerical grade average of 80% or better, with no minimal grades less than 70%.

Progress Reports

Interim progress report notices will be mailed after the 23rd day of each marking period. Teachers may also distribute additional notices that are to be signed by a parent and returned to the teacher. Feel free to contact counselors, teachers, or administrators regarding any questions or concerns. Parents can also access student's information via the Home Access Center.

Home Access Center

The Coatesville Area School District values parent partnerships and recognizes the importance that communication between home and school can have in promoting academic success. As a measure of our commitment to increasing that communication, the district will be providing "Home Access" to each parent/guardian for each Coatesville Area School District student.

Home Access provides parents/guardians with the ability to see a student's schedule, attendance history, and registration information. Parent/guardians will also be able to update phone numbers and email within "Home Access" in order to ensure that the district has the most up to date contact information for each student. Parents of high school students will be able to view student grades, assignments, and report cards.

The Home Access account can be accessed by using the following web address:

<https://www.casdplus.net/homeaccess>.

SCOIR

The Coatesville Area Senior High School Campus will be utilizing SCOIR. The Mission of SCOIR is to improve access to the opportunities that a college education provides. SCOIR enables students, parents, counselors, and colleges to make better decisions that achieve more positive outcomes. SCOIR is a program that creates an open and transparent approach to college admissions so students are able to discover colleges that match their interests and learn about the colleges, parents are able to access financial calculation tools to compare the costs of attending colleges, counselors can assist students in uploading and inputting application materials including transcripts, letters of recommendations, and student resumes, while colleges are able to discover, learn about, and connect with students interested in their school. Students, Parents, and Counselors can access SCOIR at www.scoir.com

Interscholastic Sports Programs

The Coatesville Area Senior High School Campus is a member school the Ches- Mont League National Division and District One (www.piaad1.org) of the Pennsylvania Interscholastic Athletic Association (www.PIAA.org). Any student interested in participating in a PIAA sponsored sport must have a complete Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form prior to participating.

The CIPPE may not be authorized earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st.

Sports Physical Information (CIPPE forms can be found in the main office, athletic office, or at www.PIAA.org)

Fall Sports	Winter Sports	Spring Sports
Football	Basketball (boys and girls)	Baseball
Soccer (boys and girls)	Wrestling	Softball
Cross Country (boys and girls)	Swimming (boys and girls)	Girls Lacrosse
Golf	Indoor Track (boys and girls)	Boys Tennis
Field Hockey		Track (boys and girls)
Girls Tennis		
Girls Volleyball		

Eligibility

In order for a student to participate in an extra-curricular activity, he/she must meet academic and attendance standards. Students absent 20 or more days of school during a semester may not participate in activities until he/she has attended forty-five (45) days of school following the 20th day of absence.

A student will be eligible if he/she is passing all subjects with the exception of one major and one other subject or any type. If a student has failed 2 subjects for the marking period, he/she must attend tutorial classes and is ineligible for a 20-day period. At the end of the 20 days, the student may return to the activity if he/she is no longer failing. In order to maintain eligibility, students may not be failing two subjects at the end of each week. Weekly academic eligibility is monitored for all students participating in extra-curricular activities (including, but not limited to: athletics, clubs, and school sponsored activities.)

At the end of the school year a student must meet the promotion requirements of the Coatesville Area School District. Any student retained in a grade will be ineligible for the first marking period of the fall semester.

SECONDARY CODE OF STUDENT CONDUCT



2017-2018

Student Code of Conduct

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 **Danielle Hawkins**, Acting Director of Pupil Services/Data Assessment, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610-466-2400).

Coatesville Area School District va a proveer oportunidades para educacion a todas personas a pesar de su raza, religion, color, ascendencia, origen nacional, sexo, invalidismo o discapacidad, como se provee por el acto de Relaciones Humanos de Pennsylvania, 42 P.S. Seccion 951, et seq., e Titulo VI del Acto 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 inválidas, pongase en contacto con: **John Reid**, Director of Pupil Services/Data Assessment, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610-466-2400).

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.

WORKING PERMITS

The Coatesville Area School District has procedures in place when issuing Work Permits to students ages 14 to 17. All requests for Work Permits need a signature for approval by the guidance counselor or building administrator. If neither is available when approval is being requested, the parent and the student will need to return to their home school when someone is available. Students will need to complete the PDE approved Application for Work Permit form (see link below) and submit it for approval at their home school. Once the Application for Work Permit form has been completed and approved by the Guidance Counselor or Administrator, the student will be issued a Work Permit by their home school (see link below). For additional information on employment of minors in performances and the role that school districts play in approving such permits, please visit

The Department of Labor and Industry's website at:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553527&mode=2>

On Oct. 24, 2012, Governor Tom Corbett signed into law Act 151 of 2012 resulting in sweeping changes to Pennsylvania's existing Child Labor Law. The Act which took effect on Jan. 22, 2013, confers new powers and duties on the Pennsylvania Department of Labor and Industry, the

Pennsylvania Department of Education, school districts, and others with specific responsibilities under the law.

The following is a brief summary of the major changes to Pennsylvania's Child Labor Law that impact school districts. There are many other changes to the law such as work hours, summer school, and high school graduates. You are encouraged to thoroughly review the new child labor law.

1. Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.
2. Requests for work permits involving theatrical and other similar performances will continue to be processed by the Pennsylvania Department of Labor and Industry. These minors will need verification signed by the principal of the school attended by the minor or the issuing officer of the minor's school district.
3. Under the new Child Labor Law, an issuing officer can be a district superintendent or a supervising principal of a public school district. If a public school district does not have a superintendent or supervising principal, the secretary of the board of school directors may serve this function. The above officials can authorize, in writing, another individual to issue work permits.
4. Under the new Child Labor Law, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parents or legal guardian sign an application for a work permit. In lieu of a signature by a parent or legal guardian, the applicant can sign a statement before a notary public attesting to the accuracy of facts in the application on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement must be attached to the application. This requirement does not apply if the applicant can show official proof of high school graduation.
5. Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.

6. Under the new Child Labor Law, an issuing officer may deny a work permit if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement or school attendance if permitted to work during the school year. Similarly, an issuing officer may revoke a work permit if in the issuing officer's judgment the minor cannot maintain adequate academic achievement or school attendance if permitted to work during the school year.

7. Under the new Child Labor Law, an employer must notify the issuing officer within five days of the normal duties and hours of employment of a minor. Within five days after termination of employment, the employer must notify the issuing officer of such termination. Employers are also required to maintain a copy of the minor's work permit.

8. Under the new Child Labor Law, enforcement capabilities have been expanded to include school personnel. The following school officials have enforcement capabilities: chief school administrator, home and school visitor, attendance officer (appointed under sections 1341 and 1342 of the Public School Code), and issuing officer. School districts administer applications and issue work permits. If an enforcement officer has reason to believe that an individual working without a permit is a minor or that a minor with a work permit is working in violation of the age restrictions under the Child Labor Act, the officer may demand that the person employing the individual, provide, within ten days the following: proof of age of the individual in question or cease to employ or permit the individual to work.

School	District	Work	Permit	Application
http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320109_0_0_18/School%20District%20Work%20Permit%20Application%20SDWPA.pdf				

School District Work Permit

http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320110_0_0_18/School%20District%20Work%20Permit%20SDWP.pdf

ATTENDANCE POLICY

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. Student 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. Running errands
- B. Baby Sitting
- 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 be required to schedule school/family conference with the Home & School Visitor~~ **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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child 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

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Third Unlawful Absence

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

Parent/guardian will be required to schedule school/family conference with the Home & School Visitor 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age

who has attained the age of thirteen (13) years and fails to comply with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to \$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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.

BEHAVIOR VIOLATIONS AND CONSEQUENCES

The Coatesville Area School District administration will determine the appropriate course of action required to provide a safe learning environment. If any infraction is committed on school grounds, during school related activities on school buses or vehicles, at bus stops, on route to and from school, or while otherwise under the jurisdiction of the Coatesville Area School District, discipline will be handled according to the discipline levels stated in in the code of conduct.

Other Violations

Depending on the seriousness of the offense, the administration may recommend expulsion or suspension for offenses **not listed herein** (examples include, but not limited to, charges of conspiracy and/or acting as an accessory). In addition, the district reserves the right to provide an alternative process for educating the student upon their return from an expulsion.

Criminal Charges and/or School 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 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 enforcement officials.”

Infractions - Level 1

Level 1 infractions are minor misbehavior incidents. Student behaviors that impede orderly classroom procedures or interferes with school operation.

1. Unexcused absence from or lateness to class or school (including cutting classes – 10 minutes or longer and/or advisory)
2. Forging names on passes or other school related documents
3. Refusing to serve detention or report to class or the office when sent by a teacher.
4. Use of Electronic Devices (CASD Policy No. 237)
5. Disrespectful speech or action.
6. Violation of dress code and grooming (CASD Policy No. 221)

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Verbal Warning
- Student Conference
- Parent Contact
- Written Apology
- Reflection Assignment
- Suspension of Privileges
- Exclusion from extra-curricular activities
- Referral to Guidance Counselor
- Referral to Pro-Team
- Restitution
- Detention
- Community Service
- In-School Suspension
- Out-of-School Suspension
- Peer Mediation (training needed)
- Other actions as deemed appropriate by the administration

Infractions – Level 2

Student misbehavior that is frequent or that causes a serious disruption to the learning climate of the school.

1. Continual violations of Level 1
2. Inappropriate Sexual Behavior/Lewd Conduct (Students shall refrain from making unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature toward other students or school staff members). Any repeat or continuation of the offensive behavior, after being notified, may result in a harassment charge being filed.
3. Third party individuals provoking or instigating a fight
4. Insubordination
5. Using profanity or obscenities
6. Failure to report to class or the office when sent by a teacher.
7. Any other action detrimental to the effective operation of the school
8. Gambling or possession of gambling paraphernalia
9. Academic cheating or plagiarism
10. Solicitation of unauthorized merchandise is prohibited without consent of administration. No student has the right to sell or buy cell phones, IPODS or any other electronic device.
11. Interference with the learning of others. (Disruptive Behavior)
12. Disrespectful Speech or Action
13. Stealing or receiving/possession of stolen property
14. Possession of smoking materials
15. Entering or leaving school buildings or grounds without permission
16. Being in an authorized area
17. Violating the Accepted Use of the Internet Policy (CASD Policy No. 815)
18. Refusing to give name or proving false name, failing to provide identification to teacher, support staff, or school police.
19. Use of tobacco products, including chewing tobacco, e-cigarettes and smoking.
20. Trespassing on any school property or building that students do not have authorization to enter
21. Defacing or destruction of school property (parent/student responsible for cost of repair). Act 16 of the 1994, known as the Graffiti Crimes Law, provides for criminal prosecution for the possession of spray paint and indelible marking pens with the intent of defacing school property.
22. Possession of pornographic materials.
23. Unintentional physical contact with school personnel

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Parent contact
- Suspension of Privileges
- Referral to Pro-Team
- Restitution

- Student Conference
- Community Service
- In-School Suspension (1-3 days)
- Out-of-School Suspension (1-3 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 3

Actions which result or could result in violence to another person or property or pose a direct threat to the safety of others in school.

1. Continual violations of Levels 1 and 2
2. Threatening or intimidating school staff/administration
3. Possession or distribution of counterfeit money
4. Possession of illegal or dangerous materials (firecrackers, chemicals, bullets, etc.) Possession of pepper mace/gas is not permitted.
5. Assaulting fellow student.
6. Making terroristic threats with the intent to terrorize others, or committing terroristic acts (CASD Policy No. 218.2)
7. Fighting
8. Gang-related activity or symbolism. Any student found to have been involved in gang-related activity or symbolism.
9. Indecent exposure
10. Threatening, harassing, teasing, or intimidating a fellow student (CASD Policy No. 248)

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (3-10 days)
- Out-of-School Suspension (3-10 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 4

Actions that are criminal and/or are so serious that the following are required: Student removed from school; intervention by law enforcement; action by the Board of School Directors.

1. Multiple and Repeated Offenses
2. Weapons shall be defined as any animate or inanimate device, instrument, materials, or substance 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. Possession of a 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 implements that could be used for the inflicting of bodily injury.
 - **Act 26, promulgated by the Pennsylvania General Assembly, and provides that students found guilty at a proper hearing of being in possession of a weapon shall be expelled from the PA School District for a period of one (1) school year. Such incidents must be reported to the local law enforcement officials.**
3. Possession, use, under the influence, intent to distribute, purchase, distribution or sale of any alcoholic beverage or controlled substance (including “look-alikes,” i.e. fake, counterfeit controlled substances, over the counter medications, prescription medications, or “drug paraphernalia, i.e., pipes, rolling papers)
4. Assaulting school personnel
5. Arson or intentional false alarms (fire or bomb threat) (any person who gives false information concerning placement or setting off a bomb or other explosives in a school shall be prosecuted.) Also, any student found guilty of intentionally setting off a false alarm or intentionally discharging a fire extinguisher will be subject to expulsion and prosecution.
6. Assault involving any student who requires medical treatment by a physician and/or hospital
7. Extortion, attempted extortion, or robbery
8. Hazing (CASD Policy No. 247)

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Possible Expulsion from School or other school action which results in appropriate placement.
- Suspension of Privileges Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- Out-of-School Suspension (3-10 days)
- Informal Hearing
- Referral to Law Enforcement
- Referral to the Student Discipline Committee

CORRECTIVE MEASURES AND PENALTIES

Detention

Administrators or teachers may detain a student before or after school hours for a period of **not less than 30 minutes**. Pupils shall be given **24 hours'** notice of such detention to inform their parents of their whereabouts.

In-School Suspension

1. Students may not participate in school activities while assigned to In-School Suspension.
2. Students assigned to In-School Suspension Classes **must make-up** any work from when they are absent from those classes.
3. Students refusing to report to ISS will be assigned OSS.

Out of School Suspension

Exclusion from classes for a period of one (1) to ten (10) consecutive school days.

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.

Parking Permits

A parking permit is a privilege that is extended to students based upon qualifications. Only juniors and seniors are eligible for permits. All obligations and responsibilities must be cleared before applying for a permit. The building administrator may revoke a parking permit at any time that he/she feels it in the best interest of the school or student. Reasons may include irregular attendance, disruptive behavior, repeated violations of traffic regulations, or other actions in violation of the Codes of Student Conduct.

Counseling may be required for serious incidents, such as sexual harassment or terroristic threats.

Expulsion:

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

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

When a suspension exceeds three (3) days the student and parent are entitled to an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or show why the student should not be suspended.

In a case involving possible expulsion (i.e., exclusion for more than 10 school days) the student is entitled to a formal hearing which is a fundamental element of due process.

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 building 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.

Students violating the dress code will be sent to an administrator. Students will be sent home after parental contact or the parent must bring in a change of clothes. Continued violation of the Student Dress & Grooming Policy will be regarded as insubordination and the student may be suspended.

The Board of School Directors also prohibits clothing attire or regalia; construed to be cult, or gang related (CASD Policy No. 221).

Students are discouraged from bringing expensive personal property i.e., electronic devices to school or wearing expensive clothing or jewelry. The school district cannot be responsible for the loss or theft of any such items.

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

Coatesville Area Senior High School

2017-2018 Student Agenda



Go Raiders

Coatesville 11/12 Center
1445 East Lincoln Highway
Coatesville, PA 19320
www.casdschools.org

This agenda belongs to:

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Student #** _____

Philosophy Statement

To develop an environment which fosters a positive educational climate that enhances educational excellence and promotes responsibility and self-worth for all.

Mission Statement

The Mission of the Coatesville Area School District, rich in diversity and committed to excellence, is to create innovative educational experiences which are funded by the taxpayers, supported by the community, delivered by dedicated teachers and administrators, to ensure all students will become responsible, contributing global citizens.

11/12 Center Administration

Michele Snyder, Principal
Michael Fierras, Assistant Principal
Joseph Peleckis, Assistant Principal
Rebecca Richardson, Assistant Principal
Vincent Leavey, Director of Athletics, Activities, and Compliance

11/12 Center Staff - 610-383-3730

Guidance Counselors

Secretary – Leslie Hoopes	Ext. 81531
Sonia DiPierro (A – F)	Ext. 81533
Kim Kiszley (G – L)	Ext. 81534
Susan Martz (M – R)	Ext. 81532
Wendy Lewis (S – Z)	Ext. 81536
Manami Henry- Mental Health	Ext. 81523

Secretarial Staff

Debbe Friel, Principal's Secretary	Ext. 81510
Karen Mobley, Adm. Asst.	Ext. 81511
Dawn Miller, Library	Ext. 81553
Doris Fant, Attendance	Ext. 81516
Marina Burns, Attendance	Ext. 81517
Jill Hammond, Athletics	Ext. 61513

Nurse

Claire Lindelow	Ext. 81541
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SCHOOL CALENDAR AND IMPORTANT DATES



2017 – 2018

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	▲	29	30	31		

Student S = 4
Teacher T = 8

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

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	✗				

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	★	29	30		

Nov 17 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
T = 15
Keystone week 1

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	✗	20
21	22	23	24	25	26	27
28	29	30	31			

Keystone week 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	★	✗	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	✗	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	✗	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					

Pike Spring Festival 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 = 5 190
T = 6 198

▲ 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>*4/2 2ND SNOW MAKE-UP DAY; 3/28 3RD SNOW MAKE-UP; 3/27 4TH SNOW MAKE-UP; 3/29 5TH SNOW MAKE-UP DAY</small>
April 4, 2018	End of 3rd Marking Period - Secondary
April 9-27, 2018	POSA 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.

USEFUL CONTACTS AND FORMS



Coatesville Area Senior High School Campus – Activities

Academic Team – Mr. Jones jonesk@casdschools.org

The Coatesville Area Senior High School Academic Team creates the opportunity for academically high achieving students to develop intellectually and grow socially through direct competition and interaction with other high school students throughout Chester County and across the nation. Members learn sportsmanship, enhance social and personal skills, and expand their knowledge base through this celebration of academic achievement.

Art Club – Mrs. Glass glassb@casdschools.org

The art club's purpose is to enrich the art experience beyond the regular classroom while supporting our school, our community & our own artistic vision.

Bible Club – Mr. Sheller shellerd@casdschools.org

The purpose of the Bible Club is to create an environment where group discussions take place pertaining to various Bible passages with emphasis on applying biblical truths to our everyday lives.

Chess Club- Luke Nelson nelsonl@casdschools.org

The chess club meets one day a week, after school, from 2:30 to 4:00 pm. Chess requires a lot of thinking and foresight. Chess players develop pattern recognition and problem solving skills. Chess is also a social activity and the club will provide a time and a place for students to gather and make, or strengthen, friendships.

Drama Club 11/12 – Mr. DiGuiseppe diguisepea@casdschools.org

Dramatic/Musical performing arts club. All aspects of dramatic and musical theatre will be explored and performed.

Gay and Straight Alliance - Mr. Ross rossr@casdschools.org

The purpose of the Coatesville GSA is to provide a supportive community to LGBT and allied students on campus.

German Club – Mrs. Pinnix-Smith pinnixsmithj@casdschools.org

German Club is designed to enhance the World Language experience. Students who participate in this club take part in activities that will teach them more about German Culture as well as provide opportunity to build friendships with their peers that already share a common bond.

Gospel Choir- Mr. Holmes

Gospel Choir brings together students of diverse cultures and beliefs, and have a love of Gospel music. Students are able to share their gifts through performances throughout the district and community. The Gospel Choir provides a safe place for expression and acceptance. Students develop musical skills and are exposed to the history behind the genre of Gospel music.

Indoor Color Guard – Mr. Hughes hughesg@casdschools.org

The indoor color guard is a group that uses traditional color guard equipment and dance to visually portray music. The group competes weekly against other area schools.

Indoor Drum Line – Mr. Hughes hughesg@casdschools.org

Leo Club – Mrs. Levan levanm@casdschools.org

To provide the youth of the world with an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international community.

Students Against Destructive Decisions (SADD) – Mr. Tassoni tassonij@casdschools.org

To provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, risky and impaired driving, and other destructive decisions.

Senior/Junior Class 11/12 Mrs. Claypoole claypoolec@casdschools.org

Mr. Hughes hughesg@casdschools.org

To raise money for the senior prom.

Ski Club – Mr. Sheller shellerd@casdschools.org

The purpose of the Ski Club is to introduce skiing as a healthy and enjoyable recreational activity for beginning skiers, and to help more experienced skiers to continue their pursuit of skiing as a sport. The Ski Club takes several trips to various ski resorts including Blue Mountain, Camelback Mountain, Elk Mountain, Jack Frost Mountain along with a weekend trip to Vermont in late February. More information with exact dates and costs will be presented at the introductory meeting in early November.

Spanish Club – Mrs. Campayo campayok@casdschools.org

Spanish Club provides students in the Spanish program an opportunity to experience Spanish/Hispanic language and culture in a casual, fun manner. Club members are able to form lasting relationships outside of the school setting while participating in a variety of activities and competitions, often with the French and German Clubs. This of course, enhances our classroom cohesiveness. The Spanish Club also provides, through fundraising and student contributions, funding for a full year to a school in the Amazon River Basin of Peru. When a need arises, we also donate and support other worth-while community endeavors, especially when the Coatesville Hispanic community is involved.

Stage Crew 11/12 – Mrs. Harvey harveyc@casdschools.org

Students in grades 9-12 may participate. Lighting, audio and stage set ups for: Pep Rally's, Drama Club, Meistersingers, Campus Choirs, Musicals, Band Concerts, Orchestra Concerts and Assemblies.

Student Council 11/12 – Mrs. Claypoole claypoolec@casdschools.org

Mr. Hughes hughesg@casdschools.org

Student Council raises money for the student body as well as the community.

Weight Lifting – Mr. Vietri vietris@casdschools.org

Mr. Eberly eberlyr@casdschools.org

The purpose of the after school weight training program is to provide students with an opportunity to experience strength training, plyometric, core training, and cardiovascular conditioning in a safe and supervised environment. The program is available to boys and girls grades 9 through 12 during the entire school year. The goal of this program is to improve the overall fitness levels through cardiovascular and resistance training.

A Guide for Secondary Level School Health Services

Emergency Information Form:

Emergency Information Forms must be completed each school year and signed by the parent/guardian. This updated information is important to have in case of an emergency in order to provide care to the student quickly and safely. Medication will not be dispensed without this information on file. Students who need to be sent home will only be released to persons listed on the current Emergency Information Form. School Policy states that students will only be released for medical reasons through the school nurse. Students are not to call or text for early dismissal without the knowledge and consent of the school nurse.

Any medical condition that may affect attendance requires a note from the physician each year so that the school can work with your student to make accommodations if needed. Notes from the physician are also required if a student misses 10 or more school days.

Mandated Physical Examinations:

Mandated physical examinations are required in the sixth grade and eleventh grade. It is recommended that you see your family doctor for this exam. A private physician's form is available from the school nurse. A school exam can be done by the school nurse practitioner/school physician. You may be present if you desire. If defects are found, you will be notified. If you wish to have this exam done at school, written permission from the parent/guardian must be provided. **School physicals can be done from September 1 of the previous school year and are due by January 1 of the school year in which they are required.**

Sports Examinations:

Sports Examinations are required for seventh through twelfth grade students who have signed up for a specific sport. A student needs a full physical prior to the initial sport season with a completed PIAA packet (available on the Campus website and in the Athletic Office). Sports physicals for the school year MUST be completed after June 1, 2017 and are good for all sports played during the 2017 – 2018 school year. After that, a re-evaluation may be necessary if the student had a significant illness or injury. **Athletic physicals will satisfy the requirement for the mandated physical for the eleventh grade, but must specifically certify that a student is able to participate in the indicated sport (s). Please make sure that the nurse gets a copy of any private sports physical done by your family doctor.**

Height and Weight

Height and weight will be measured every year, and Body Mass Index (BMI) will be calculated. A report will be sent home.

Vision Screening

Vision screening will be done every year. Any indication of vision difficulty will be reported to the parent/guardian as soon as possible.

Hearing Screening

Hearing screening will be done for seventh grade and eleventh grade students. Parents will be notified if the student is in need of medical attention.

Immunizations

Extra-Curricular and Co-Curricular Activities

Students (K-12) in the Coatesville Area School District participating in any school-sponsored extra-curricular or co-curricular activity and parents of these students must be aware that injury may occur during such activities. In order to insure both acknowledgement of possible injury to the student and proper insurance coverage for any student who maybe injured, the Coatesville Area School District requires each of its schools to have on file a signed student accident coverage form for students participating in such activities. This student accident coverage form must also contain the name of the insurance company with which the student is insured. **Please note: All students participating in extra-curricular or co-curricular activities must carry accident insurance either through the school insurance or a private insurance plan carried by the parent.** School accident insurance carries a no-deductible \$500,000 limit in accordance with terms and conditions of the policy. The Board of School Directors covers students in grades 6 – 12 on school-sponsored sport teams (including intramurals) while participating in these events. However, these students should carry school insurance or have coverage under a private insurance plan if they intend to participate in other activities.

Please complete and sign this form and return it promptly to your child’s school. Be sure to indicate if your child has applied for school insurance or if you carry insurance on your child. If you carry private insurance, please indicate the name of the insurance company and the policy number with which you have coverage.

Please note: This student accident coverage form must be completed in order for your child to participate in any extra-curricular or co-curricular activity.

**COATESVILLE AREA SCHOOL DISTRICT
STUDENT ACCIDENT COVERAGE FORM**

I approve of _____ participating in extra-curricular and co-curricular activities.

Check One:

_____ I carry insurance with the _____ Insurance Company that covers my child in the event of any injury. Policy # _____

_____ I have applied for Student Accident Insurance through the plan offered by the Coatesville Area School District.

_____ Signature of Parent/Guardian	_____ School	_____ Grade	_____ Date
_____ Street Address	_____ City, State, Zip Code		_____ Phone

Move
Down

Personal Electronic Devices Permission Slip

The Coatesville Area Senior High School will allow the possession and use of personal electronic devices in school with parent's permission and only within the following designated areas:

- Transition between classes
- Cafeteria
- Library
- During class when used as an appropriate instructional tool with approval from the classroom teacher
- Buses
- Extra-Curricular Activities
- Other reasons determined appropriate by the building principal

Electronic devices are subject to the following restrictions:

- Electronic devices may not be used to conduct any activities which violate state and/or federal law, board policy or school rules.
- Electronic devices may not be used in any manner which interferes with, or is disruptive to educational or extra-curricular activities and/or events.
- Taking photos or recording videos is strictly prohibited.
- 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, sexting and e-mailing.
- 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.

I understand that failure to follow the guidelines may result in consequences outlined in the secondary code of conduct under "Use of Electronic Devices: CASD Policy 237". 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 code of conduct of any electronic devices.

I give my child permission to bring their personal electronic devices listed to school. I agree that the guidelines listed above will be followed and understand the consequences outlined in the secondary code of conduct under "Use of Electronic Devices: CASD Policy 237".

Please complete the following information, sign and have your child return to their advisory teacher.

Device: Type: _____ Serial# and/or Phone# _____

Device: Type: _____ Serial# and/or Phone# _____

I do not give my child permission to bring in their electronic device to school. _____

Student Name: _____

Parent/Guardian Name _____

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.

Signature Parent/Guardian Name _____ **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.

Signature of Student _____ **Date** _____

ADVISORY

Last Name: _____ First: _____
(Printed)

Advisory Teacher Name: _____

Advisory Room No.: _____

Grade: _____

*move
down*

**COATESVILLE AREA SCHOOL DISTRICT
MEDIA RELEASE FORM**

Student Name: _____ Grade: _____

Print Name

School Name: _____ Date: _____

The Coatesville Area School District is committed to protecting the privacy of all students and their families. The following is provided to offer you as a parent the right to choose whether or not your child may be photographed, videotaped, or recorded for the local news media, publicity, or for internal purposes, such as newsletters, school and district presentations, district advertisements, district websites, etc.

I, _____, the parent of, _____, hereby give my full and complete permission, without reservation or restriction, for my child to be photographed, (still or motion), and/or tape recorded, (audio or video) by employees of the Coatesville Area School District, its education partner organizations, and/or agents of the media.

_____ I understand and agree that I am hereby waiving all claims to the use of said photographs, slides, films, videotapes, audiotapes, or other audiovisual representations taken or made of my child.

_____ I do not wish to allow my child to be photographed, videotaped or recorded.

Please Print:

Name of Parent/Guardian Signature

Address Date

City State, Zip

Home Phone Number ; Work Number ; Cell Number

ACADEMIC INFORMATION



General Information

Bell Schedule

"A" Schedule

Period	Time	Minutes	Period	Time	Minutes	Period	Time	Minutes
Advisory	7:30-7:38	8 min	Advisory	7:30-7:38	8 min	Advisory	7:30-7:38	8 min
1	7:41-8:30	49 min	1	7:41-8:30	49 min	1	7:41-8:30	49 min
2	8:33-9:22	49 min	2	8:33-9:22	49 min	2	8:33-9:22	49 min
3	9:25-10:14	49 min	3	9:25-10:14	49 min	3	9:25-10:14	49 min
4/5	10:17-11:06	49 min	4/5	10:17-11:06	49 min	4/5	10:17-11:06	49 min
6 Lunch	11:09-11:39	30 min	6/7	11:09-11:58	49 min	6/7	11:09-11:58	49 min
7/8	11:42-12:31	49 min	8 Lunch	12:01-12:31	30 min	8/9	12:01-12:50	49 min
9/10	12:34-1:23	49 min	9/10	12:34-1:23	49 min	10 Lunch	12:53-1:23	30 min
11	1:26-2:15	49 min	11	1:26-2:15	49 min	11	1:26-2:15	49 min

Graduation Requirements

The Board of School Directors of the Coatesville Area School District has adopted the graduation policies which meet the graduation requirements established by the Commonwealth of Pennsylvania. The total number of credits needed to graduate is as follows:

Credits for Graduation

Subject	Credits
English	4.0
Social Studies	4.0
Mathematics	4.0
Science	4.0
Health	0.5
Wellness and Fitness	1.0
Electives	6.5
TOTAL	24.0 Credits

Promotion Policy (Required Credits and Subject Areas must be met)	
Credits needed to be promoted from grade 9 to grade 10	5.5 Credits
Credits needed to be promoted from grade 10 to grade 11	11.0 Credits
Credits needed to be promoted from grade 11 to grade 12	17.0 Credits
Students must be able to schedule enough credits and meet Graduation requirements in order to be placed in a Senior homeroom.	

Grading Policy	
90-100	State and local standards have been achieved at a distinguished level
80-89	State and local standards have been achieved at an advanced level
70-79	State and local standards have been achieved at a proficient level
60-69	State and local standards have been achieved at a basic level (no academic credit awarded)
59 & below	State and local standards have been achieved at a below basic level (no academic credit awarded)

Honor Roll

The Distinguished honor roll will be for those students earning a 90% or higher in all subjects. The regular honor roll is comprised of students who have a numerical grade average of 80% or better, with no minimal grades less than 70%.

Progress Reports

Interim progress report notices will be mailed after the 23rd day of each marking period. Teachers may also distribute additional notices that are to be signed by a parent and returned to the teacher. Feel free to contact counselors, teachers, or administrators regarding any questions or concerns. Parents can also access student's information via the Home Access Center.

Home Access Center

The Coatesville Area School District values parent partnerships and recognizes the importance that communication between home and school can have in promoting academic success.

As a measure of our commitment to increasing that communication, the district will be providing "Home Access" to each parent/guardian for each Coatesville Area School District student.

Home Access provides parents/guardians with the ability to see a student's schedule, attendance history, and registration information. Parent/guardians will also be able to update phone numbers and email within "Home Access" in order to ensure that the district has the most up to date contact information for each student.

Parents of high school students will be able to view student grades, assignments, and report cards. The Home Access account can be accessed by using the following web address: <https://www.casdplus.net/homeaccess>.

SCOIR

The Coatesville Area Senior High School Campus will be utilizing SCOIR. The Mission of SCOIR is to improve access to the opportunities that a college education provides. SCOIR enables students, parents, counselors, and colleges to make better decisions that achieve more positive outcomes. SCOIR is a program that creates an open and transparent approach to college admissions so students are able to discover colleges that match their interests and learn about the colleges, parents are able to access financial calculation tools to compare the costs of attending colleges, counselors can assist students in uploading and inputting application materials including transcripts, letters of recommendations, and student resumes, while colleges are able to discover, learn about, and connect with students interested in their school. Students, Parents, and Counselors can access SCOIR at www.scoir.com

Interscholastic Sports Programs

The Coatesville Area Senior High School Campus is a member school of the Ches-Mont League National Division and District One (www.piaad1.org) of the Pennsylvania Interscholastic Athletic Association (www.PIAA.org). Any student interested in participating in a PIAA sponsored sport must have a complete Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form prior to participating.

The CIPPE may not be authorized earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st.

Sports Physical Information (CIPPE forms can be found in the main office, athletic office, or at www.PIAA.org)

Fall Sports	Winter Sports	Spring Sports
Football	Basketball (boys and girls)	Baseball
Soccer (boys and girls)	Wrestling	Softball
Cross Country (boys and girls)	Swimming (boys and girls)	Girls Lacrosse
Golf	Indoor Track (boys and girls)	Boys Tennis
Field Hockey		Track (boys and girls)
Girls Tennis		
Girls Volleyball		

Eligibility

In order for a student to participate in an extra-curricular activity, he/she must meet academic and attendance standards. Students absent 20 or more days of school during a semester may not participate in activities until he/she has attended forty-five (45) days of school following the 20th day of absence.

A student will be eligible if he/she is passing all subjects with the exception of one major and one other subject or any type. If a student has failed 2 subjects for the marking period, he/she must attend tutorial classes and is ineligible for a 20 day period. At the end of the 20 days, the student may return to the activity if he/she is no longer failing. In order to maintain eligibility, students may not be failing two subjects at the end of each week. Weekly academic eligibility is monitored for all students participating in extra-curricular activities (including, but not limited to: athletics, clubs, and school sponsored activities.)

At the end of the school year a student must meet the promotion requirements of the Coatesville Area School District. Any student retained in a grade will be ineligible for the first marking period of the fall semester.

SECONDARY CODE OF STUDENT CONDUCT



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 Dr. Siobhan Leavy, 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: Dr. Siobhan Leavy, Director of Pupil Services/Data Assessment, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610-466-2400).

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.

WORKING PERMITS

The Coatesville Area School District has procedures in place when issuing Work Permits to students ages 14 to 17. All requests for Work Permits need a signature for approval by the guidance counselor or building administrator. If neither is available when approval is being requested, the parent and the student will need to return to their home school when someone is available. Students will need to complete the PDE approved Application for Work Permit form (see link below) and submit it for approval at their home school. Once the Application for Work Permit form has been completed and approved by the Guidance Counselor or Administrator, the student will be issued a Work Permit by their home school (see link below). For additional information on employment of minors in performances and the role that school districts play in approving such permits, please visit

The Department of Labor and Industry's website at:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553527&mode=2>

On Oct. 24, 2012, Governor Tom Corbett signed into law Act 151 of 2012 resulting in sweeping changes to Pennsylvania's existing Child Labor Law. The Act which took effect on Jan. 22, 2013, confers new powers and duties on the Pennsylvania Department of Labor and Industry, the Pennsylvania Department of Education, school districts, and others with specific responsibilities under the law.

The following is a brief summary of the major changes to Pennsylvania's Child Labor Law that impact school districts. There are many other changes to the law such as work hours, summer school, and high school graduates. You are encouraged to thoroughly review the new child labor law.

1. Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.

2. Requests for work permits involving theatrical and other similar performances will continue to be processed by the Pennsylvania Department of Labor and Industry. These minors will need verification signed by the principal of the school attended by the minor or the issuing officer of the minor's school district.

3. Under the new Child Labor Law, an issuing officer can be a district superintendent or a supervising principal of a public school district. If a public school district does not have a superintendent or supervising principal, the secretary of the board of school directors may serve this function. The above officials can authorize, in writing, another individual to issue work permits.

4. Under the new Child Labor Law, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parents or legal guardian sign an application for a work permit. In lieu of a signature by a parent or legal guardian, the applicant can sign a statement before a notary public attesting to the accuracy of facts in the application on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement must be attached to the application. This requirement does not apply if the applicant can show official proof of high school graduation.

5. Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.

6. **Under the new Child Labor Law, an issuing officer may deny a work permit if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement or school attendance if permitted to work during the school year. Similarly, an issuing officer may revoke a work permit if in the issuing officer's judgment the minor cannot maintain adequate academic achievement or school attendance if permitted to work during the school year.**

7. Under the new Child Labor Law, an employer must notify the issuing officer within five days of the normal duties and hours of employment of a minor. Within five days after termination of employment, the employer must notify the issuing officer of such termination. Employers are also required to maintain a copy of the minor's work permit.

8. Under the new Child Labor Law, enforcement capabilities have been expanded to include school personnel. The following school officials have enforcement capabilities: chief school administrator, home

and school visitor, attendance officer (appointed under sections 1341 and 1342 of the Public School Code), and issuing officer. School districts administer applications and issue work permits. If an enforcement officer has reason to believe that an individual working without a permit is a minor or that a minor with a work permit is working in violation of the age restrictions under the Child Labor Act, the officer may demand that the person employing the individual, provide, within ten days the following: proof of age of the individual in question or cease to employ or permit the individual to work.

School District Work Permit Application

http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320109_0_0_18/School%20District%20Work%20Permit%20Application%20SDWPA.pdf

School District Work Permit

http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320110_0_0_18/School%20District%20Work%20Permit%20SDWP.pdf

ATTENDANCE POLICY

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. Running errands
- B. Baby Sitting
- 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 the 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to \$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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.

BEHAVIOR VIOLATIONS AND CONSEQUENCES

The Coatesville Area School District administration will determine the appropriate course of action required to provide a safe learning environment. If any infraction is committed on school grounds, during school related activities on school buses or vehicles, at bus stops, on route to and from school, or while otherwise under the jurisdiction of the Coatesville Area School District, discipline will be handled according to the discipline levels stated in in the code of conduct.

Other Violations

Depending on the seriousness of the offense, the administration may recommend expulsion or suspension for offenses **not listed herein** (examples include, but not limited to, charges of conspiracy and/or acting as

an accessory). In addition, the district reserves the right to provide an alternative process for educating the student upon their return from an expulsion.

Criminal Charges and/or School 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 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 enforcement officials.”

Infractions - Level 1

Level 1 infractions are minor misbehavior incidents. Student behaviors that impede orderly classroom procedures or interferes with school operation.

1. Unexcused absence from or lateness to class or school (including cutting classes – 10 minutes or longer and/or advisory)
2. Forging names on passes or other school related documents
3. Refusing to serve detention or report to class or the office when sent by a teacher.
4. Use of Electronic Devices (CASD Policy No. 237)
5. Disrespectful speech or action.
6. Violation of dress code and grooming (CASD Policy No. 221)

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Verbal Warning
- Student Conference
- Parent Contact
- Written Apology
- Reflection Assignment
- Suspension of Privileges
- Exclusion from extra-curricular activities
- Referral to Guidance Counselor
- Referral to Pro-Team
- Restitution
- Detention
- Community Service
- In-School Suspension
- Out-of-School Suspension
- Peer Mediation (training needed)

- Other actions as deemed appropriate by the administration

Infractions – Level 2

Student misbehavior that is frequent or that causes a serious disruption to the learning climate of the school.

1. Continual violations of Level 1
2. Inappropriate Sexual Behavior/Lewd Conduct (Students shall refrain from making unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature toward other students or school staff members). Any repeat or continuation of the offensive behavior, after being notified, may result in a harassment charge being filed.
3. Third party individuals provoking or instigating a fight
4. Insubordination
5. Using profanity or obscenities
6. Failure to report to class or the office when sent by a teacher.
7. Any other action detrimental to the effective operation of the school
8. Gambling or possession of gambling paraphernalia
9. Academic cheating or plagiarism
10. Solicitation of unauthorized merchandise is prohibited without consent of administration. No student has the right to sell or buy cell phones, IPODS or any other electronic device.
11. Interference with the learning of others. (Disruptive Behavior)
12. Disrespectful Speech or Action
13. Stealing or receiving/possession of stolen property
14. Possession of smoking materials
15. Entering or leaving school buildings or grounds without permission
16. Being in an authorized area
17. Violating the Accepted Use of the Internet Policy (CASD Policy No. 815)
18. Refusing to give name or proving false name, failing to provide identification to teacher, support staff, or school police.
19. Use of tobacco products, including chewing tobacco, e-cigarettes and smoking.
20. Trespassing on any school property or building that students do not have authorization to enter
21. Defacing or destruction of school property (parent/student responsible for cost of repair). Act 16 of the 1994, known as the Graffiti Crimes Law, provides for criminal prosecution for the possession of spray paint and indelible marking pens with the intent of defacing school property.
22. Possession of pornographic materials.
23. Unintentional physical contact with school personnel

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Parent contact
- Suspension of Privileges
- Referral to Pro-Team

- Restitution
- Student Conference
- Community Service
- In-School Suspension (1-3 days)
- Out-of-School Suspension (1-3 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 3

Actions which result or could result in violence to another person or property or pose a direct threat to the safety of others in school.

1. Continual violations of Levels 1 and 2
2. Threatening or intimidating school staff/administration
3. Possession or distribution of counterfeit money
4. Possession of illegal or dangerous materials (firecrackers, chemicals, bullets, etc.) Possession of pepper mace/gas is not permitted.
5. Assaulting fellow student.
6. Making terroristic threats with the intent to terrorize others, or committing terroristic acts (CASD Policy No. 218.2)
7. Fighting
8. Gang-related activity or symbolism. Any student found to have been involved in gang-related activity or symbolism.
9. Indecent exposure
10. Threatening, harassing, teasing, or intimidating a fellow student (CASD Policy No. 248)

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (3-10 days)
- Out-of-School Suspension (3-10 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 4

Actions that are criminal and/or are so serious that the following are required: Student removed from school; intervention by law enforcement; action by the Board of School Directors.

1. Multiple and Repeated Offenses
2. Weapons shall be defined as any animate or inanimate device, instrument, materials, or substance 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. Possession of a 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 implements that could be used for the inflicting of bodily injury.
 - **Act 26, promulgated by the Pennsylvania General Assembly, and provides that students found guilty at a proper hearing of being in possession of a weapon shall be expelled from the PA School District for a period of one (1) school year. Such incidents must be reported to the local law enforcement officials.**
3. Possession, use, under the influence, intent to distribute, purchase, distribution or sale of any alcoholic beverage or controlled substance (including “look-alikes,” i.e. fake, counterfeit controlled substances, over the counter medications, prescription medications, or “drug paraphernalia, i.e., pipes, rolling papers)
4. Assaulting school personnel
5. Arson or intentional false alarms (fire or bomb threat) (any person who gives false information concerning placement or setting off a bomb or other explosives in a school shall be prosecuted.) Also, any student found guilty of intentionally setting off a false alarm or intentionally discharging a fire extinguisher will be subject to expulsion and prosecution.
6. Assault involving any student who requires medical treatment by a physician and/or hospital
7. Extortion, attempted extortion, or robbery
8. Hazing (CASD Policy No. 247)

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Possible Expulsion from School or other school action which results in appropriate placement.
- Suspension of Privileges Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- Out-of-School Suspension (3-10 days)
- Informal Hearing
- Referral to Law Enforcement
- Referral to the Student Discipline Committee

CORRECTIVE MEASURES AND PENALTIES

Detention

Administrators or teachers may detain a student before or after school hours for a period of **not less than 30 minutes**. Pupils shall be given **24 hours'** notice of such detention to inform their parents of their whereabouts.

In-School Suspension

1. Students may not participate in school activities while assigned to In-School Suspension.
2. Students assigned to In-School Suspension Classes **must make-up** any work from when they are absent from those classes.
3. Students refusing to report to ISS will be assigned OSS.

Out of School Suspension

Exclusion from classes for a period of one (1) to ten (10) consecutive school days.

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.

Parking Permits

A parking permit is a privilege that is extended to students based upon qualifications. Only juniors and seniors are eligible for permits. All obligations and responsibilities must be cleared before applying for a permit. The building administrator may revoke a parking permit at any time that he/she feels it in the best interest of the school or student. Reasons may include irregular attendance, disruptive behavior, repeated violations of traffic regulations, or other actions in violation of the Codes of Student Conduct.

Counseling may be required for serious incidents, such as sexual harassment or terroristic threats.

Expulsion:

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

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

When a suspension exceeds three (3) days the student and parent are entitled to an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or show why the student should not be suspended.

In a case involving possible expulsion (i.e., exclusion for more than 10 school days) the student is entitled to a formal hearing which is a fundamental element of due process.

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 building 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.

Students violating the dress code will be sent to an administrator. Students will be sent home after parental contact or the parent must bring in a change of clothes. Continued violation of the Student Dress & Grooming Policy will be regarded as insubordination and the student may be suspended.

The Board of School Directors also prohibits clothing attire or regalia; construed to be cult, or gang related (CASD Policy No. 221).

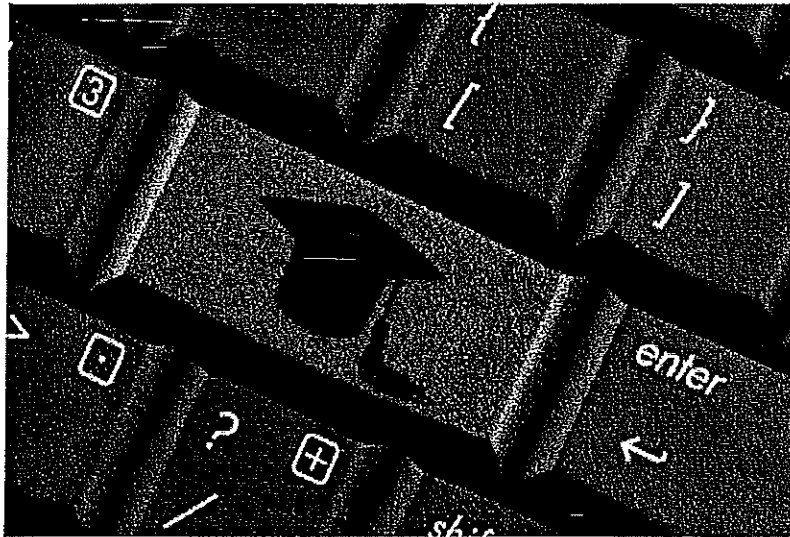
Students are discouraged from bringing expensive personal property i.e., electronic devices to school or wearing expensive clothing or jewelry. The school district cannot be responsible for the loss or theft of any such items.

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

Coatesville Area School District

Cyber Academy

2017-2018 Student Agenda



Go Raiders

Coatesville Area School District Cyber Academy
545 E. Lincoln Highway
Coatesville, PA 19320
www.casdschools.org

MISSION STATEMENT

The Cyber Academy School On-Line Education Program will support the Coatesville Area School District's mission which states the following: The Mission of the Coatesville Area School District, rich in diversity and committed to excellence, is to create innovative educational experiences which are funded by the taxpayers, supported by the community, delivered by dedicated teachers and administrators, to ensure all students will become responsible, contributing global citizens.

Cyber Academy Vision: To offer diverse and innovative opportunities for learning and growth that prepares students for a technology driven world.

Cyber Academy Beliefs: All students can learn, and all learners can succeed; however, we recognize that not all students learn by the same methods, or at the same pace.

Cyber Academy Mission: To provide educational excellence by preparing students with skills necessary to become lifelong learners and responsible members of society.

PROGRAM DESCRIPTION

The Cyber Academy School is designed to provide students of the Coatesville Area School District with an alternative option for completing their education. This educational alternative is designed to assist students in achieving success in a small environment and with technology being the driving resource for instruction. We believe that all students can and want to learn; however, factors beyond the students control may interfere with the learning process. *This on-line school is NOT considered a break in education from the public school.* This alternative is designed to provide students with an additional opportunity to learn in the Coatesville Area School District.

All major content courses are aligned to the Pennsylvania Common Core standards and regulations. The coursework is administered to the student via the internet. The Cyber Academy On-Line Education Program uses a software system; however, we can adapt to meet the learning needs of the student. The Cyber Academy On-Line School in conjunction with the Coatesville Area District middle schools and the Senior High School Campus offers courses required for grade promotion and or/high school graduation. All students who complete their coursework in the program will receive a diploma from the Coatesville Area Senior High School and can participate in the commencement ceremonies offered by the district. In addition to the required coursework, students must also complete the required Graduation Project, if applicable.

Upon referral to the program, the student and parent/guardian **must** participate in an orientation with the principal. During this meeting, all program policies including behavioral expectations, student success recommendations and student schedules will be reviewed. The Cyber Academy On-Line Education alternative is a voluntary program through the school district. All questions and concerns will be addressed at this meeting.

Upon entrance in the program, all students are assigned a mentor who is the primary contact person for the student and parents. The mentor's role includes conferencing with their students to discuss/review academic and behavioral goals/progress. The mentor will be setting goals for each student and it is the student's responsibility to meet these goals. A key factor of success for the student in this program is the contact with parents/guardians.

PROGRAM STAFF MEMBERS

Faculty Hours: Monday – Friday from 7:00 a.m. – 2:30 p.m.

Dr. Eugenia Roberts	Principal	robertse@casdschools.org
Mr. B. Froggatt Social Studies)	Teacher	froggattb@casdschools.org (English &
Mr. D. Kurtzhals Math)	Teacher	kurtzhalsd@casdschools.org (Science &
Mrs. M. Waters Teacher)	Teacher (Spec. Ed.)	watersm@casdschools.org (Resource

Guidance Counselor

Ms. Wendy Lewis - CASH 60-383-3730 X 81536 lewisw@casdschools.org

Home and School Visitor

Mr. Darian Smith 610-383-3730, ext. 81525 smithdn@casdschools.org

Secretary

Ms. Mary Beth Burns 610-383-3740, Ext. 71510 Burnsm@casdschools.org

Nurse

Ms. Denise Smith, RN 610-383- 6946
Smithde@casdschools.org (Home School - Scott)

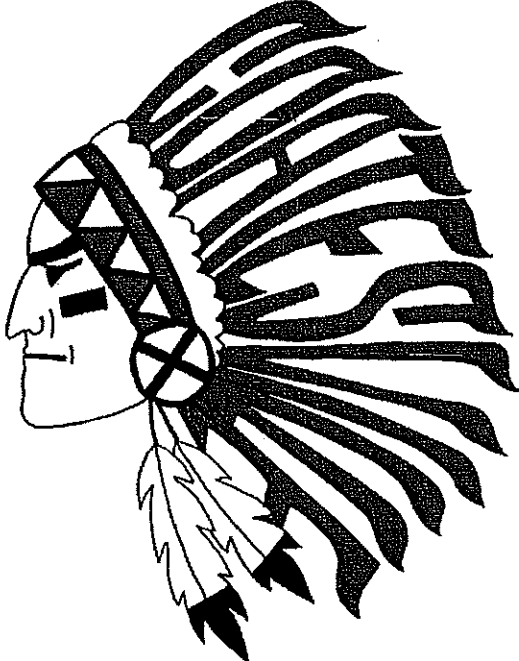
Coatesville Area School District School Board Directors

<i>Dean A. Snyder – President</i>	<i>Ann M. Wuertz – Vice President</i>
Stuart C. N. Deets	Breda L. Geist
Bashera Grove	James Hills
Laurie Knecht	Deborah L. Thompson
Tom Siedenbuehi	

CIVIL RIGHTS STATEMENT

Coatesville Area School District is an equal opportunity education institution and will not discriminate on the basis of age, race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

**SCHOOL CALENDAR AND IMPORTANT
DATES**



2017 – 2018

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 <i>School resumes on Tuesday, January 2, 2018</i>
January 8-22, 2018	Keystone Wave 2
January 15, 2018	Martin Luther King Day (<i>Day of Service</i>) 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 <i>*(2/16/18 1ST SNOW MAKE-UP DAY)</i>
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 <i>*(4/2 2ND SNOW MAKE UP DAY; 3/26 3RD SNOW MAKE-UP; 3/27 4TH SNOW MAKE-UP; 3/28 5TH SNOW MAKE UP DAY)</i>
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.

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		

Student S = 4
Teacher T = 8

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

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	31				

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 conferences 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						

Keystone wave-1 S = 15
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	19	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					

PSRA Testing Window 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		

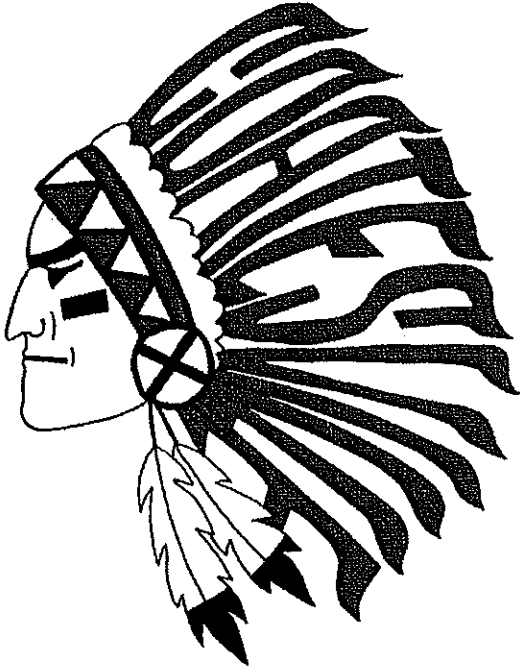
Keystone spring S = 22
T = 22

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)		Early Dismissal
	Last student day		Teacher In-Service No School for students		End of Trimester (Gr K-5)
	School Closed		snow make up days		

USEFUL CONTACTS AND FORMS



Coatesville Area Senior High School Campus – Activities

Academic Team – Mr. Jones jonesk@casdschools.org

The Coatesville Area Senior High School Academic Team creates the opportunity for academically high achieving students to develop intellectually and grow socially through direct competition and interaction with other high school students throughout Chester County and across the nation. Members learn sportsmanship, enhance social and personal skills, and expand their knowledge base through this celebration of academic achievement.

Art Club – Mrs. Glass glassb@casdschools.org

The art club's purpose is to enrich the art experience beyond the regular classroom while supporting our school, our community & our own artistic vision.

Bible Club – Mr. Sheller shellerd@casdschools.org

The purpose of the Bible Club is to create an environment where group discussions take place pertaining to various Bible passages with emphasis on applying biblical truths to our everyday lives.

Chess Club- Luke Nelson nelsonl@casdschools.org

The chess club meets one day a week, after school, from 2:30 to 4:00 pm. Chess requires a lot of thinking and foresight. Chess players develop pattern recognition and problem solving skills. Chess is also a social activity and the club will provide a time and a place for students to gather and make, or strengthen, friendships.

Drama Club 11/12 – Mr. DiGuiseppe diguiseppa@casdschools.org

Dramatic/Musical performing arts club. All aspects of dramatic and musical theatre will be explored and performed.

Gay and Straight Alliance - Mr. Ross rossr@casdschools.org

The purpose of the Coatesville GSA is to provide a supportive community to LGBT and allied students on campus.

German Club – Mrs. Pinnix-Smith pinnixsmithj@casdschools.org

German Club is designed to enhance the World Language experience. Students who participate in this club take part in activities that will teach them more about German Culture as well as provide opportunity to build friendships with their peers that already share a common bond.

Gospel Choir- Mr. Holmes

Gospel Choir brings together students of diverse cultures and beliefs, and have a love of Gospel music. Students are able to share their gifts through performances throughout the district and community. The Gospel Choir provides a safe place for expression and acceptance. Students develop musical skills and are exposed to the history behind the genre of Gospel music.

Indoor Color Guard – Mr. Hughes hughesg@casdschools.org

The indoor color guard is a group that uses traditional color guard equipment and dance to visually portray music. The group competes weekly against other area schools.

Indoor Drum Line – Mr. Hughes hughesg@casdschools.org

Leo Club – Mrs. Levan levanm@casdschools.org

To provide the youth of the world with an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international community.

Students Against Destructive Decisions (SADD) – Mr. Tassoni tassonij@casdschools.org

To provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, risky and impaired driving, and other destructive decisions.

Senior/Junior Class 11/12 Mrs. Claypoole claypoolec@casdschools.org

Mr. Hughes hughesg@casdschools.org

To raise money for the senior prom.

Ski Club – Mr. Sheller shellerd@casdschools.org

The purpose of the Ski Club is to introduce skiing as a healthy and enjoyable recreational activity for beginning skiers, and to help more experienced skiers to continue their pursuit of skiing as a sport. The Ski Club takes several trips to various ski resorts including Blue Mountain, Camelback Mountain, Elk Mountain, Jack Frost Mountain along with a weekend trip to Vermont in late February. More information with exact dates and costs will be presented at the introductory meeting in early November.

Spanish Club – Mrs. Campayo campayok@casdschools.org

Spanish Club provides students in the Spanish program an opportunity to experience Spanish/Hispanic language and culture in a casual, fun manner. Club members are able to form lasting relationships outside of the school setting while participating in a variety of activities and competitions, often with the French and German Clubs. This of course, enhances our classroom cohesiveness. The Spanish Club also provides, through fundraising and student contributions, funding for a full year to a school in the Amazon River Basin of Peru. When a need arises, we also donate and support other worth-while community endeavors, especially when the Coatesville Hispanic community is involved.

Stage Crew 11/12 – Mrs. Harvey harveyc@casdschools.org

Students in grades 9-12 may participate. Lighting, audio and stage set ups for: Pep Rally's, Drama Club, Meistersingers, Campus Choirs, Musicals, Band Concerts, Orchestra Concerts and Assemblies.

Student Council 11/12 – Mrs. Claypoole claypoolec@casdschools.org

Mr. Hughes hughesg@casdschools.org

Student Council raises money for the student body as well as the community.

Weight Lifting – Mr. Vietri vietris@casdschools.org

Mr. Eberly eberlyr@casdschools.org

The purpose of the after school weight training program is to provide students with an opportunity to experience strength training, plyometric, core training, and cardiovascular conditioning in a safe and supervised environment. The program is available to boys and girls grades 9 through 12 during the entire school year. The goal of this program is to improve the overall fitness levels through cardiovascular and resistance training.

A Guide for Secondary Level School Health Services

Emergency Information Form:

Emergency Information Forms must be completed each school year and signed by the parent/guardian. This updated information is important to have in case of an emergency in order to provide care to the student quickly and safely. Medication will not be dispensed without this information on file. Students who need to be sent home will only be released to persons listed on the current Emergency Information Form. School Policy states that students will only be released for medical reasons through the school nurse. Students are not to call or text for early dismissal without the knowledge and consent of the school nurse.

Any medical condition that may affect attendance requires a note from the physician each year so that the school can work with your student to make accommodations if needed. Notes from the physician are also required if a student misses 10 or more school days.

Mandated Physical Examinations:

Mandated physical examinations are required in the sixth grade and eleventh grade. It is recommended that you see your family doctor for this exam. A private physician's form is available from the school nurse. A school exam can be done by the school nurse practitioner/school physician. You may be present if you desire. If defects are found, you will be notified. If you wish to have this exam done at school, written permission from the parent/guardian must be provided. **School physicals can be done from September 1 of the previous school year and are due by January 1 of the school year in which they are required.**

Sports Examinations:

Sports Examinations are required for seventh through twelfth grade students who have signed up for a specific sport. A student needs a full physical prior to the initial sport season with a completed PIAA packet (available on the Campus website and in the Athletic Office). Sports physicals for the school year **MUST** be completed after June 1, 2017 and are good for all sports played during the 2017 – 2018 school year. After that, a re-evaluation may be necessary if the student had a significant illness or injury. **Athletic physicals will satisfy the requirement for the mandated physical for the eleventh grade, but must specifically certify that a student is able to participate in the indicated sport (s). Please make sure that the nurse gets a copy of any private sports physical done by your family doctor.**

Height and Weight

Height and weight will be measured every year, and Body Mass Index (BMI) will be calculated. A report will be sent home.

Vision Screening

Vision screening will be done every year. Any indication of vision difficulty will be reported to the parent/guardian as soon as possible.

Hearing Screening

Hearing screening will be done for seventh grade and eleventh grade students. Parents will be notified if the student is in need of medical attention.

Immunizations

Immunizations should be kept up to date. Please provide the school nurse with any additional immunizations received.

Medication

All prescription and over-the-counter medication to be taken at school must be in the original bottle and accompanied by a signed letter of permission from the parent/guardian and physician. This letter should have the amount of medicine to be taken, times the medicine is to be taken, condition for which the medicine is given and possible side effects of the medicine.

The following medications are approved by the school physicians and may be sent into school with a note from the parent/guardian:

Allergy Eye Drops Robitussin Cough Drops Lactaid Naproxen Sodium (i.e. Aleve)
Nasal Decongestant Pamprin/Midol Saline Nasal Spray

ALL MEDICATION MUST BE KEPT IN THE SCHOOL NURSE'S OFFICE.

Illness

The following are some symptoms which may mean that your child is ill. Your child should remain at home when he/she has:

Fever, Chills, Vomiting, Diarrhea, Unusual skin rash, Sore throat, Enlarged glands, Abdominal pain, Running or inflamed eyes

If a child has any of the symptoms list above, he/she should remain home at least 24 hours without a fever and/or vomiting following an illness. By following these guidelines, you will protect not only the health of your child, but the health of his/her classmates.

Please note that your child will not be able to attend school if he/she is suffering from pink eye, head or body lice, impetigo, ring worm, scabies, unusual skin rash, severe sore throat or fever.

If you have any questions, please contact the school nurse:

Mrs. Claire Lindelow, R.N.

Phone: 610-383-3730 ext. 81541

Fax: 610-383-3725

lindelowc@casdschools.org

**COATESVILLE AREA SCHOOL DISTRICT
STUDENT ACCIDENT COVERAGE FORM:**

Extra-Curricular and Co-Curricular Activities

Students (K-12) in the Coatesville Area School District participating in any school-sponsored extra-curricular or co-curricular activity and parents of these students must be aware that injury may occur during such activities. In order to insure both acknowledgement of possible injury to the student and proper insurance coverage for any student who maybe injured, the Coatesville Area School District requires each of its schools to have on file a signed student accident coverage form for students participating in such activities. This student accident coverage form must also contain the name of the insurance company with which the student is insured. **Please note: All students participating in extra-curricular or co-curricular activities must carry accident insurance either through the school insurance or a private insurance plan carried by the parent.** School accident insurance carries a no-deductible \$500,000 limit in accordance with terms and conditions of the policy. The Board of School Directors covers students in grades 6 – 12 on school-sponsored sport teams (including intramurals) while participating in these events. However, these students should carry school insurance or have coverage under a private insurance plan if they intend to participate in other activities.

Please complete and sign this form and return it promptly to your child's school. Be sure to indicate if your child has applied for school insurance or if you carry insurance on your child. If you carry private insurance, please indicate the name of the insurance company and the policy number with which you have coverage.

Please note: This student accident coverage form must be completed in order for your child to participate in any extra-curricular or co-curricular activity.

**COATESVILLE AREA SCHOOL DISTRICT
STUDENT ACCIDENT COVERAGE FORM**

I approve of _____ participating in extra-curricular and co-curricular activities.

Check One:

____ I carry insurance with the _____ Insurance Company that covers my child in the event of any injury. Policy # _____

____ I have applied for Student Accident Insurance through the plan offered by the Coatesville Area School District.

Signature of Parent/Guardian

School

Grade

Date

Street Address

City, State, Zip Code

Phone

Personal Electronic Devices Permission Slip

The Coatesville Area School District Cyber Academy will allow the possession and use of personal electronic devices in school with parent's permission and only within the following designated areas:

- Outside the classroom
- Cafeteria
- During class when used as an appropriate instructional tool with approval from the classroom teacher
- Buses
- Extra-Curricular Activities
- Other reasons determined appropriate by the building principal

Electronic devices are subject to the following restrictions:

- Electronic devices may not be used to conduct any activities which violate state and/or federal law, board policy or school rules.
- Electronic devices may not be used in any manner which interferes with, or is disruptive to educational or extra-curricular activities and/or events.
- Taking photos or recording videos is strictly prohibited.
- 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, sexting and e-mailing.
- 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 are prohibited to have electronic devices during State Testing.

I understand that failure to follow the guidelines may result in consequences outlined in the secondary code of conduct under "Use of Electronic Devices: CASD Policy 237". 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 code of conduct of any electronic devices.

I give my child permission to bring their personal electronic devices listed to school. I agree that the guidelines listed above will be followed and understand the consequences outlined in the secondary code of conduct under "Use of Electronic Devices: CASD Policy 237".

Please complete the following information, sign and have your child return to their advisory teacher.

Device: Type: _____ Serial# and/or Phone# _____

Device: Type: _____ Serial# and/or Phone# _____

I do not give my child permission to bring in their electronic device to school. _____

Student Name: _____

Parent/Guardian Name _____

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.

Signature Parent/Guardian Name _____ **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.

Signature of Student _____ **Date** _____

Last Name: _____ First: _____
(Printed)

COATESVILLE AREA SCHOOL DISTRICT MEDIA RELEASE FORM

Student Name: _____ Grade: _____
Print Name

School Name: _____ Date: _____

The Coatesville Area School District is committed to protecting the privacy of all students and their families. The following is provided to offer you as a parent the right to choose whether or not your child may be photographed, videotaped, or recorded for the local news media, publicity, or for internal purposes, such as newsletters, school and district presentations, district advertisements, district websites, etc.

I, _____, the parent of, _____, hereby give my full and complete permission, without reservation or restriction, for my child to be photographed, (still or motion), and/or tape recorded, (audio or video) by employees of the Coatesville Area School District, its education partner organizations, and/or agents of the media.

_____ I understand and agree that I am hereby waiving all claims to the use of said photographs, slides, films, videotapes, audiotapes, or other audiovisual representations taken or made of my child.

_____ I do not wish to allow my child to be photographed, videotaped or recorded.

Please Print:

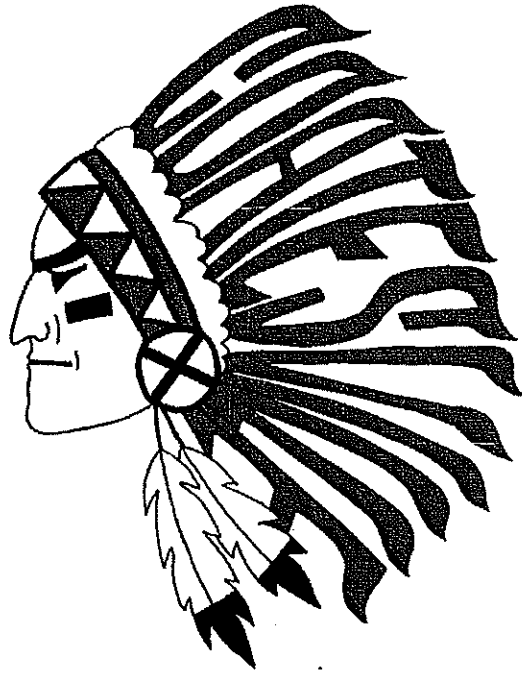
Name of Parent/Guardian Signature

Address Date

City State, Zip

Home Phone Number ; Work Number ; Cell Number

ACADEMIC INFORMATION



General Information

Faculty Hours: Teachers are on-site at the Benner Building from 7:00 a.m. – 2:30 p.m.

On-Site Availability: Students have the ability to work on-site. If you are not scheduled to work on site, please call to check availability for seating. Typically, seats are available between 7:00 a.m. – 10:00 a.m.

Labs: Science and English or Social Studies labs are typically held Thursday and Friday from 1:00 p.m. to 1:45 p.m.

Graduation Requirements

The Board of School Directors of the Coatesville Area School District has adopted the graduation policies which meet the graduation requirements established by the Commonwealth of Pennsylvania. The total number of credits needed to graduate is as follows:

Credits for Graduation

Subject	Credits
English	4.0
Social Studies	4.0
Mathematics	4.0
Science	4.0
Health	0.5
Wellness and Fitness	1.0
Electives	6.5
TOTAL	24.0 Credits

Promotion Policy	
Credits needed to be promoted from grade 9 to grade 10	5.5 Credits
Credits needed to be promoted from grade 10 to grade 11	11.0 Credits
Credits needed to be promoted from grade 11 to grade 12	17.0 Credits
Students must be able to schedule enough credits and meet Graduation requirements in order to be placed in a Senior homeroom.	

Grading Policy	
90-100	State and local standards have been achieved at a distinguished level
80-89	State and local standards have been achieved at an advanced level
70-79	State and local standards have been achieved at a proficient level
60-69	State and local standards have been achieved at a basic level (no academic credit awarded)
59 & below	State and local standards have been achieved at a below basic level (no academic credit awarded)

Honor Roll

The Distinguished honor roll will be for those students earning a 90% or higher in all subjects. The regular honor roll is comprised of students who have a numerical grade average of 80% or better, with no minimal grades less than 70%. Cyber students must be take at least 7 credits to qualify for the honor roll.

Progress Reports

Interim progress report notices will be mailed after the 23rd day of each marking period. Teachers may also distribute additional notices that are to be signed by a parent and returned to the teacher. Feel free to contact counselors, teachers, or administrators regarding any questions or concerns. Parents will also get a computer generated weekly report in regard to student progress.

SCOIR

The Coatesville Area Senior High School Campus will be utilizing SCOIR. The Mission of SCOIR is to improve access to the opportunities that a college education provides. SCOIR enables students, parents, counselors, and colleges to make better decisions that achieve more positive outcomes. SCOIR is a program that creates an open and transparent approach to college admissions so students are able to discover colleges that match their interests and learn about the colleges, parents are able to access financial calculation tools to compare the costs of attending colleges, counselors can assist students in uploading and inputting application materials including transcripts, letters of recommendations, and student resumes, while colleges are able to discover, learn about, and connect with students interested in their school. Students, Parents, and Counselors can access SCOIR at www.scoir.com

Interscholastic Sports Programs

The Coatesville Area Senior High School Campus is a member school the Ches-Mont League National Division and District One (www.piaad1.org) of the Pennsylvania Interscholastic Athletic Association (www.PIAA.org). Any student interested in participating in a PIAA sponsored sport must have a complete Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form prior to participating.

The CIPPE may not be authorized earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st.

Sports Physical Information (CIPPE forms can be found in the main office, athletic office, or at www.PIAA.org)

Fall Sports	Winter Sports	Spring Sports
Football	Basketball (boys and girls)	Baseball
Soccer (boys and girls)	Wrestling	Softball
Cross Country (boys and girls)	Swimming (boys and girls)	Girls Lacrosse
Golf	Indoor Track (boys and girls)	Boys Tennis
Field Hockey		Track (boys and girls)
Girls Tennis		
Girls Volleyball		

Eligibility

In order for a student to participate in an extra-curricular activity, he/she must meet academic and attendance standards. Students absent 20 or more days of school during a semester may not participate in activities until he/she has attended forty-five (45) days of school following the 20th day of absence.

A student will be eligible if he/she is passing all subjects with the exception of one major and one other subject or any type. If a student has failed 2 subjects for the marking period, he/she must attend tutorial classes and is ineligible for a 20 day period. At the end of the 20 days, the student may return to the activity if he/she is no longer failing. In order to maintain eligibility, students may not be failing two subjects at the end of each week. Weekly academic eligibility is monitored for all students participating in extra-curricular activities (including, but not limited to: athletics, clubs, and school sponsored activities.)

At the end of the school year a student must meet the promotion requirements of the Coatesville Area School District. Any student retained in a grade will be ineligible for the first marking period of the fall semester.

SECONDARY CODE OF STUDENT CONDUCT



Student Code of Conduct

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 Dr. Siobhan Leavy, Director of Pupil Services/Data Assessment, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610- 466-2400).

Coatesville Area School District ieproveer oportunityades 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 Pennsylvania, 42 P.S. Seccion 951, et seq., e Titulo VI del Acto 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 en contacto con: Dr. Siobhan Leavy, Director of Pupil Services/Data Assessment, 3030 C.G. Zinn Road, Thorndale, PA 19372 (610-466-2400).

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.

WORKING PERMITS

The Coatesville Area School District has procedures in place when issuing Work Permits to students ages 14 to 17. All requests for Work Permits need a signature for approval by the guidance counselor or building administrator. If neither is available when approval is being requested, the parent and the student will need to return to their home school when someone is available. Students will need to complete the PDE approved Application for Work Permit form (see link below) and submit it for approval at their home school. Once the Application for Work Permit form has been completed and approved by the Administrator, the student will be issued a Work Permit by their home school (see link below). For additional information on employment of minors in performances and the role that school districts play in approving such permits, please visit

The Department of Labor and Industry's website at:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553527&mode=2>

On Oct. 24, 2012, Governor Tom Corbett signed into law Act 151 of 2012 resulting in sweeping changes to Pennsylvania's existing Child Labor Law. The Act which took effect on Jan. 22, 2013, confers new powers and duties on the Pennsylvania Department of Labor and Industry, the Pennsylvania Department of Education, school districts, and others with specific responsibilities under the law.

The following is a brief summary of the major changes to Pennsylvania's Child Labor Law that impact school districts. There are many other changes to the law such as work hours, summer school, and high school graduates. You are encouraged to thoroughly review the new child labor law.

1. Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.
2. Requests for work permits involving theatrical and other similar performances will continue to be processed by the Pennsylvania Department of Labor and Industry. These minors will need verification signed by the principal of the school attended by the minor or the issuing officer of the minor's school district.
3. Under the new Child Labor Law, an issuing officer can be a district superintendent or a supervising principal of a public school district. If a public school district does not have a superintendent or supervising principal, the secretary of the board of school directors may serve this function. The above officials can authorize, in writing, another individual to issue work permits.
4. Under the new Child Labor Law, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parents or legal guardian sign an application for a work permit. In lieu of a signature by a parent or legal guardian, the applicant can sign a statement before a notary public attesting to the accuracy of facts in the application on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement must be attached to the application. This requirement does not apply if the applicant can show official proof of high school graduation.
5. Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.
6. **Under the new Child Labor Law, an issuing officer may deny a work permit if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement or school attendance if permitted to work during the school year. Similarly, an issuing officer may revoke a work permit if in the issuing officer's judgment the minor cannot maintain adequate academic achievement or school attendance if permitted to work during the school year.**
7. Under the new Child Labor Law, an employer must notify the issuing officer within five days of the normal duties and hours of employment of a minor. Within five days after termination of employment, the employer must notify the issuing officer of such termination. Employers are also required to maintain a copy of the minor's work permit.
8. Under the new Child Labor Law, enforcement capabilities have been expanded to include school personnel. The following school officials have enforcement capabilities: chief school administrator, home

and school visitor, attendance officer (appointed under sections 1341 and 1342 of the Public School Code), and issuing officer. School districts administer applications and issue work permits. If an enforcement officer has reason to believe that an individual working without a permit is a minor or that a minor with a work permit is working in violation of the age restrictions under the Child Labor Act, the officer may demand that the person employing the individual, provide, within ten days the following: proof of age of the individual in question or cease to employ or permit the individual to work.

School District Work Permit Application

http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320109_0_0_18/School%20District%20Work%20Permit%20Application%20SDWPA.pdf

School District Work Permit

http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_123531_1320110_0_0_18/School%20District%20Work%20Permit%20SDWP.pdf

ATTENDANCE POLICY

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. Running errands
- B. Baby Sitting
- 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. The excuse may be submitted to the school from a parent/guardian through one of the following school contacts:

Mail: Coatesville Area School District Attn: Dr. Eugenia Roberts, Principal
545 E. Lincoln Highway, Suite 300
Coatesville, PA. 19320

Email: burnsm@casdschools.org or robertse@casdschools.org

E-Fax: 1-610-672-9630, Attention: Ms. Mary Beth Burns

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 the 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, 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 29 of 1995 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 up to three hundred dollars (\$300.00) plus court costs 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 five (5) days.

Subsequent illegal absence(s) may necessitate the issuance of additional fines.

If a parent, guardian or person in parental relation is not convicted of a summary offense because he/she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this Act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense shall be sentenced to pay a fine of up to \$300.00, face license suspension, community service or assigned to an adjudication alternative program.

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 into the system. Students are required to log in by 9:00 a.m. unless there is an extenuating circumstance or enrolled in TCHS. All cyber students must log in Monday through Friday and be actively engaged in their assignments for a minimum of 5.5 hours per day. Once a student logs in, 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, emails, 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 Cyber Academy School (via e-mail or phone call) in order to legitimize the reason for the absence.

Off-Site Program: The advantage of the off-site program is the flexibility in regard to how the required hours are met. Attendance will be monitored every time you log into the system. Students are required to log in by 9:00 a.m., Monday - Friday for a minimum of 5.5 hours per day. Students have access to their courses 24 hours a day and 7 days a week which allows them to engage in the learning process beyond traditional school hours. Once a student logs in, attendance is recorded for the day. Saturday and Sunday does not count as school days but students can work on Saturday and/or Sunday and additional hours during the week. All students are required to check announcements, emails, lessons for all classes and assigned course material. Students can also report to our on-site facility and work one on one with a teacher or simply to complete their learning and collaborate with teachers and peers; however, please call to check seat availability.

Please note: Attendance compliance will be measured weekly for truancy and each marking period through a combination of automated electronic reporting, Learning Management System and teacher observation and assignments.

On-Site Program: The advantage of the on-site program is a structured routine of reporting to a brick and mortar school for 180 days (CASD academic calendar); Monday through Friday with the exceptions of scheduled days off. The hours of the program are from 7:30 a.m. – 2:15 p.m. p.m. (transportation will not be provided between 2:15 p.m. – 2:30 p.m.).

Students are required to log in the system until their work is complete. When a student has completed all of their work for the day, they will be required to make arrangement and leave the building. Every student is required to check announcements, emails, lessons for all classes and assigned course material daily.

Instructional Time

Instructional time in accordance with Title 22, Chapter 11 of PA Code is defined by the following:

- * Classroom instruction and instructional activities provided under the direction of certified school employees
- * Student services, such as guidance and counseling services, psychological services, speech pathology and audiology services and student health services
- * Assemblies
- * Clubs, student councils and similar activities conducted during school hours
- * School, group or class educational trips and a certified school employee accompany the students
- * Civil defense, fire, bus evacuation and similar drills
- * Early dismissal and delayed opening due to inclement weather

Educational Community Programs: Students, with permission, may be afforded an opportunity to participate in out of school programs that may include: community exploration, job shadowing, internships, and community service learning that is designed to provide real world experience under the general supervision of professional staff. If a particular situation is approved, attendance credit would be granted. It should be noted that the Chester County Technical College High School (TCHS) students will report to TCHS in the morning and if accepted in the on-site program, report to Benner at approximately 10:15 a.m. When TCHS does not have school, on-site students can either come on-site or work from home.

Testing Attendance Policy

The Cyber Academy On-Line Education students must follow the laws set by the Pennsylvania Department of Education (PDE). According to PDE, all students in grades 6, 7, 8 and high school are required to participate in State testing. Full participation for State testing is required unless there are validated and an approved reason for noncompliance. The Keystone Exams, consisting of tests covering Algebra I, Biology, and Literature, are given in the year the course is taken and another time if the student did not score proficient. Pennsylvania System of School Assessments (PSSA) will continue to be given from grades 3-8.

Pennsylvania System of School Assessment (PSSA): All public school students enrolled in grades 6, 7 and 8 are required to participate in the English Language Arts, Science (only 8th grade) and Mathematics PSSA or the PASA.

- *Special note:* All testing arrangements will be made at Benner during the day.

Absent from Testing

If a student does not attend the required days of testing, the testing administrator must mark this as an unexcused absence for each day missed. If a student is ill and not able to attend the first day of testing, he/she should attempt to attend the remaining days. Makeup days will be offered for any missed days provided the student returns within the allotted time period. If a student misses three days, a doctor's note must be provided to substantiate the absences.

PERFORMANCE POLICY

We recognize that students' work at their own pace; however, we are required to ensure that all students are making the progress necessary for high school graduation and/or grade promotion. Upon entrance into the program, each student will be assigned a mentor. The mentor will set goals for each student. It is the responsibility of the student to complete their goals, even if additional instructional time is needed. Goals are set to ensure that $\frac{1}{4}$ of the courses assigned for the year are completed each marking period. The first time a student fails to meet the weekly performance goals set by their mentor, notifications will be made by phone (when possible) and by e-mail/mail. Every effort will be made to conference with the student and parent to discuss academic performance and strategize how to achieve success. If students chose to return to the traditional public school setting, grades for courses not yet started will be recorded as failing (50%) unless all missed work is made up for the class.

WORKBOOK COMPLETION POLICY

It will be rare that students receive a workbook and/or text books; however, they are considered the property of Cyber Academy. Removing them from the building without permission will result in an obligation to replace the item at full cost.

Workbooks/coursework packets will be graded after each course is completed. Teachers will be grading packets based on how well the student answers each question.

CHEATING POLICY

Any student who is caught cheating will receive a consequence for such behavior and receive zero credit for assignment (s). If the student is caught cheating a second time, a mandatory conference will be held and a determination will be rendered in regard to how we will proceed.

Please note that cheating should never be an issue. There are staff members available to assist the students whenever needed. It is the student's responsibility to seek assistance if they are experiencing difficulty with a subject. Examples of cheating include: taking another student's test, copying or completing another student's assignment, looking at the questions and or answers prior to the exam, googling answers, etc.

TECHNOLOGY

- If you opt for a school district computer, the computer and related equipment remain the property of Coatesville Area school District. All equipment is collected at the end of each school year in order to perform basic maintenance and updates. The equipment will be redistributed at the start of the new school year. The student and parent/guardian is responsible for any lost or damaged equipment.
- If a student is having computer problems, they must inform our program (610-383-3740) immediately. Problems with a home computer will NOT be an acceptable excuse for failure to complete work on time. If the student has problems at home, they must make alternative arrangements. If problems occur with school computers, please alert Ms. Burns who will contact the Help Desk immediately.
- Students may not use the Coatesville Area School District technology (i.e. computers, headphones, internet, etc.) for personal use. All equipment is to be used for assigned courses only. **Any student violating this policy will lose the use of the computer and may be dismissed from the program.** If any type technology is misused, the Coatesville Area School District Secondary Student of Conduct will be implemented.

BREAK POLICY

All students may take a break at their discretion. Breaks may be taken away from students due to inappropriate activities or behaviors occurring while on break (example: disrespect to students or staff, obscene language or inappropriate language, etc.).

PROGRAM HOURS

The Cyber Academy School is open for students during the following hours:

7:00 a.m. to 2:30 p.m. – Monday through Friday

Transportation:

To Benner (morning): Students will catch bus #29 at CASH (cafeteria side) at 7:15 a.m. Monday – Friday and be dropped off at Benner around 7:35 a.m.

To CASH (afternoon): Students will board the bus at approximately 2:00 p.m. at Benner and report to the campus around 2:10 p.m. Students are not permitted in CASH nor the Intermediate School between the hours of 7:00 a.m. and 2:15 p.m. without permission from administration.

Students are prohibited from being on the high school campus and in CASD buildings during school hours (7:00 a.m. to 2:15 p.m.) without permission from Dr. Roberts or Administration. Any student caught trespassing may incur a fine of up to \$500 or more.

INCLEMENT WEATHER/EMERGENCY SCHOOL CLOSING

The Cyber Academy School operates on the same schedule as the rest of the school district. In the event that school is closed due to inclement weather or another emergency, please refer to the CASD website. Also, the district will use the automated phone message system to keep families informed of school closing and other important information. Please make sure that you keep your phone numbers up to date with the school so that you may receive these messages.

If school opens late due to inclement weather, students are still required to access their on-line course work either on-site or off-site.

GRADUATION REQUIREMENTS

Graduation from the Coatesville Area Senior High School is the ultimate goal of all Cyber Academy School students. The total number of credits needed to graduate is as follows:

Class of 2011 and beyond24 credits

EARLY COMPLETION OF CREDITS

Any student who completes their required classes prior to the end of the school year, will be removed from the rolls due to meeting the Coatesville Area School District course requirements. Please note that early completion of all graduation requirements will still enable you to participate in commencement activities at the end of the year and receive your diploma from the Coatesville Area Senior High School.

STUDENT VISITATION

Students are prohibited from receiving visitors during school hours. This does not include parent/guardian visits for the purpose of individual conferencing. Parent/guardian visits are welcomed anytime, but we do ask that an appointment be made ahead of time so we may give our undivided attention to the student and the issue at hand.

SOCIAL EVENTS AND CLASS TRIPS

The Coatesville Area School District values social events and class trips that enhance and enrich your child's educational experience. Throughout the year and with advance notice, your child will be invited and encouraged to participate in our various activities that align with the curriculum and facilitate peer collaboration. Per CASD Policy # 231, "As a voluntary participant in school social events and class trips, students shall be held responsible for compliance with rules set forth in advance for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program."

STUDENT PARTICIPATION

- Students will be required to participate in all state mandated testing and will meet all graduation requirements.

- Secondary students will be permitted to attend his/her senior dance/prom.
- Students will follow the school district calendar and schedule of marking periods for completion of coursework.
- Students are required to turn in class assignments according to assigned due dates.
- Student participation in on-line instruction in the home or at school is a privilege that may be withdrawn, if circumstances warrant at any time.
- On-line home instruction students will have access to school resources and guidance counseling, per appointment only.
- The identification of on-line courses that must follow the diploma sequence, is based on guidance review and administrative approval.
- The on-line curriculum is standards based. The average full credit course takes approximately 90 days to complete at the high school level and 1 full year for middle school.
- Any confirmed cases of cyber bullying, cyber stalking or cyber harassment will not be tolerated and disciplinary action will follow the Coatesville Area School District Secondary Student Code of Conduct.

OBLIGATIONS

Students are responsible for all items placed in their possession and for any damage to school property. Items may include, but are not limited to: books, uniforms, fund-raising merchandise and any related equipment or supplies.

Students negligent for payment/return of lost items, will be ineligible to participate in any extra-curricular activity (including sports, music, and dances), effective the time the student is contacted by the office until the debt is paid.

No student will be cleared for the Homecoming, prom, graduation, etc. until all obligations have been paid.

PROGRESS REPORTS/REPORT CARDS

All students will receive interim progress reports and quarterly report cards outlining their progress.

SCHOOL DISTRICT HEALTH REQUIREMENTS

It is mandatory that each student return to the nurse the fully completed Emergency Procedure Card that is distributed at the start of each school year. **Students will not receive medical treatment or medication without the written permission required on the Emergency Procedure Card.**

In the event that a student is injured and requires outside medical attention, your child will be transported to Brandywine Hospital and without this card, treatment may be denied.

A physical for all 11th grade students is mandated by the state of Pennsylvania.

Each student is given the opportunity to schedule their physical through the Nurses' office, free of charge. Students who decide to have this physical done by a family doctor must obtain the correct form from our office. If a student does not return the permission slip or completed physical form by the end of September of the 9th grade year, they will be placed on the obligation list and will not be permitted to participate in any extra-curricular activities until the obligation is cleared.

STUDENT PARKING/TRANSPORTATION

Students are only permitted to ride the school bus if assigned by the Coatesville Area School district Transportation Department. Students may provide their own transportation to the Benner Building. In

addition, public transportation is conveniently located for those in need (at parent expense). Students must have their transportation arrangements made prior to coming to school each day. **Students may part in the west parking lot.** If driving, students may also park along Lincoln Highway or on one of the side streets but not in lots nearby or private property. Students are responsible for all parking violations incurred from the Coatesville Police Department. Please pay attention to all street signs.

BEHAVIOR VIOLATIONS AND CONSEQUENCES

The Coatesville Area School District administration will determine the appropriate course of action required to provide a safe learning environment. If any infraction is committed on school grounds, during school related activities on school buses or vehicles, at bus stops, on route to and from school, or while otherwise under the jurisdiction of the Coatesville Area School District, discipline will be handled according to the discipline levels stated in in the code of conduct.

Other Violations

Depending on the seriousness of the offense, the administration may recommend expulsion or suspension for offenses **not listed herein** (examples include, but not limited to, charges of conspiracy and/or acting as an accessory). In addition, the district reserves the right to provide an alternative process for educating the student upon their return from an expulsion.

Criminal Charges and/or School 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 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 enforcement officials.”

Infractions - Level 1

Level 1 infractions are minor misbehavior incidents. Student behaviors that impede orderly classroom procedures or interferes with school operation.

1. Unexcused absence from or lateness to class or school (including cutting classes – 10 minutes or longer and/or advisory)
2. Forging names on passes or other school related documents
3. Refusing to serve detention or report to class or the office when sent by a teacher.
4. Use of Electronic Devices (CASD Policy No. 237)
5. Disrespectful speech or action.
6. Violation of dress code and grooming (CASD Policy No. 221)

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Verbal Warning
- Student Conference
- Parent Contact
- Written Apology
- Reflection Assignment
- Suspension of Privileges
- Exclusion from extra-curricular activities
- Referral to Guidance Counselor
- Referral to Pro-Team
- Restitution
- Detention
- Community Service
- In-School Suspension
- Out-of-School Suspension
- Peer Mediation (training needed)
- Other actions as deemed appropriate by the administration

Infractions – Level 2

Student misbehavior that is frequent or that causes a serious disruption to the learning climate of the school.

1. Continual violations of Level 1
2. Inappropriate Sexual Behavior/Lewd Conduct (Students shall refrain from making unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature toward other students or school staff members). Any repeat or continuation of the offensive behavior, after being notified, may result in a harassment charge being filed.
3. Third party individuals provoking or instigating a fight
4. Insubordination
5. Using profanity or obscenities
6. Failure to report to class or the office when sent by a teacher.
7. Any other action detrimental to the effective operation of the school
8. Gambling or possession of gambling paraphernalia
9. Academic cheating or plagiarism
10. Solicitation of unauthorized merchandise is prohibited without consent of administration. No student has the right to sell or buy cell phones, IPODS or any other electronic device.
11. Interference with the learning of others. (Disruptive Behavior)
12. Disrespectful Speech or Action
13. Stealing or receiving/possession of stolen property
14. Possession of smoking materials

15. Entering or leaving school buildings or grounds without permission
16. Being in an authorized area
17. Violating the Accepted Use of the Internet Policy (CASD Policy No. 815)
18. Refusing to give name or proving false name, failing to provide identification to teacher, support staff, or school police.
19. Use of tobacco products, including chewing tobacco, e-cigarettes and smoking.
20. Trespassing on any school property or building that students do not have authorization to enter
21. Defacing or destruction of school property (parent/student responsible for cost of repair). Act 16 of the 1994, known as the Graffiti Crimes Law, provides for criminal prosecution for the possession of spray paint and indelible marking pens with the intent of defacing school property.
22. Possession of pornographic materials.
23. Unintentional physical contact with school personnel

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Parent contact
- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (1-3 days)
- Out-of-School Suspension (1-3 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 3

Actions which result or could result in violence to another person or property or pose a direct threat to the safety of others in school.

1. Continual violations of Levels 1 and 2
2. Threatening or intimidating school staff/administration
3. Possession or distribution of counterfeit money
4. Possession of illegal or dangerous materials (firecrackers, chemicals, bullets, etc.) Possession of pepper mace/gas is not permitted.
5. Assaulting fellow student.
6. Making terroristic threats with the intent to terrorize others, or committing terroristic acts (CASD Policy No. 218.2)
7. Fighting

8. Gang-related activity or symbolism. Any student found to have been involved in gang-related activity or symbolism.
9. Indecent exposure
10. Threatening, harassing, teasing, or intimidating a fellow student (CASD Policy No. 248)

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Suspension of Privileges
- Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- In-School Suspension (3-10 days)
- Out-of-School Suspension (3-10 days)
- Peer Mediation
- Referral to Law Enforcement
- Other actions as deemed necessary by administration

Infractions – Level 4

Actions that are criminal and/or are so serious that the following are required: Student removed from school; intervention by law enforcement; action by the Board of School Directors.

1. Multiple and Repeated Offenses
2. Weapons shall be defined as any animate or inanimate device, instrument, materials, or substance 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. Possession of a 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 implements that could be used for the inflicting of bodily injury.
 - **Act 26, promulgated by the Pennsylvania General Assembly, and provides that students found guilty at a proper hearing of being in possession of a weapon shall be expelled from the PA School District for a period of one (1) school year. Such incidents must be reported to the local law enforcement officials.**
3. Possession, use, under the influence, intent to distribute, purchase, distribution or sale of any alcoholic beverage or controlled substance (including “look-alikes,” i.e. fake, counterfeit controlled substances, over the counter medications, prescription medications, or “drug paraphernalia, i.e., pipes, rolling papers)

4. Assaulting school personnel
5. Arson or intentional false alarms (fire or bomb threat) (any person who gives false information concerning placement or setting off a bomb or other explosives in a school shall be prosecuted.) Also, any student found guilty of intentionally setting off a false alarm or intentionally discharging a fire extinguisher will be subject to expulsion and prosecution.
6. Assault involving any student who requires medical treatment by a physician and/or hospital
7. Extortion, attempted extortion, or robbery
8. Hazing (CASD Policy No. 247)

RECOMMENDED DISCIPLINE

Students committing an offense in this level may receive one or more consequences. The consequences include but are not limited to:

- Possible Expulsion from School or other school action which results in appropriate placement.
- Suspension of Privileges Referral to Pro-Team
- Restitution
- Student Conference
- Community Service
- Out-of-School Suspension (3-10 days)
- Informal Hearing
- Referral to Law Enforcement
- Referral to the Student Discipline Committee

CORRECTIVE MEASURES AND PENALTIES

Detention

Administrators or teachers may detain a student before or after school hours for a period of **not less than 30 minutes**. Pupils shall be given **24 hours'** notice of such detention to inform their parents of their whereabouts.

In-School Suspension

1. Students may not participate in school activities while assigned to In-School Suspension.
2. Students assigned to In-School Suspension Classes **must make-up** any work from when they are absent from those classes.
3. Students refusing to report to ISS will be assigned OSS.

Out of School Suspension

Exclusion from classes for a period of one (1) to ten (10) consecutive school days.

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.

Parking Permits

A parking permit is a privilege that is extended to students based upon qualifications. Only juniors and seniors are eligible for permits. All obligations and responsibilities must be cleared before applying for a permit. The building administrator may revoke a parking permit at any time that he/she feels it in the best interest of the school or student. Reasons may include irregular attendance, disruptive behavior, repeated violations of traffic regulations, or other actions in violation of the Codes of Student Conduct.

Counseling may be required for serious incidents, such as sexual harassment or terroristic threats.

Expulsion:

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

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

When a suspension exceeds three (3) days the student and parent are entitled to an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or show why the student should not be suspended.

In a case involving possible expulsion (i.e., exclusion for more than 10 school days) the student is entitled to a formal hearing which is a fundamental element of due process.

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 building 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.

Students violating the dress code will be sent to an administrator. Students will be sent home after parental contact or the parent must bring in a change of clothes. Continued violation of the Student Dress & Grooming Policy will be regarded as insubordination and the student may be suspended.

The Board of School Directors also prohibits clothing attire or regalia; construed to be cult, or gang related (CASD Policy No. 221).

Students are discouraged from bringing expensive personal property i.e., electronic devices to school or wearing expensive clothing or jewelry. The school district cannot be responsible for the loss or theft of any such items.

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