

# Meadville Area Middle School



**MAMS Office**  
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Meadville, PA 16335  
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**2024-2025**

## *Student Handbook*

# MAMS CLASS SCHEDULE

2024 - 2025 ACADEMIC YEAR

<u>Class Period</u>	<u>Time</u>
1 <sup>st</sup> Period	8:30 - 9:19
2 <sup>nd</sup> Period	9:22 -10:07
3 <sup>rd</sup> Period	10:10 – 10:55
4 <sup>th</sup> Period	10:58 – 11:43

5<sup>th</sup> Period 11:46-1:16

***LUNCH A***

Lunch - 11:46 -12:16

Class – 12:16-1:16

***LUNCH B***

Class – 11:46-12:46

Lunch - 12:16-12:46

Class – 12:46-1:16

***LUNCH C***

Lunch - 12:46-1:16

Class – 11:46-12:16

<u>Class Period</u>	<u>Time</u>
6 <sup>th</sup> Period	1:19-2:04
7 <sup>th</sup> Period	2:07-2:52
8 <sup>th</sup> Period	2:55-3:25

**Principal - Jon Frye**

**Assistant Principal - Stephanie Sandrock**

**7<sup>th</sup> Gr. School Counselor - Amber Warren**

**8<sup>th</sup> Gr. School Counselor - Barry Anderson**

**Main Office Secretary - Janel Dunkerley**

**Attendance/Guidance Secretary - Diane Foriska**

# MEADVILLE AREA MIDDLE SCHOOL STUDENT HANDBOOK

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**At MAMS**

**You Can**

**Discover What is Possible**

## **Introduction**

This handbook has been provided to assist you in learning the procedures and policies of Meadville Area Middle School. Other important information is listed to aid in the use of resources available to all students. It contains the philosophy and goals of the Meadville Area Middle School; Attendance Policies; General Information; A Discussion of Student Activities/Athletics; A Description of Guidance and Health Services; School Bus Regulations; Discipline Guidelines; Crawford Central Drug and Alcohol Policy; District Policy Regarding Student Rights, Responsibilities and Discipline.

All students are responsible for the information contained herein and must make every effort to learn the contents of this handbook. It should also be noted that not everything or every situation can be covered by this handbook.

## **Philosophy of Meadville Area Middle School**

To help bridge the gap between the elementary and the secondary experience, Meadville Area Middle School provides a student-centered education based on high standards, expectations, and goals. Our focus is on each student's academic, social, emotional, and physical growth. A close-knit partnership of home, school, and community is essential to guide, reinforce and support students as they lay a foundation for lifelong learning. To help achieve this philosophy, the "Where Everyone Belongs" (WEB) program has been implemented to transition elementary students to Meadville Area Middle School and make them feel comfortable.

### **Goals of MAMS**

- B – Build community
- U – Use our strengths and talents
- L – Lifelong learners
- L – Learn to appreciate diversity
- D – Develop mind and body
- O – Open minds
- G – Give our all
- S – See the connections

## **Advisory**

The purpose of the Advisory program at MAMS is to promote positive relationships between the staff and students and to develop the whole child. We believe through these relationships the students will know they have adults who care and will support them every day.

The Advisory program will be held during period 8 each day and will be twenty-six minutes in length. Each teacher is assigned a group of students (15 – 17) to work with for the entire year. They may discuss various topics that include, but are not limited to; goal setting, organization, team building character, study skills, careers, community and global events, Second Step, and other group-building initiatives.

We believe the Advisory program will provide each student the opportunity to get to know new people and have an adult advocate. We also believe through the lessons and activities we will be developing the whole child.

### **i. ATTENDANCE**

#### **Attendance & Extra-Curricular Activities**

1. Pupils taking part in extracurricular activities such as athletics, plays, musicals, and other school activities shall be in attendance at least half the day on the day on which the event is held. This also applies to practice. PUPILS MUST BE IN ATTENDANCE BY 12:00 p.m. IN ORDER TO BE CONSIDERED PRESENT ONE HALF-DAY. A half-day absence must be excused/legal to participate.
2. Exceptions may be made in the case of appointments when a prior excuse has been submitted and approved. Exceptions may also be made in case of emergencies.
3. Under no circumstances may a student who has been absent for the day, unless prior approval of the absence has been granted (i.e., college visit, doctor's appointment), be allowed to practice or participate in any extra-curricular activity on the day of the absence.
4. If a student is absent 20 or more days in a semester, that student may not participate in a PIAA practice or event until that student is present 60 school days.

#### **Attendance Procedures**

The Board of Directors of Crawford Central School District requires that school-aged pupils enrolled in the schools of this district attend school 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.

The regular contact of pupils with one another in the classroom and participation in well planned instructional activities under the supervision of competent teachers is vital to this purpose. Meadville Area Middle School follows pupil accounting procedures established by the Pennsylvania Compulsory School Attendance Laws. Since good attendance and grades are highly correlated, Meadville Area Middle School attempts to build close contact with parents through the Attendance Office.

Students are reminded that attendance records become part of their permanent school record and can have beneficial or detrimental results depending upon the record established.

## Late to Class

Students are considered late to class if they are not inside the room at the time designated in the building schedule. In such cases the student will be given a Warning for First Offense, Teacher Detention for Second Offense, Formal Detention for Third Offense, half of a day of Modified Consequences for Fourth Offense, whole day of Modified Consequences for Fifth Offense, and so on. This will start over every 9 weeks. Late to Class beyond ten (10) minutes will constitute a class cut. If a student is out of a class beyond ten (10) minutes and abuses the hall pass, it will be considered a cut.

## Early Dismissal

Students may be excused from school for medical appointments, counseling sessions, etc. In such cases, appointments should be scheduled for the afternoon session when possible. A signed excuse from parents must be submitted to the attendance office prior to school on the day of the appointment.

**Students who are attending an appointment in the morning are required to return to school as soon as possible for the remaining class sessions. All students MUST report back to the office.**

All early dismissals require signed excuses from PARENTS prior to the beginning of the school day. Students will NOT receive an excused absence for the following reason

1. Going out of town unless you go to a doctor's appointment. (Doctor's appointment card must accompany the request to be excused).
2. Hair appointments.
3. Church for a short period of time when church services are held before and after school.
4. Personal reasons.
5. Babysitting.
6. Any other excuse which does not fall under school attendance guidelines.

Appointments WILL BE VERIFIED from time to time by calling the place of the appointment. Early dismissal excuses from parents need a doctor's name, phone number and parent signature before being accepted. Faxes/emails are acceptable with a parent signature. Phone calls from parents may be directed to the administration for verification. **The only other permissible early dismissal is reason of illness or injury. In such cases, the school nurse must grant the excuse after contact with parents.**

Please refer to the section on Health Services for further guidelines concerning illness at school.

IN NO INSTANCE MAY A STUDENT EXCUSE HIM/HERSELF EARLY WITHOUT REPORTING TO THE HEALTH ROOM. Students that do not follow this procedure will face disciplinary action.

## Legality of Absence

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal or designee may excuse a student for temporary absences when she/he receives satisfactory evidence of such mental, physical, or other urgent conditions, which may reasonably cause the student's absence.

The Board considers the following conditions to constitute reasonable cause for absence from school:

- |                                  |                        |
|----------------------------------|------------------------|
| 1. Illness                       | 6. *Educa-             |
| tional tour/trip*                |                        |
| 2. Death in the immediate family | 7. Quaran-             |
| tine                             |                        |
| 3. Religious holidays            | 8. Delay or absence    |
| of school bus                    |                        |
| 4. Impassable roads              | 9. Court appearance    |
| 5. Emergency - "Urgent reasons"  | 10. College visitation |

\* Parents desiring to take their children on a vacation/educational trip must submit to the administration the destination of the trip and/or a description of the educational value. The request should be made at least **one week** prior to taking the trip. The proper form can be acquired at the attendance office.

NOTE: Unexcused refers to students over the age of seventeen (17); unlawful refers to students under the age of seventeen (17).

### **Unexcused and unlawful absences include:**

1. Parental neglect - Parent knows of the absence (examples: unauthorized trips, baby sitting, errands, housework, driver's test, oversleeping).
2. Illegal employment
3. Truancy - Absence without parental knowledge
4. Leaving school during school hours without school permission
5. Returning from school function late
6. Unexcused tardy

Acceptability of excuses will be determined by the school attendance officials. Notification of the school DOES NOT ensure that an excuse will be considered legal.

If a student is absent for other than the above reasons, he/she will be considered unexcused or unlawfully absent. The first time an unlawful absence occurs the parent will receive a first warning letter. A second warning letter will be sent to the parent after the second unlawful absence.

Any additional unlawful absences during the student's school career can result in parents being fined and referred under Act 333 to child welfare authorities.

Students who are absent without parental knowledge and approval are considered TRUANT and will be assigned to Modified Consequences.

As a rule, all academic work lost during unexcused or unlawful absences may not be made up and is recorded as zero.

### Make-Up Work After Absence

Students are required to make up all work missed during all LEGAL ABSENCES AND SUSPENSIONS. Work must be made up according to the following guidelines:

1. It is the responsibility of the student to do make-up work or make arrangements for make-up, missed work upon the DAY OF RETURN TO SCHOOL.
2. **Make-up work must be completed within an equal number of days absent.**
3. A student who has been suspended will have two weeks to complete make-up work per board policy 233.
4. Under extenuating circumstances, the teacher and/or principal may extend the time in which work may be completed, but not the time for making arrangements to do so.
5. In the case of a student who has a one-day absence on the day of a scheduled test or pre-assigned term paper or project, that student should expect to fulfill the obligation upon the DAY OF RETURN.
6. Students who have not made-up required work at the end of a grading period will receive a grade of (I) incomplete. Failure to submit required make-up work within the two-week period will result in conversion of the incomplete grade to an "F."

### Parent Sponsored Educational Tours and Trips

Students must follow the following guidelines to be eligible to leave school to attend an educational trip or tour:

A. Present a written request from his/her parent or legal guardian indicating:

The dates of absence.

1. Educational merits of the proposed trip.
2. The names of all adult chaperones.

B. Acquire signatures from all subject teachers on the form provided by the attendance secretary. Teacher signatures indicate their knowledge and awareness of your impending absence.

C. Return the signed form to the attendance secretary at the end of the school day.

This information is to be provided to the attendance secretary for administrative approval a minimum of **ONE WEEK** prior to the absence. Failure to get approval of the administration will render all missed days as unexcused absences. The principal shall have the authority to limit the number of days of excused absence for educational trips. Any UNAPPROVED trip will result in unexcused absences and **NO CLASS WORK WILL BE PERMITTED TO BE MADE UP**. Family vacations and educational trips will be unexcused if students are on medical notice at time of request.

The student is responsible for obtaining all assignments that were to be completed during the period of the trip. All work must be submitted to the teacher within an equal number of days absent.

**NOTE:** Trips will not be approved unless a parent or legal guardian accompanies the student for the entirety of the trip.

### **Procedure Regarding All Excused/Unexcused Absences**

A parental excuse (excused absence) will be accepted for any day's absence to a total of ten (10) days absence throughout the school year. A doctor's excuse will be accepted for any absence during the year to prevent the accumulation of ten (10) parental excuses. The doctor's excuse must be given to the attendance secretary on the student's return to school and no later than three days thereafter.

Students who are absent from school for any reason are still responsible for meeting their course requirements. We understand that many absences are unavoidable, and some students fall behind due to attendance reasons. For this purpose, we have implemented the following procedure to help insure academic proficiency.

1. ***Ten Days Excused/Unexcused*** – Letter sent to parents stating the district will require a written medical excuse for each day's absence from that time until the end of the school year.

### **Requirement for Medical Excuses**

Any pupil absent ten (10) or more days will be placed in the category of continued or repeated illness which may require the student to provide a medical excuse which will permit him/her to make up lost work.

*Family vacations and educational trips will be considered unexcused if students are on medical notice at time of request. The administration reserves the right to make exceptions on a case-by-case basis.*

#### **The following is a copy of the policy as adopted by the Board of Directors:**

The Crawford Central Board of School Directors believes that regular attendance in school is a necessary condition for a student to secure maximum benefit from the public-school programs being provided. It is hereby authorized that the school administration is empowered to require that a student provide a medical statement or excuse from a licensed practitioner of the healing arts for every absence from school, subsequent to that student having accumulated absences of ten (10) school sessions and/or ten (10) school days in any school term. Failure to provide the requested medical excuse may result in such absence being classified as unexcused and/or unlawful depending upon the age of the student.

For Homebound Instruction, the parent must secure a form from the Building Principal for the doctor to complete. The form must be returned to the Building Administrator in charge of attendance. Final approval is granted from the Director of Special Services.

## **Tardiness to School “A Little Late Is Too Late”**

Tardiness to school is greatly discouraged due to its impact on the learning process and the fact that tardies become part of the permanent record. Students that are tardy **MUST** report directly to the office for an admittance slip. This must be accomplished regardless of the time that you arrive. Excuses are required and follow the guidelines of an absence. If a medical excuse is required for an absence, a medical excuse is required for a tardy to be considered excused.

Students that are habitually tardy will be subject to detention and possible suspension according to the following school policy.

1. 4 – 6 unexcused tardies – Lunch detention will be assigned for that day.
2. 7 – 10 unexcused tardies – Formal detention will be assigned.
3. 11 or more unexcused tardies – Letter sent home/parent notified by administration/ with stronger consequences possible (ex. Formal detention, Modified Consequences, Suspension).

Students that arrive after 12:00 noon are considered to be absent for half of a day. Please refer to Legality of Absence (pages 7-8).

## **Teenage Pregnancy and Homebound Instruction**

The Crawford Central School District encourages all pregnant teenagers and teenage parents to finish school and thus be better equipped as parents and responsible citizens. The legal requirements for these students are pertinent in the areas of attendance and use of Homebound Instruction.

The Public- School Code, Section 1327, requires compulsory attendance and Sections 1301 and 1302 grant all school district residents a right to free school privileges. Becoming or being a parent does not in itself qualify a student for Homebound Instruction. A student should receive Homebound Instruction only when there is a serious illness or disability as certified by a physician. If a student has complications from the pregnancy or delivery, it is not unreasonable for the physician to certify the debilitating effects of attendance and recommend Homebound Instruction. The physician must certify in writing that school attendance would be physically harmful to the student before Homebound Instruction may be approved. Regular procedures for reporting absence should be followed for absences due to childbirth.

## **What to Do When You Are Absent**

Whenever a student is absent from school, his/her parents or guardians should call the school providing the student's name, grade, and reason for absence. Students are not to report themselves as absent nor should friends, neighbors, brothers, and sisters, etc., make such calls. Calls should be placed to the attendance secretary at 814-333-1188 any time before 9:00 a.m.

When the student returns to school, they must present a written excuse from home on the **DAY OF RETURN**. The reason for the absence must be clearly stated with parental signature. Even though a call is made, an excuse is required.

Failure to present an excuse within three school days of return to school will result in absences recorded as UNEXCUSED and/or UNLAWFUL.

## II. GENERAL INFORMATION

### Announcements

General announcements are made each day prior to school during first period. Those made should be as brief as possible and generally be of interest to the entire student body.

#### **To Have an Announcement Made:**

All student announcements must have approval by a club or activity advisor and be submitted to the office secretary prior to 8:30 a.m. each school day. No announcements will be made without proper approval. Coaches may only announce cancellations of a scheduled practice or event.

### AHERA

The AHERA (Asbestos Hazard Emergency Response Act) regulations require that building occupants, and their legal guardians, are informed at least once each school year of inspections, response actions, and post response action activities which are planned or in progress on a school building. Crawford Central School District is responsible for this notification. To view progress or completion of all asbestos-related activities for the school your child attends, please contact the Instructional Support Center, Building, Grounds and Transportation Department. If you have any further questions, please contact the Building Principal.

### Assemblies

Several assemblies will be held throughout the year. These programs are provided for the benefit of the student body. Students conduct at the assembly should be guided by consideration for the interests of others. Please cooperate with the following expectations for assembly conduct:

1. Come to the event quietly.
2. Hands and feet to self.
3. Exchange appropriate applause at correct times.
4. Enjoy the event by sitting quietly.
5. Raise your hand to speak.

Disruptive behavior during assemblies may result in the cancellation of scheduled events for a specified period. Students disruptive at assemblies will be scheduled to a study hall during all events for the remainder of the school year. Further disciplinary action deemed appropriate by the administration will be taken.

## Books

Class textbooks are the property of the school and must be maintained in the best possible condition for those using these materials the following year. Students **MUST** keep textbooks always covered. In addition, care should be taken to keep all unnecessary papers from being collected in the text as they damage the binding.

Students turning in books with damage will be assessed a rebinding fee or the replacement cost of the book. Lost books are the responsibility of the student, and a replacement cost will be assessed to the student.

## Cafeteria

The middle school cafeteria is operated as a service to all students and is not established to show a profit. It provides a variety of menu items and is also available for those that prefer to bring food from home. All students, whether they purchase food from the cafeteria or bring lunch from home, are expected to eat in the commons area. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

Food and drinks are not to be in the halls, classrooms, or removed from the commons area.

### Cafeteria Procedures During Lunch

All lunches are "closed". This means that you **MUST** report to the commons as you would any scheduled class. Students must remain in the commons throughout the entire period unless prior approval or a pass has been granted to report to another area. Students are not to leave the school or the school grounds during lunch under any circumstances. Students that leave the grounds or the building will face disciplinary action.

### **Students are asked to follow these guidelines during lunch:**

1. Report to the commons during your scheduled lunch and remain there for the entire period.
2. See one of the teachers who are monitoring lunch if you need a hall pass. Hall passes will only be issued to the library or nurse.
3. Outside visitors are not permitted during lunch.
4. Use proper manners and keep the tables and floor as clean as possible. Place all refuse in the provided containers.
5. **NEVER** remove food or drinks from the cafeteria.
6. Use of restroom is granted with permission from Monitor.
7. Ask permission to get "extras".
8. Wait until the duty person dismisses your table before leaving the cafeteria.

## Candy Sales

All activity candy sales are limited to outside of school only. Students/Staff are not permitted to carry candy from class to class or to sell it between or during classes.

Candy may be sold before or after school only. Any candy brought to school must remain locked in the student's locker. Students are responsible for any candy they accept to sell. Theft of candy does not relinquish the student's responsibility to pay for it. Any selling of candy in school before the end of the day will result in disciplinary action by teaching and administrative staff.

## **Restroom Stalls**

There is to be only one person in a restroom stall at a time. If there is more than one person in the restroom stall, then all students in the restroom stall will receive:

**First Offense** – Parent Notification/Warning

**Second Offense** – Parent Notification/Formal

**Third Offense** – Parent Notification/In-School Intervention

**Fourth Offense** – Parent Notification/In-School Intervention

**Fifth Offense** – Parent Notification/ Out of School Suspension

## **Crawford Central School District – Student Dress Code**

The Crawford Central School District believes that student dress and grooming should promote safe schools and effective learning environments. The district recognizes that students' style of dress and/or grooming may reflect individual preferences; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. Therefore, the district expects each student's attire and grooming to promote a positive, safe, and healthy environment within the school. Specifically, students are expected to comply with the following dress and grooming guidelines:

### **General Rules**

1. The following decorations and/or designs imprinted upon or attached to the body or clothing are prohibited:
  - Symbols, mottos, words, or acronyms that convey crude, vulgar, profane, violent, death oriented, gang-related, sexually explicit, or sexually suggestive messages.
  - Symbols, mottos, words or acronyms advertising tobacco, alcohol, drugs, or drug paraphernalia.
  - Symbols, mottos, words, or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.
2. Permitted garments shall be clean and shall have holes no higher than the knee.
3. Volleyball-style shorts, bathing/swimming wear, sleepwear, cut-off shorts, etc., are not permitted.
4. School team apparel or school organizational uniforms may be worn on days of an event with permission from the administration.

### **Outerwear**

Students must store outerwear (coats, hats, gloves, scarves, capes, etc.) in their lockers upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors or other areas of the school buildings after arrival unless authorized by the school's administration.

### **Head Coverings/Sunglasses**

Hats, hoods, bandanas, wave caps, skull caps, bonnets, shower caps, and any other head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

### **Upper Garments**

The torso (chest, back, stomach) must be covered. Revealing clothing and see-through materials are not acceptable. All undergarments must be covered. Tank tops, camis, muscle shirts, and strapless tops are prohibited. Necklines and hemlines should reflect an appropriate environment for learning not a social setting.

Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending. Garments must not need to be adjusted while in normal body positions.

### **Lower Garments**

Skirts and shorts must be an appropriate length and not reveal undergarments. Bottom garments must appropriately fit (not too tight and not too baggy) as to be cumbersome or compromise safety.

### **Footwear**

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers (no rubber bottoms) and bare feet are examples of unacceptable footwear. Tennis shoes are required for physical education classes.

### **Accessories**

Dog collars, wallet chains, large hair picks (or combs), chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

### **Religious and Health Accommodation**

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

## **Penalties/Sanctions**

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to the following disciplinary actions:

**First Offense** – Warning

**Second Offense** – Parent Notification/Formal/Change Clothing

**Third Offense** – Parent Notification/In-School Intervention/ Change Clothing

**Fourth Offense** – Parent Notification/In-School Intervention/ Change Clothing

**Fifth Offense** – Parent Notification/ Out of School Suspension/ Change Clothing

## **Unusual Circumstances**

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriateness of the attire.

## **Electronic and Personal Communication Devices**

Personal Communication Devices include but are not limited to: cellular phones/beepers/pagers, smart watches, and wireless devices that facilitate communication as well as any new technology developed with similar capabilities.

Electronic devices include but are not limited to: Bluetooth earpods/headphones, radios, CD/DVD players, electronic games, digital cameras, MP3 players, handheld computing devices, laser pointers, video players, personal laptop computers and other media devices as well as any new technology developed with similar capabilities.

Students bring cell phones, electronic devices, and personal communication devices on school property at their own risk. District personnel will not be responsible for lost, stolen, or damaged items.

All cell phones must be turned off and out of view during instructional time during the school day. Students are expected to place phones in designated phone holders in each classroom. Teachers may allow phones to be used for instructional purposes with teacher permission.

## **Display of Posters & Other Materials**

1. All materials must be approved by the administration prior to being displayed.
2. Generally only posters emanating from the Crawford Central School District and area vocational school activities will be accepted.

## Electronic Surveillance

The Crawford Central School District's Board has adopted Policy 709.1 Electronic Surveillance on July 29, 2013:

*"Recognizes the need to maintain security of school facilities for reasons of safety, vandalism, and theft. (Video monitoring)"*

## Field Trips

School-sponsored field trips are often held as part of the educational program. All trips must be chaperoned by a member or members of the faculty. In addition, a permission slip signed by the parent or guardian will be required of all students participating.

It is the goal of the Meadville Area Middle School to provide an end-of-semester field trip for the students.

A student **may not** attend the field trip if any of the following occur:

1. Any student who has been assigned a **combination of 5** or more formal, or Modified Consequences
2. Any student who has **3** or more Modified Consequences, **3** one-day suspensions, a **3-day** suspension, **or a combination of each**.
3. Any student who receives a **5** or **10-day** suspension.
4. Any student who is not passing for the year by the end of the **third nine weeks** will be automatically eliminated from the field trip or activity.
5. Any student who has been excused/unexcused for more than twenty (20) days.

*This will reset at the beginning of the 2<sup>nd</sup> semester.*

## Fire Evacuation Plan

A fire evacuation plan is posted in each room. Students should become familiar with the plan and route used by each room. Use the following guidelines during all emergency drills:

1. When the fire alarm sounds, the office will announce that it is clear to leave the building.
2. The teacher in charge will tell the students how to proceed.
3. Running and loud talking are absolutely forbidden during the drill.
4. Students are to remain with their classes and proceed to their designated area outside.
5. Teachers will take attendance to account for all their students.
6. Attendance slips are to be sent to the designated attendance area in front/back of the school.
7. Administrators and secretaries will account for the students in the designated area.
8. The alarm will sound again to signal the time to re-enter the building.
9. Students will re-enter the building in a line and will remain quiet.

## **Food/Drink, Backpacks & Coats**

The following guidelines have been adopted by the Crawford Central School Board as safety issues were addressed:

1. No food/drink is permitted to be consumed in hallways or taken to class without medical or administrative permission.
2. Students are not permitted to carry book bags (backpacks) from class to class, unless they are **clear**.
3. Students are not permitted to wear coats in class.

## **Out of Class Passes**

Students are required to have a pass when leaving the classroom/lunchroom. This pass must be provided by the teacher noting both the times leaving and expected return to class.

## **High Honors and Honor Roll Grades 7-12 Policy**

- High Honors is 95% or higher combined averages of all classes which meet 5 days a week.
- Honor roll is 83-94% of all averages of all classes which meets 5 days a week.
- Students must achieve at least 70% in every class calculated using a non-weighted scale.
- At the end of the school year, the guidance office will award a High Honors certificate to students who achieved High Honors 3 out of 4 quarters for the school year.

## **Homebound Instruction**

Provisions can be made for homebound instruction for students who are unable to attend school for an extended period (maximum of five hours per week). A physician's statement as to the reason for disability and the length of time for the disability must accompany the request. Becoming or being a parent does not qualify a student for homebound instruction. The parent through the school principal should initiate a request for homebound instruction.

## **Homeless Youth Education**

The McKinney-Vento Homeless Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The categories of children who are "homeless" include the following:

- *Children and youth who are sharing the housing of others due to loss of housing, economic hardship or similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.*
- *Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.*
- *Children and youths who are living in cars, parks, public spaces, abandoned buildings, sub-*

standard housing, bus or train stations, or similar settings; and “migratory children” who qualify as homeless under federal law because the children are living in circumstances described above. The term “migratory children” means children who are or whose parent(s) or spouse(s) are migratory agricultural works, including migratory dairy workers or migratory fishermen, who have moved from one CCSD to another in the preceding 36 months in order to obtain temporary or seasonal employment.

- Children and youths “awaiting foster care placement,” which means children who are placed in shelters, emergency foster care, transitional foster care or respite care. These placement settings are intended to be short term, and do not typically last longer than 30 days. If the placement exceeds 30 days, contact should be made with the child welfare worker and the Homeless Liaison to determine if there is any valid reason for the child to still be awaiting foster care placement.” The Homeless Liaison can inform parents or guardians of educational rights and related opportunities available to their children. Contact: Alisa Willey, Director of Special Services, 814-724-3154 for additional information.

### **Inclement Weather**

If the school is on a 2-hour delay or closed due to inclement weather or other emergencies, Blackboard Connect will be activated and announcements will be made on local radio and television stations, Armstrong Cable station 72/201, [www.craw.org](http://www.craw.org) and on Crawford Central CCSD Facebook and Twitter accounts. When a 2-hour delay is called, a decision to close school for the entire day will be made by 7:30 a.m. If the decision is made to stay with the 2-hour delay, students will be required to be in class by 10:30 a.m.

### **Laptops**

Information on laptops can be obtained at [www.craw.org](http://www.craw.org)

### **Locks and Lockers**

School lockers are school property loaned to the student for the student's convenience. It is the sole responsibility of the student to keep his/her locker clean and in proper order. An assigned locker is the temporary personal property of an individual. It is not to be defaced by decals, writing or permanently attached pictures. This type of damage as well as any other mutilation is protected by state law and will be so handled. It is suggested that magnets be used as opposed to tape to hold materials to the lockers.

Students are not to share their lockers with other students and are encouraged to always secure their lockers with the combination lock. Do not share your combination with anyone. Our policy is one student per locker.

Any repairs or adjustments needed to a locker should be reported to the office with a complete description of the problem detailed on a sheet of paper.

If at any time, the administration has information that may indicate the presence of weapons, drugs, alcohol, stolen items, or any illegal material in a student's locker, that locker may be searched by the administration without a search warrant.

Search dogs may be used in the school and/or on school property.

## Lost & Found

All lost articles will be kept in the main office of the middle school. Lost articles should be claimed as soon as possible. Articles unclaimed after a reasonable period will not be kept.

## Meadville Area Senior High School

**Students from the Meadville Area Middle School are not permitted in the Meadville Area Senior High School without permission.**

## Meadville Media Center

### POLICY AND PROCEDURE SUMMARY

Media Center use is encouraged. Our diverse collection is curriculum-based to support educational goals and contains exciting titles for recreational reading.

The hours are Monday through Friday 8:00 a.m. to 4:00 p.m. Passes are required during school hours. No pass is required before and after school hours. Students are required to sign in and out of the Media Center on the Sign-In computer. Students are expected to be busy. The library staff reserves the right to send students back to class or study hall if the Media Center is too crowded or students behave inappropriately.

**STUDENT ID CARDS** - Student I.D. cards are issued yearly seventh through eleventh grades. Replacement cards are \$1.00 for the first lost card, \$3.00 for the second lost card, and \$5.00 for all subsequent lost cards. Students using another person's card will lose circulation privileges.

**CIRCULATION** - Books from the regular collection circulate for two weeks, reference and reserves overnight. Fines are charged on all overdue materials. Lost and damaged materials must be paid for. Students with library obligations may lose study hall Media Center privileges. Books in circulation may be reserved.

**MEDIA CENTER ACTIVITIES** - The Media Center atmosphere is conducive to collaboration, projects as well as individual work. Disruptive behavior will not be tolerated. Students are encouraged to visit the Media Center to complete class assignments, conduct research, peruse the print collection, check out materials, or read for pleasure. Students working on collaborative projects must have a pass from their subject teacher indicating that they are to work together.

**INTERNET** - Online access to information and communication is encouraged. However, the use of the electronic information age brings new levels of opportunity, as well as responsibility. The CRAWFORD CENTRAL SCHOOL DISTRICT requires that students using on-line access to the Internet and e-mail have Acceptable Use Policies signed and filed with the district.

## **PROHIBITED ACTIVITIES**

1. Personal e-mail and sleeping are not acceptable forms of Media Center behavior.
2. No food, candy, or beverages are permitted in the Media Center.
3. Students using another person's library card will lose library privileges.

**OFFENSES** - Theft or mutilation of books, furniture, computers, or other Media Center materials will result in the loss of all Media Center privileges if payment for damages is not met and/or possible legal action.

### **Profanity Toward Staff**

Language that is deemed severely inappropriate and directed toward a staff member will result in a minimum **three-day** suspension.

### **Request of Student Information by Military and Institutions of Higher Education**

Pursuant to the No Child Left Behind Act, the Crawford Central School District shall provide access to the names, addresses and telephone listings of secondary school students upon a request made by military recruiters or institutions of higher education.

This information shall be released without prior written consent of the parents/guardians unless the secondary school student or the parent/guardian of a secondary school student requests that this information not be released. Secondary school students and/or parent/guardians must inform the Superintendent of the CCSD in writing of their desire to withhold their consent of this release of information. Students and/or parents/guardians, who desire to withhold their consent for this release of information, must notify the superintendent in writing.

Letters should be addressed to:

Dr. Jennifer Galdon, Superintendent  
Crawford Central School District  
11280 Mercer Pike  
Meadville, PA 16335

Random locker searches and dog searches will be conducted during the year. CCSD has purchased metal detector wands for individual searches and will consider walk through metal detectors for special events.

**1. Desks and Lockers**

- a. Students' desks and lockers are the property of CCSD and, as such, are subject to periodic inspection for the health, welfare and safety of all students. In addition, specified desks and lockers may be searched pursuant to established guidelines.
- b. Students desks and lockers may be individually searched by school officials when there is a reasonable suspicion that they contain illegal or prohibited articles or articles which would constitute a danger to the health, welfare or safety of the student body or staff.
- c. When there is a reason to suspect that a desk or locker contains materials which pose a threat to the health, welfare or safety of the students or staff, a student's desk or locker may be searched without prior warning or in the presence of the student.
- d. Illegal or prohibited articles found in the student's desk or lockers may be seized and used for evidence in disciplinary, juvenile or criminal proceedings.

**2. Automobiles**

- a. Automobiles parked on school property may be searched with knowledge and permission and in the presence of the student, driver or owner.
- b. If visual inspection indicates the presence of illegal objects or substances, or any other article, which may be deemed to constitute a threat to the health, welfare or safety of students or staff, the police shall be notified immediately.

**3. Search of person** - a school official may properly conduct a search of the student's person according to the following guidelines:

- a. In the event there is a reasonable suspicion to believe that such a search is necessary to maintain school discipline or to enforce school policies.
- b. In the event there is a reasonable suspicion to believe that a student is carrying any illegal article or any substance or article potentially dangerous to students or staff on his person, said student may be asked to voluntarily reveal the contents of his/her pockets, fanny pack, bookbags, or handbags.
- c. In the event the student does not comply with a request to disclose these items, a pat down search may be conducted of the student's person by an adult of the same sex as the student, and in the presence of an adult witness.

**4. Searches of students, persons or possessions** may be conducted by law enforcement officers under the following condition:

- a. A clear and immediate threat to the health, welfare and safety of other students or school employees is reasonably believed to exist.
- b. A search that is incident to a lawful arrest.
- c. A properly executed search warrant is presented to school officials.

**5. Notification of this policy** shall be given to parents and students upon the enactment of this policy and /or at the beginning of each school year. Once notification has been given to parents and students, CCSD will have met its obligation to advertise pursuant to this policy. Actual times or dates of planned searches will not be released in advance.

6. A **reasonable suspicion** shall be created by any of the following observations made by any employee of CCSD and reported to an assistant principal or principal.

- a. Information regarding illegal objects or substances received from unnamed students.
- b. Observations from teachers or other personnel of suspicious activity by the students.
- c. Increased use of the student assistance program for counseling students with drug problems.
- d. Calls received from concerned parents regarding illegal objects or substances.
- e. Any observation made by any person of students in possession of large quantities of money.
- f. The observation of students exhibiting physical signs of chemical use such as dilated pupils or any other physical sign.
- g. Any other specific information received by an Assistant Principal or Principal indicating that drug activity is present within their school building.
- h. Continued use of backpack/bookbags after being warned.

### USE OF DOGS TO SEARCH SCHOOL PROPERTY

The District supports the elimination of the possession or use of illegal substances. The Board wants to convey a strong message to the community, faculty, staff and student body concerning the use or possession of illegal substances.

Notification of this policy shall be given to parents and students upon the enactment of this policy and at the beginning of each school year. Once notification has been given to parents and students, CCSD will have met its obligation to advertise pursuant to this policy. Actual times or dates of planned searches by dogs will not be released in advance.

1. The administration shall authorize the search by dogs and have a designee on hand while the search is taking place.
2. Notification of this policy shall be given to parents and students. It shall be included in at least one (1) newspaper article of general local circulation.
3. All school property such as lockers, classrooms and storage areas may be searched by dogs.
4. All vehicles parked on school property may be searched by dogs.
5. Individuals shall not be subjected to a search by dogs.
6. Once notification has been given to parents and students, CCSD will have met its obligation to advertise the searches by dogs. Actual times or dates of planned searches will not be released in advance.
7. The law enforcement agency will be given full authorization to investigate and prosecute any person found to be responsible for illegal substance on school property.

### **Student Assistance Program**

Students who are having difficulties at school or at home which are affecting their school performance can be identified and referred for help in our Student Assistance Program (SAP). Often, students are recommended for the program due to lack of academic performance, social or emotional problems, drug and alcohol use or policy violations and/or refusal to come to school.

SAP is not a treatment program, but an intervention program. Students may be referred by a teacher, administrator, school counselors, a peer, parents, or self-referrals. Students and parents should not feel embarrassed or uncomfortable about asking for extra help when it is needed. Through the SAP process, the SAP team can help you find services and assistance within the school, and, if needed, in the community.

The goals of the SAP program are:

- Assist in identifying issues which pose a barrier to a student's academic performance and success including social, emotional, mental health or substance use.
- Provide support and help students overcome these barriers so they can achieve, advance, and remain in school.

## Student Internet Acceptable Use

You are expected to use the network and the Internet to pursue intellectual activities. For your own safety and for the safety of others, remember to exercise caution when you are communicating with people anywhere.

### **Violations**

The Crawford Central School District declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking or computer privileges, and/or initiating legal action for any activity through which an individual:

1. Uses the network for illegal, inappropriate, or obscene purposes, or in support of such activities. **Illegal activities** shall be defined as a violation of local, state and/or federal laws. **Inappropriate use** shall be defined as a violation of the intended use of the network, and/or purpose and goal. **Obscene activities** shall be defined as a violation of generally accepted social standards for use of a publicly owned and operating communication vehicle.
2. Uses the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third-party copyright, license agreements, and other contracts.
3. Vandalizes, degrades, or disrupts equipment or system performance.
4. Steals data, equipment, or intellectual property.
5. Gains unauthorized access of others' files or vandalizes the data of another user.
6. Gains or seeks to gain unauthorized access to resources or entities.
7. Forges electronic mail messages or uses an account owned by another user.
8. Possess any data which might be considered a violation of these rules in paper or digital.
9. Intentionally disrupts network traffic or crashes the network and connected systems.
10. Invades the privacy of individuals.
11. Uses the Crawford Central School District computing resources for commercial or financial gains or fraud.
12. Posts anonymous messages.

### **Consequences of Violations**

- Suspension of Internet access
- Revocation of Internet access
- Suspension of all computer privileges
- Formal or Modified Consequence

Length of suspension is to be determined by the building administrator, depending on the severity of the violation(s).

The following consequences may result at the discretion of the building administrator:

- Revocation of computer privileges.
- Out of school suspension.
- Recommendation to Superintendent for expulsion.
- Prosecution by the authorities.

Students will be reminded that suspension or revocation of Internet access may compromise course or graduation credit.

### **Remedies and Recourses**

If you are accused of any of the violations, you have all the rights and privileges that you would have if you were accused of school vandalism, fighting, and so forth. The district has the right to restrict or terminate computer and Internet access at any time for the reasons stated above. The district further has the right to monitor network activity in any form sees fit to maintain the integrity of the network. The student will only be allowed to make up the credit using an outside provider, who is approved by the building administrator, at a cost to be paid by the parent/student.

### **Student Use of Scaffolding and Ladders Prohibited**

CCSD is required to protect students from known dangerous situations. Consequently, if school personnel who supervise students permit a student to stand on scaffolding, a ladder, a table, or a chair for a project, the District would be exposing the student to a dangerous situation, which could result in him/her suffering serious bodily injury or death. If the student was injured or killed as a result of a fall from any of these, the District could be subject to liability.

Furthermore, an offer by the student or his/her parents to sign a release or indemnification agreement (which attempts to hold CCSD harmless from liability in the event of any accident) must also be rejected. Ultimately, the courts may conclude that the conduct was irresponsible and may determine the release or indemnification agreement to be null and void.

Student use of scaffolding and ladders is prohibited unless a student can furnish written proof that he or she has successfully completed curriculum-based safety training in the use of scaffolding and ladders.

### **Student Wellness and Safety Information**

Crawford Central School District and Meadville Area Senior High School utilize several methods to ensure that adults can be alerted in a timely manner if a student (or others) recognizes behaviors that would be cause for alarm. Two protocols that are currently in place are **Safe2Say Something** and **Gaggle**.

### **What is Safe2Say Something?**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

To report an anonymous tip: <https://www.safe2saypa.org/>

To make an anonymous call: 1-844-SAF2SAY (1-844-723-2729)

### **What is Gaggle?**

Gaggle is a service that the district uses to monitor online student accounts. The purpose of Gaggle is to proactively identify possible dangerous situations or incidents before they become reality. It helps prevent school violence, bullying, online predators, as well as identifying students who are struggling with mental health, self-harm, suicidal ideations, and physical or sexual abuse.

Because the district subscribes to this service, further action on the part of the student or parent is not needed. If a student is flagged, the school principal is contacted by Gaggle with an incident report that will be followed up on with the student, family, and guidance counselor.

## **Study Halls**

Each student in the study hall must have something with which to occupy him/her for study purposes and are to be quiet. Study hall teachers may issue passes to the office, school counselor’s office and to the restrooms in emergency cases. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass.

## **Tornado Plan**

Students should use the following procedures:

1. Whenever possible, go to an interior hallway on the lowest floor.
2. Follow the directions posted in each classroom for the safest route and area in which to take cover.
3. Assume a curled-up position on the floor as close to the wall as possible.
4. DO NOT LOOK UP! Glass and debris will be flying through the halls.

## Use of Cell Phones

1. Cell phones are permitted in school, **but they must be turned off and out of sight. They will be placed in holders in classrooms during class time and may be removed when given permission by the teacher.**
2. Violations of cell phone usage in school will follow progressive discipline.

**First Offense** – Parent Notification/Warning

**Second Offense** – Parent Notification/Formal

**Third Offense** and further Offenses– Parent Notification/Modified Consequences

3. Sexting (the sending of sexually explicit photographs by use of a cell phone) is strictly prohibited. Incidents of sexting on CCSD property will result in a student receiving a minimum three-day out-of-school suspension, and local law enforcement authorities will be contacted by CCSD.
4. If a student is using his or her cell phone to transmit the contents of a test, then the student's cell phone will be confiscated until the student's parent or guardian comes to the principal's office in order to retrieve the cell phone. The student will receive a **three-day** out-of-school suspension for the first offense.
5. If an administrator of CCSD has a reasonable suspicion to believe that a student's cell phone contains inappropriate or illegal material, CCSD reserves the right to confiscate the cell phone and CCSD may contact local law enforcement authorities. In addition, disciplinary action may be taken.
6. CCSD is not responsible to a student or his or her parents or guardians for lost, stolen, or damaged cell phones. It is CCSD's recommendation that cell phones remain at the student's home. If a student brings a cell phone to school, he or she is responsible to follow the policy on use of cell phones and to keep the cell phone always secure. **Refer to Policy 237 for further details.**

## Use of Telephones

Students are permitted to use the telephone inside the main office, with permission.

## Visitors

- All visitors will be required to report to the office before entering any part of the school building.
- All visitors must have an identification badge to enter any part of the school building.
- Students are not permitted to bring relatives and friends as visitors during school hours. Any variation from this policy must have the approval of the principal.

## **Working Papers/Employment**

Students who wish to obtain employment on a part-time or full-time basis and are minors between the ages of 14 and 18 must obtain and complete working papers at the middle school office.

A PARENT OR LEGAL GUARDIAN MUST BRING A BIRTH CERTIFICATE OR ACCEPTABLE PROOF OF AGE TO THE OFFICE TO INITIATE THE APPLICATION.

### **III. Student Activities**

Student activities are a vital part of the educational program at Meadville Area Middle School in that they offer the student the opportunity to develop responsibility and leadership, create friendships and explore a diversity of leisure time activities. All students are encouraged to take part in and benefit better from the activities provided.

## **Extra-Curricular Activities**

- Student Council
- Ski Club
- Martin Luther King, Jr. After School Program (CCSD approved outside entity)
- Yearbook

## **Guidelines for Student Activities**

1. The school must sanction all student activities.
2. An approved teacher advisor must exist for all activities, and he/ she must be always present.
3. Activities should be planned at least one week in advance.
4. Students shall conduct themselves in accordance with school policies.
5. If using school facilities, the student organization is responsible for returning them to proper order. Advisors should remain with the clean-up crew.
6. Students not involved in an activity must not loiter in the building.
7. Any damage occurring during an activity must be reported to the principal's office.
8. Any needed equipment such as tables, chairs, microphones, lighting, etc. should be requested through the principal's office.
9. Any group failing to comply with the school regulations will be denied approval for future activities.
10. Students and teachers involved in activities are to account for all fundraising activity and monetary transactions in accordance with policies established by CCSD and the State Auditor General.

#### IV. Athletics

Meadville Area Middle School offers participation in the following athletic sports to the student body:

- 7<sup>th</sup> & 8<sup>th</sup> Grade Boys' Basketball
- 7<sup>th</sup> & 8<sup>th</sup> Grade Girls' Basketball
- 7<sup>th</sup> & 8<sup>th</sup> Grade Cross Country
- 7<sup>th</sup> & 8<sup>th</sup> Grade Football
- 7<sup>th</sup> & 8<sup>th</sup> Grade Track & Field
- 7<sup>th</sup> & 8<sup>th</sup> Grade Boys' Volleyball
- 7<sup>th</sup> & 8<sup>th</sup> Grade Girls' Volleyball
- 7<sup>th</sup> & 8<sup>th</sup> Grade Wrestling

#### Co-Curricular/Interscholastic Participants Policy

The Crawford Central School District recognizes and affirms the individual value and potential of each member of its school community. This policy has been developed to uniformly guide the students during their participation in co-curricular/interscholastic activities. Each coach/advisor is responsible for reviewing the policy with every student involved in the activity. A parent/guardian is required to sign and return the policy verifying his/her knowledge and acceptance of the guidelines.

This policy deals with substance abuse by students involved in the extracurricular/interscholastic activities program offered by CCSD. Students involved in illegal substance abuse/use jeopardize their participation in these programs. The full policy is available in the principal's office or from your coach/advisor. All students planning to participate in the extra-curricular/interscholastic program of CCSD should familiarize themselves with this policy.

#### Spectator Behavior

Meadville Middle School students/fans are expected to show sportsman-like conduct at all home and away events.

**It is important that students have knowledge of the following:**

1. School and game officials reserve the right to refuse admission to school property and to remove from school property any person or persons who violate rules of good conduct.
2. Alcoholic beverages are prohibited on school property.
3. Obscene cheers and gestures, erratic behavior and unsportsmanlike-like conduct will not be tolerated.
4. Posters and signs are forbidden to be displayed by spectators or affixed to gymnasium or lobby wall (except permanent season posters).
5. Artificial noisemakers (bells, horns, wood clackers, etc.) are not permitted in the gym.
6. Home and visiting cheerleaders may use megaphones but must always keep them in their possession.
7. Smoking is prohibited on school property during all events.

## Sports/Performing Arts Eligibility

### PROCEDURE FOR DETERMINING ELIGIBILITY

*Article IX, section 2 of the P.I.A.A. Bylaws sets only the minimum academic standards for interscholastic athletic eligibility. Since standards are minimum standards (pass "at least four full-credit subjects), member schools may adopt higher or more stringent academic standards but may not lower academic standards.*

The CCSD Board has determined that it is a privilege for students to participate in Interscholastic and Co-Curricular programs, therefore:

- A. All students participating in Interscholastic and Co-Curricular programs shall be evaluated on a weekly basis by the administration.
- B. Students must be passing all classes with a "D" or better to be eligible for participation in Interscholastic and Co-Curricular programs.
- C. Students who are ineligible for a total of 3 weeks, either consecutively or cumulatively, will be terminated from that program for the remainder of that season.
- D. Eligibility is checked on Friday of each week for the following Sunday to Saturday.
- E. If deemed ineligible, that student will not participate in any athletic/extracurricular activity during the period commencing Sunday and extending through the following Saturday.
  - o Students who are ineligible will not be permitted to practice.
  - o Coaches may arrange tutoring for "ineligible" students to assist the student athlete to become eligible.
  - o A student that is ineligible due to illness or injury for two consecutive weeks or longer must produce a written physician's approval prior to resuming in any athletic endeavor.

**NOTE:** A student may become ineligible because of attendance reasons. (See "Attendance & Extra Curricular Activities")

### **Suspensions:**

In no case will a student serving an in-school or out of school suspension be eligible to practice or perform in an athletic event UNTIL the discipline obligation has been satisfied and he/she has returned to regular classes.

#### **Specifics are as follows:**

1. Any discipline assignment not satisfied on Friday would make a student ineligible over the weekend.
2. An assignment completed on Friday would make a student ineligible for participation that day. The student would, however, become eligible for Saturday events.

### **V. School Counseling**

School Counseling Services are available for every student in Meadville Middle School. Services provided include:

- Academic Counseling
- Scheduling
- Individual/Group Counseling
- Classroom Presentations
- Provide Support
- Referrals to services
- State Testing

Our goal is to support all students throughout their middle school experience to encourage them to develop to their fullest potential.

Students and/or parents wishing to speak with their counselor can contact the school counselor's office at 814-333-1188 option 3 or contact them through Canvas email.

### Schedule Change Policy

Parents and students are given ample time to review their major course recommendations as well as their music and language course selections. **Consideration of a schedule change after the start of the school year will be discussed only for the following reasons:**

1. Scheduling error.
2. Improper level or sequence as determined by the teacher, counselor, or administrator. Any change under this provision requires the notification of the student, teacher, principal, counselor, and parent.

Students will not be automatically removed from classes due to failing grades. Careful consideration will be given to the reasons for the failure. **Note: Before a schedule is changed, teacher contact with the parent must occur first.** Requests for a schedule change are handled by a school counselor and administrator.

### **VI. SCHOOL HEALTH PROGRAM**

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

Vision	All Students Grades K-12
Hearing	All Students Grades K-3, 7 and 11
Height/Weight/BMI	All Students Grades K-12
Scoliosis	All Students Grades 6 and 7
Physicals	All Students Grades K, 6, and 11
Dental Exam	All Students Grades K, 3 and 7

The required physical, may be given by the student's Primary Care Physician, however documentation of that physical must be provided to the school nurse.

You will be notified in writing if your student is due for a physical. For students in K, 6, and 11 the school physician will be available one time per school year if a physical is not completed by your child's Primary Care Physician.

Following the mandated health screenings, you will be notified if your child did not pass the screening or if the school nurse feels that your student needs a follow up for further evaluation. The school nurse will also mail home a letter informing you of your child's Height/Weight/BMI screening which is required by the state.

## **ILLNESS OR INJURY AT SCHOOL**

If a student is injured or becomes ill at school, the parents/guardians will be notified by phone call or text message. If the parent/guardians are not available, the person designated on the **Emergency Call and Parent Permission Card** will be contacted. Please keep in mind that emergency contacts need to be in the local area. Be sure to keep the school informed of any changes to telephone numbers, emails, addresses, places of employment, and emergency contacts.

## **HEALTH STATUS CHANGES**

The Pennsylvania Department of Health mandates the School Health Program maintain confidential health records on every student in grades K-12. Be sure to inform the School Nurse of your student's health status changes. Health status changes include any acute or chronic illness, injury, or recent hospitalization. The school nurse, along with other school staff members can help accommodate medical needs to ensure your student's wellness, safety, and continued participation in school.

## **MEDICATIONS**

If medications are necessary for your student to receive during the school day, please consult the Crawford Central School District Medications Policy (**See Guidelines for Administration of Medication to Students During School Hours**). The nurse can provide you with the required forms that need to be completed by you and your doctor or licensed prescriber **BEFORE** the medication can be given at school. See Appendix for **Medication Administration Consent and Licensed Prescriber order** form.

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

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

Remember the nurse is willing to answer any questions or concerns the nurse is willing to answer any questions or concerns you may have regarding your child's health. ***No medications are to be kept by the student.*** See Crawford Central School District Drug and Alcohol Policy.

## **IMMUNIZATIONS**

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

For entrance into 7<sup>th</sup> grade: 1 Tdap (Tetanus, Diphtheria, and Acellular Pertussis)  
Given after the 11<sup>th</sup> birthday.  
1 MCV (Meningitis) given after the 11<sup>th</sup> birthday.

For entrance into 12<sup>th</sup> grade: 2<sup>nd</sup> MCV (Meningitis) given after the 16<sup>th</sup> birthday.

Students risk exclusion from school on the first day entering these grades if proper documentation is not provided to the nurse.

## **RECOMMENDATIONS FOR RETURN TO SCHOOL AFTER ILLNESS**

If your student is ill with fever (100.0 or greater) we ask they not return to school until they are fever-free without use of fever reducing medication for 24 hours ***and*** symptoms are improved.

We also recommend your student stay home for 24 hours after illness with symptoms of vomiting or diarrhea.

### **VII. MAMS PARENT ACTION COMMITTEE**

The purpose of Meadville Area Middle School Parent Action Committee (MAMSPAC) is to enhance and support the educational experience at MAMS, to develop a closer connection between school, community and home by encouraging parent and community involvement and to improve the environment at MAMS through volunteer and financial support.

All parents or guardians of any child currently enrolled at MAMS and all members of the school staff may become active members of the MAMSPAC. MAMSPAC meetings are held the first **Thursday** of every month from 6:00 p.m. to 7:00 p.m. in the Commons at MAMS. The following dates are for 2024-2025: 9/5, 10/3, 11/7, 12/5, 1/2, 2/6, 3/6, 4/3, 5/1, 6/5

### **VIII. School Bus Regulations**

**We will post bus routes on our website, [www.craw.org](http://www.craw.org), 7 – 10 days prior to the first day of school. Please check your route information on our website prior to contacting our office.**

The district recognizes the need to maintain proper standards of conduct for the safety of students who ride school buses and for the drivers who drive them. The Crawford Central School District's Board has adopted Policy 810.2 School Bus Electronic Surveillance on July 29, 2013:

*“To maintain proper standards of conduct for the safety of students who ride school buses and for the drivers who drive them. The use of video/audio recordings may be placed on transportation vehicles to assist administration, contractors and drivers for the purpose of observing behavior and preventing violation of bus rules and regulations.”*

Please inform your child that behavioral issues on the bus can lead to the privilege

of provided transportation to and from school being revoked.

Bus assignments for transportation to and from school are given to pupils whose homes are so located as to justify such assignments. **It is a violation** for pupils to ride a bus other than the one to which they are assigned or to leave the bus at a stop other than their assigned stop.

**Regular routes for morning transport of students and afternoon return will be as follows:**

### **1. Student(s) Pick-up and Drop-off**

- Students will only be permitted to have one pick-up location and one drop-off location. The pick-up location and drop-off location do not need to be the same. Both locations must be within the school's attendance area. An example would be (AM pick-up at *home address* and PM drop-off at *care provider*.)
- Split days per week with **multiple pick-up and drop-off locations are not permitted**. An example would be (M, W, F AM pick-up/drop off at *home address* T, TH at *daycare*.)
- We will provide transportation to daycares that are in your student's school zone but not if they are in the school's walk zone. Schedules will follow the same directive as above for split days.
- Past practice in transporting students in a split custody situation, by court order, will remain the same with parents submitting the requests to the school or the Transportation Office prior to school starting and only to the school after the year has begun.

### **2. Group Stops**

Implementing more group stops along the routes will continue in 2023-2024 school year. As routes are set, consideration for group stops will be closely monitored for safety as well as efficiency.

### **3. Use of Bus Notes**

*Bus notes are not permitted.*

### **4. Route Elimination/Consolidation**

As the routes are being constructed for the 2023-2024 school year, the district will attempt to consolidate existing routes for full ridership as permitted by statutes. Again, safety and ride time of the students will be the prominent thought as these routes are designed to run as efficiently as possible.

**Parents/guardians** – please recognize that bus assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system. **Please have your student(s) stop on time, dressed for conditions, and following appropriate safety practices.**

**Riding the Bus**

Students who ride buses to and from school are expected to conduct themselves in an acceptable manner. Bus conduct guidelines in effect in the Crawford Central School District are as follows:

### **1. Bus Loading**

- a. Be ready and wait for the bus 5 minutes prior to the scheduled pick-up time.
- b. Use caution when going to bus stops and while waiting for bus arrival.
- c. Be considerate of private property.
- d. Wait for the bus to come to a complete stop and red lights are flashing before attempting to board the bus in an orderly fashion. If crossing the road, look both ways for traffic and wait for the bus driver to motion for you to cross.
- e. Upon boarding go directly to your assigned seat or the next available seat and remain seated the entire time on the bus.

### **2. While on the Bus**

- a. Keep your head, hands and arms inside the bus.
- b. Keep the aisle clear.
- c. Loud talking and boisterous conduct is not permitted. Ordinary conversation is permitted.
- d. Destruction of property, seats, windows, etc., will result in payment for all damages by the parent(s) / guardian(s).
- e. Do not throw anything out of the bus windows.
- f. Do not tamper with the bus or any of its equipment.
- g. Scuffling, fighting, horseplay, smoking, and profane/indecent language are prohibited.
- h. Pets are not permitted on school vehicles unless they are a registered service animal.

### **3. When Leaving the Bus**

- a. Students may not leave the bus at any stop other than the assigned stop(s).
- b. The driver will not discharge riders at places other than the regular bus stops unless authorized by school officials.
- c. Be always alert to directions from the driver. If there is a need to cross the road, look both ways for traffic and wait for the bus driver to motion for you to cross.

### **4. Extra-curricular Trips**

The above rules and regulations apply to any trip under school sponsorship.

### **5. Evacuation Drills and Emergencies**

The purpose of school evacuation drills is to have each pupil riding on a bus know exactly what to do in case of an emergency. All bus riders **MUST** cooperate fully with the bus driver and the assigned helpers during evacuation drills. Pupils must observe absolute silence during evacuation drills.

### **6. Bus Driver Rights and Responsibilities**

- a. Students transported on a school bus shall be under the authority of, and responsible for, the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a student to be denied transportation in accordance with regulations of the governing board of the district. The driver of the bus shall exercise proper supervision of students under their care and agree

to abide by all rules and regulations established by CCSD regarding the transportation of students.

- b. Bus drivers are authorized to assign seats to students.
- c. No bus driver shall require any student to leave the bus before such student has reached his/her designated stop.
- d. No bus driver shall refuse to transport a student until informed by a building principal or the Transportation Office that official action has been taken denying transportation.

### **1. Disciplinary Action**

Disciplinary actions for violating school bus regulations may be handled in the following manner:

- a. **1<sup>st</sup> Offense** – Bus driver will immediately submit a written report to the Transportation Contractor. This report will be sent to the building principal for disciplinary action and written parent notification.
- b. **2<sup>nd</sup> Offense** - Same procedure as 1<sup>st</sup> offense. Suspension of bus privileges for one (1) day.
- c. **3<sup>rd</sup> Offense** - Same procedure as 1<sup>st</sup> offense. Suspension of bus privileges for three (3) days.
- d. **4<sup>th</sup> Offense** Same procedure as 1<sup>st</sup> Offense. Suspension for bus privileges for five (5) days.
- e. **5<sup>th</sup> Offense** Same procedure as 1<sup>st</sup> Offense. Suspension of bus privileges for ten (10) days.
- f. **6<sup>th</sup> Offense** Loss of bus privileges for remainder of school year.

### **2. Illegal Substances**

Illegal substances, tobacco, e-cigarettes, vapes, weapons, and alcohol are strictly prohibited on a school bus and possession could result in automatic suspension of bus privileges.

**NOTE:** Suspension of school bus privileges does not relieve the parent(s)/guardian(s) of their responsibility insofar as the compulsory attendance laws apply. Absence from school for the above reason is considered as an unexcused/unlawful absence.

## **School Bus Accident Emergency Procedures Crawford Central School District**

*(Revised 5/24/2024)*

While bus accidents are considered rare considering the volume of students transported on a daily basis, they do occur. Accident scenes can often result in mass confusion. This memo, while not intended to cover all possible scenarios, is intended to provide some general guidelines to follow in the event of a bus accident. Common sense should be used. You should be familiar with these procedures if you are involved with the transportation of school students. The primary intent of this memo is to provide for the continued wellbeing of all Crawford Central School District Students and their families. Rest assured that the Crawford Central School District Superintendent and administration are available to assist you if a bus accident does occur.

**School bus accidents involving no injuries or only minor injuries (while in route to or from school):**

In the event of a minor school bus accident involving no injuries or only minor injuries (while in route to school), the following procedures should be followed:

1. Contact Crawford Central School District Administration:

Matthew Tarr – Transportation Director 814-724-3145 (w) 814-720-9530 (c) 814-827-6340 (h)

Jennifer Galdon – Superintendent 814-724-3163 (w) 814-720-7716 (c)

2. Secure bus roster and determine what students were on the bus. Contact the principal of destination school(s) informing them of the bus number, listing of students riding the bus, and any accident information that is known so that parents of children involved in the accident who call the school can be informed.

3. If the school bus is drivable, the bus driver should drive the bus to the destination school building or some other agreed upon location where all students involved in the accident can be checked/treated by a school nurse prior to returning to class. All parents not already contacted should be notified by the destination school's principal or designee and informed of the accident and their child's condition. If the bus is not drivable, the bus driver or contractor shall make alternative arrangements to transport students to their destination school and to pick up any remaining students along the route.

4. The school nurse shall advise the Transportation Coordinator in writing as to the status of all students who were involved in the accident.

**School bus accidents involving injuries where medical attention is necessary:**

1. Call 911 immediately. Reassure students that emergency help is on the way. Locate the bus roster and determine which students were on the bus at the time of the accident.

2. Contact Crawford Central School District Administration:

Matthew Tarr – Transportation Director 814-724-3145 (w) 814-720-9530 (c) 814-827-6340 (h)

Jennifer Galdon – Superintendent 814-724-3163 (w) 814-720-7716 (c)

3. Contact principal of destination school(s) informing them of the bus number, names of students on the bus at the time of the accident, and any accident information available so that parents of children involved in the accident who call the school can be kept informed. Be careful not to give out confidential information to persons not entitled to receive such information (i.e., T.V., radio, newspaper reporters). Only the Crawford Central School District Superintendent is authorized to issue a press release concerning a bus accident.

4. All students should remain on the bus unless a dangerous situation exists that would warrant otherwise. It would be more dangerous and more difficult to treat injured students wandering around outside the bus than if contained within the bus. The response by emergency personnel on the scene will determine the course of action to be taken: If students require transportation to a medical center for treatment, medical center personnel will notify parents/guardians as soon as possible after arrival at the medical center. To facilitate this process, confidential contact information will need to be provided by school district administration as soon as possible. The bus number along with a roster noting all students on the bus at the time of the accident should be faxed to Crawford Central Administration (337-8731). Emergency contact information will then be compiled and faxed back to the medical center so that parents can be notified.

Students under the age of 18 cannot refuse medical treatment. Once treatment is provided by a medical center to a minor, an adult must authorize further treatment if necessary and/or pick up the student and sign all release documentation. If injuries are minor, the student may return to school at the parent's discretion but should be monitored by the school nurse.

Any student that is not transported to a medical center for treatment shall be transported to the destination school building to be evaluated by a school nurse. If not already contacted, the principal of the destination school or a designee shall be responsible for contacting the remaining parents to inform them of the accident and their child's condition. The school nurse shall advise the Transportation Coordinator in writing as to the status of each student evaluated and provide follow-up to students injured when they return to school. The bus contractor shall deliver a properly completed "School Bus Accident Report" to the Transportation Coordinator with 48 hours of the accident.

**Minor school bus accidents during non-school hours (involving no injuries or injuries which do not require immediate medical attention):**

If a school bus is involved in an accident during non-school hours and there are no injuries (or only minor injuries), the school district official riding the bus shall ask each student individually if they were injured or not, taking written note of their individual responses. Based on this information, the school district official shall determine whether: 1) a school nurse should be contacted to evaluate students, or 2) the students can be released directly to their parents upon arriving back at the point of origination. If a school nurse is deemed necessary, a convenient location should be decided where each student can be evaluated. All students shall remain on the bus until they are checked by the school nurse unless a parent/guardian requests that their child be released into their custody (in which case a parent's signature authorizing the child's release with a statement that they are assuming full responsibility shall be obtained).

The school district official riding the bus or the school nurse shall inform the Transportation Coordinator in writing as to the status of each student riding the bus. If deemed necessary, the

school district official riding the bus will be responsible for notifying parents of the accident. If the bus is not drivable, the driver or the contractor shall arrange alternative transportation.

**School bus accidents during non-school hours (involving injuries which require immediate medical treatment):**

If a school bus is involved in an accident during non-school hours and there are injuries which require immediate medical attention, the bus driver or school district official riding the bus should call 911 and attempt to keep all students calm. Unless a dangerous situation exists, all students should remain on the bus until emergency personnel arrive. It would be more dangerous and more difficult to provide treatment to students wandering around outside the bus. No one shall leave the accident scene until released by emergency personnel. An attempt should be made to provide whatever basic medical attention that is available to any injured person until emergency personnel arrive. Once on the scene, emergency personnel shall determine the type of advanced medical treatment necessary. Students under the age of 18 cannot refuse medical treatment provided by emergency medical personnel. Any student taken to a medical center for treatment under the age of 18 will require that an adult (parent/custodian) be notified to authorize additional treatment or to sign release documentation. The school district official riding the bus should have a complete listing of all students riding the bus with emergency contact information. This is very important as this information will be needed by medical center staff to quickly contact parents of students taken to the medical center. While medical center staff will contact parents of students treated, it will be the responsibility of the school district official riding the bus or a designee to contact all remaining parents of students who were on the bus. The school district official on the bus or the driver (if uninjured) shall notify Crawford Central Administration Officials of the accident as soon as possible.

Matthew Tarr – Transportation Director 814-827-6340 (h) 814-720-9530 (c)

Jennifer Galdon – Superintendent 814-720-7716 (c)

All students not requiring immediate medical attention shall remain on the bus until emergency personnel release them. A parent may request to take their minor student off the bus prior to such a release by providing a signature to the school district official riding the bus. If the bus is not drivable, the bus driver shall make arrangements for alternative transportation. If the bus is drivable, uninjured students shall be transported to a location mutually agreed upon by school district officials where parents may pick up the remaining students. The school district official riding the bus is responsible for remaining at this location until all parents are contacted and students are picked up. The school nurse shall be informed of the accident so that follow-up with all students can be made when they return to school. The Transportation Coordinator shall be informed by the school nurse in writing as to the status of each student riding the bus.

The bus contractor shall provide the school district with a properly completed “School Bus Accident Report” within 48 hours of the accident so that the Transportation Coordinator can file the report with the Bureau of Traffic Safety Operations. No one other than the Superintendent is authorized to release information to a news agency relative to the accident.

**Coaches and teachers who are responsible for Crawford Central School District students should be aware of these procedures and should carry a copy of these instructions along with emergency contact information for all students when traveling. Bus contractors shall advise all bus drivers that a copy of these procedures along with a current bus roster shall be kept aboard all buses that transport Crawford Central School District students.**

## **IX. Discipline Guidelines**

## School-Wide Positive Behavior

The Meadville Area Middle School implements an evidence-based approach for school-wide discipline called School-Wide Positive Behavior Intervention and Supports (SWPBIS). This system's approach establishes the social culture needed for MAMS to be an effective learning environment for all students. PBIS ensures that all students have social and emotional skills necessary to succeed in and out of school. It helps teach students expected behaviors and social skills, applies data-based decision making to discipline, academics, social and emotional learning, and creates student and behavioral health and academic support systems. This approach uses a three-tiered approach to interventions. MAMS has developed student expectations for the lunchroom, hallway, restroom, classroom, bus, and all settings.

**Meadville Area Middle School Expectations Matrix**

	<b>All Settings</b>	<b>Hallway</b>	<b>Classroom</b>	<b>Bathroom</b>	<b>Cafeteria</b>	<b>Bus</b>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*School appropriate language and tone</li> <li>*Follow adult directions the first time</li> <li>*Be kind to all</li> </ul>	<ul style="list-style-type: none"> <li>*School appropriate language and tone</li> <li>*Be kind to all</li> </ul>	<ul style="list-style-type: none"> <li>*School appropriate language and tone</li> <li>*Raise hand to speak</li> <li>*Listen to and follow all directions</li> </ul>	<ul style="list-style-type: none"> <li>*Honor privacy of others</li> <li>*Go, flush, wash, exit</li> </ul>	<ul style="list-style-type: none"> <li>*School appropriate language and tone</li> <li>*Orderly in line</li> <li>*Follow lunch monitor directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>*School appropriate language and tone</li> <li>*Follow driver directions the first time</li> </ul>

<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Phones off and in lockers</li> <li>*Keep school clean</li> <li>*Follow rules</li> </ul>	<ul style="list-style-type: none"> <li>*Keep to the right</li> </ul>	<ul style="list-style-type: none"> <li>*Be prompt</li> <li>*Bring all materials to class including charged laptop.</li> <li>*Complete assignments on time</li> </ul>	<ul style="list-style-type: none"> <li>*Place paper towels in the garbage</li> <li>*Report problems</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up area</li> <li>*Select seat and stay in it.</li> <li>*Raise hand to get out of seat</li> </ul>	<ul style="list-style-type: none"> <li>*Sit and stay in assigned seat</li> <li>*Take your belongings</li> </ul>
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<b>Be Safe</b>	*Keep hands, feet, and objects to yourself  *Report to assigned room	*Keep hands, feet, and objects to yourself  *Walk	*Keep hands, feet, and objects to yourself  *Stay in seat	*Keep hands, feet, and objects to yourself  *Use in a timely manner	*Keep hands, feet, and objects to yourself  *Report to commons  *Walk	*Keep hands, feet, and objects to yourself  *Remain seated always facing the front. *Keep out of the aisle
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**Student Behavior: Levels of Misconduct and Consequences**

It is expected that all students will conduct themselves in a manner acceptable for young adults. Students should exhibit respect for themselves, others, and property. The rules established in this handbook help to provide a safe, purposeful learning environment conducive to the educational process.

**DEFINITIONS:**

**Classroom Detention (Personal)** – This is assigned and carried out by the classroom teacher in accordance with that teacher’s classroom rules. This form of detention is usually assigned after school. Parents will receive a detention slip stating date and time of personal detention and classroom rule(s) not followed. Parents must sign detention slips to be returned with students. Failure to serve a personal detention will result in the student being referred to the school administration. Parents should be given a minimum of 24 hours’ notice. Parental contact is required for repeated detention notices.

**Lunch Detention** – This is assigned and carried out by the school administration and teachers. This form of detention is assigned during the students’ regular scheduled lunch period. Students will report to the office or teacher’s classroom with their lunch if they are purchasing a school lunch. A packed lunch is optional and is permitted in the detention room. Students assigned lunch detentions are NOT PERMITTED to go to the cafeteria to purchase any additional food items. Students purchasing their lunch are limited to the “Main Event”.

\*If you happen to be absent on the day you are to take personal detention, you MUST serve it the day of your return to school. Failure to serve a personal detention AUTOMATICALLY results in receiving a FORMAL DETENTION.

**Formal Detention** – This is assigned and carried out by the school administration in accordance with school policy. This form of detention is assigned after school and lasts from 3:30 – 4:15 p.m. in a designated classroom. Formal detention is assigned Monday and Thursday. Failure to serve a formal detention will result in a half day Modified Consequences being assigned.

\*Students that receive a formal detention from one of the principals will be reminded the day of the detention. If you are absent the day you are to serve FORMAL, you MUST fulfill this obligation on the next scheduled formal detention. Failure to serve a formal detention AUTOMATICALLY results in receiving a half day Modified Consequences.

The lists below are intended to serve as examples. They are by no means all-inclusive. The administration reserves the right to make final decisions in all matters of school discipline.

**Modified Consequence** – This is assigned and carried out by school administration in accordance with school policy. This form of detention is carried out during school hours in the Modified Consequences room and maybe a half or whole day. Students report to school as normal and will be escorted to the Modified Consequences room. Teachers will provide work for the student to complete on Canvas or paper copies.

**Suspension** - This is assigned and carried out by the school administration in accordance with school policy. This form of discipline results in an exclusion from school and/or any school activity or function.

### PROCEDURES LEVEL 1

Misbehavior on the part of the student, which impedes the management of the classroom or interferes with the operation of the school, should initially be addressed by the staff member (Personal Detention, Parent Contact, Behavioral Improvement Plan, etc.) For those instances for which the seriousness of the occurrence is beyond the authority and/or control of the teacher to administer, a “Discipline Referral Form” will be sent to the main office which will include pertinent information of the disciplinary infraction and/or inappropriate behavior. The administrator shall have the authority to exercise other corrective actions if the circumstances warrant. Any decision regarding the disciplinary action of a behavior problem rests with the administration.

### LEVEL I

#### EXAMPLES OF MISBEHAVIOR:

- a. Minor, infrequent disruptive conduct in the school, classroom or on the bus
- b. Misuse of pass
- c. Failure to follow staff directives.
- d. Use of profanity in conversation
- e. Public display of affection
- f. Use of cell phone or other electronic devices
- g. Leaving the classroom without permission
- h. Cut class (1<sup>st</sup> offense)

## POSSIBLE CONSEQUENCES

- Verbal/Written Warning
- Lunch Detention
- Formal Detention
- Modified Consequences
- Parent Contact
- Behavioral Improvement Plan

## PROCEDURES LEVEL II and III

These levels include behaviors whose frequency or seriousness tends to disrupt the learning environment of the school/classroom. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel of the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

A parental conference shall be held with an administrator and school counselor, if necessary, prior to the reinstatement of any suspended student at the convenience of the school.

Those offenses, which violate the legal statutes of the township, state, or federal governments, will be properly processed with the appropriate law enforcement agency.

The administrator shall have the authority to exercise other corrective actions if the circumstances warrant. Any decision regarding the disciplinary action of a behavior problem rests with the administration.

- The student may be referred to the Student Assistance Program.
- The student may receive immediate Suspension from school

## **LEVEL II**

### EXAMPLES OF MISBEHAVIOR

- a. Excessive violations of Level I
- b. Chronic use of abusive, profane, language or gestures
- c. Forging or using forged notes, excuses, or hall passes
- d. Insubordination
- e. Vandalism
- f. Possession/Distribution/Use of tobacco products, including electronic and /or inhaling devices (first offense)
- g. Petty theft

- h. Emotional Violence, including but not limited to intimidation, threats, degradation, and inappropriate gestures, bullying and victimization.
- i. Fighting or physical violence (first offense)
- j. Cutting class (2 or more)
- k. Truancy
- l. Refusal to serve Lunch, Formal or Modified Consequences

#### POSSIBLE CONSEQUENCES

- Parent Contact
- Modified Consequences
- Suspension
- Behavioral Improvement Plan
- Citation filed with the District Justice
- Involvement of Meadville City Police
- Referral to the Student Assistance Program

### LEVEL III

#### EXAMPLES OF MISBEHAVIOR

- a. Threatening, harassing or coercing students or teachers
- b. Incurability
- c. Possession/Use/Distribution of alcohol, narcotics or other restricted drugs or substances
- d. Teacher/Student assault
- e. Making, participating or being involved in a bomb threat
- f. Theft
- g. Possession, selling, dispensing or use of toxic inhalants or a drug look-a-like
- h. Threatening use of abusive or profane language or gestures
- i. Possession/Use/Distribution of tobacco products (two or more times)
- j. Fighting (two or more times)

#### POSSIBLE CONSEQUENCES

- Parent Contact
- Suspension
- Referral to the Student Assistance Program
- Involvement of the Meadville City Police
- Citation filed with the District Justice
- Referral for Expulsion

## PROCEDURES LEVEL IV

Any student who brings a firearm/dangerous weapon to school and/or on school property or to any school related activities could be expelled from school by the School Board of Crawford Central School District for a period of not less than one year. Charges will be filed with the appropriate law enforcement agencies. A hearing will be held with the parents, students and appropriate staff. (Act 26, Section 1317.2 of 1995).

### LEVEL IV

#### EXAMPLES OF MISBEHAVIOR

- a. Possession of firearms
- b. Possession of dangerous weapons – including but not limited to knives, box cutters, razor blades, animate or inanimate material or substance.
- c. Terroristic Threats/Acts

#### CONSEQUENCES

- Parent contact
- Suspension from school
- Referral for expulsion for not less than ONE YEAR in conformance with formal due process proceedings required by law
- Report to law enforcement officials
- The Superintendent, in conjunction with the building principal involved, may recommend modifications of such expulsion requirements for a student on a case-by-case basis
- In the case of a Special Education Student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act

## **X. CRAWFORD CENTRAL SCHOOL DISTRICT POLICIES**

### *DRUG AND ALCOHOL POLICY STATEMENT*

1. The Board of School Directors of the Crawford Central School District, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional and social implications for the whole school community, adopts the position that students must be chemically free in order that they may develop in the most productive and healthy manner.
2. It is therefore this district's policy to prevent and prohibit the possession and/or use, mimic of use, sale, and/or intent of distribution of any illegal or controlled mood-altering chemical medication, or abused chemical including alcohol or intoxicating beverages not approved by the health office, on school property, at school-sponsored events, on school buses and enroute to and from school or any school sponsored events by any mode of travel.
3. Such prevention and/or prohibition shall occur through a three-faceted program, including (1) education, (2) prevention (school climate), and (3) intervention.
4. Violations of this policy include the possession, use, sale or mimicking the possession, use, sale or distribution of chemicals as defined and described within the parameters of this policy. The consequences of such violations will result in disciplinary action including suspension or permanent expulsion. Drug and alcohol violations will be cumulative throughout the student's educational career in the Crawford Central School District.
5. This policy will be implemented through the cooperative efforts of the faculty, administration, school employee groups, students, parents/guardians, bus drivers and community agencies of the Crawford Central School District. In those schools where a student assistance program is in effect, students with chemical problems will be channeled through the Student Assistance Team, hereafter referred to as SAP.
  - a. A student or any of the above-named persons may contact any school employee to request a referral to SAP. regarding the drug or alcohol use of another student.
  - b. A student suspected of using drugs or alcohol may be referred even though there is not clear evidence or obvious behavior change.
  - c. A student may volunteer information about personal drug and alcohol use.
6. The confidentiality of situations such as those that follow is the responsibility of all parties involved.

### **TERMS**

**AFTERCARE** -A school-based support group facilitated by trained SAP members for students who have successfully completed drug and alcohol treatment and remain sober.

**CONFISCATION** - When there is probable cause to believe that a student is in possession of alcohol, drugs, or mood-altering chemicals, there is an obligation to search for and seize chemicals or substances by all professional employees or any other district employees designated by the administration. This will include school lockers, cars on school property, clothing, purses, book bags, books, and other personal property. Reasonable efforts will be made to secure the student's voluntary agreement to the search and to have the student present at the time of the

search.

**COOPERATIVE BEHAVIOR** - Shall be defined as the willingness of a student in word and deed to work with staff and school personnel in a responsible and helpful manner, complying with request and recommendations of said staff.

**DISTRIBUTION** - The act of passing, sharing, selling or in any way transferring or intending to transfer mood-altering chemicals or alcohol to another person.

**DRUG AND ALCOHOL AGENCY** - Is an agency that is licensed by the Pennsylvania Department of Health, Office of Drug and Alcohol Programs.

**DRUGS AND MOOD-ALTERING CHEMICALS** - As stated above may be used interchangeably, shall include any alcohol or malt beverage, controlled substance, or illegal and abused substance or medication not approved and registered by the health office and any substance which is intended to alter mood.

**DRUG PARAPHERNALIA** - Any utensil, item or apparel which in the principal's or other administrator's judgment can be associated with the use of controlled substances. Examples include, but are not limited to roach clips, pipes, bowls, cigarette rolling papers, beer can, liquor bottles, etc.

**DUAL ASSESSMENT** - A professional drug/alcohol and mental health appraisal by a state licensed practitioner or agency.

**INTERVENTION GROUP** - A school-based group for students who volunteer and for students who are required to attend because of drug/alcohol violations of the Alcohol and Drug Policy at school or in the community.

**SCHOOL PROPERTY** - Shall include not only actual buildings, facilities and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas and any facility being used for a school function.

**SCHOOL SPONSORED EVENTS** - This shall include, but not be limited to, all extracurricular activities (academic and athletic competitions, dances, plays, field trips, etc.).

**STUDENT ASSISTANCE PROGRAM (SAP)** - A group composed of school personnel (teachers, staff, administrators, nurses, counselors and may include representatives from Drug and Alcohol, Mental Health or other appropriate community agencies) who have been trained to evaluate student behavior and school performance that could indicate chemical use, abuse or dependency. The group will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy. Other student problems that place a student at risk will be referred for evaluation to alternate agencies.

**UNCOOPERATIVE BEHAVIOR** - Shall be defined as any resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of a staff member at the time that the student is apprehended using or in possession of drugs or mood-altering chemicals. Defiance, assault and deceit shall constitute examples of uncooperative student behavior.

## **INTRODUCTION**

The procedures incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Recognizing that drugs, mood altering chemicals and/or alcohol use and abuse may be indicative of the disease process of chemical dependency, every effort will be made to offer the student the help and assistance he or she would receive for any other illness. Early identification and referral of a student evidencing a problem with chemical, or alcohol abuse or dependency will be the primary goal. Disciplinary procedures will be administered with the best interests of the student and the student body in

mind.

Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students and parents/guardians. Section 1317 of the Pennsylvania School Code specifies that "every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their home, as the parents, guardians or persons in parental relation to such pupils may exercise over them".

## **DRUG AND ALCOHOL ADMINISTRATIVE PROCEDURES**

***SITUATION 1: A staff member is concerned about a student's inappropriate behavior, poor class performance, tardiness, absenteeism, etc.***

### **PROCEDURE:**

1.1 - IMMEDIATE ACTION - A written referral is made to the SAP describing the student's inappropriate behavior in terms of observable, measurable performance and any attempts at previous intervention and the results.

1.2 - INVESTIGATION - The investigation will be conducted by the SAP team according to the prescribed guidelines.

1.3 - NOTIFICATION OF PARENTS - Parents will be notified at the discretion of SAP.

1.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parents and student.

1.5 - DISPOSITION OF SUBSTANCE - Not applicable.

1.6 - FOLLOW UP ACTION - Following prescribed guidelines, the team will collect data, meet and discuss the information, and make possible recommendations for possible resolution of the problem. Appropriate in and out of school referrals will be made. The student will be encouraged to attend the next scheduled SAP intervention group.

1.7 - NOTIFICATION OF POLICE - Not applicable.

***SITUATION 2: A student demonstrates symptoms of possible drug or alcohol use (staggering, slurred speech, dazed appearance, incoherence, inability to respond, vomiting, unconsciousness, etc.). This situation is handled as a medical emergency.***

### **PROCEDURE:**

2.1 - IMMEDIATE ACTION - All standard health and first aid procedures will be followed. The student shall not be left alone. The school nurse shall be summoned immediately. If the student must be taken to a medical facility, he/she will be accompanied by a parent/guardian

or in their absence the nurse and other designated school personnel.

2.2 - NOTIFICATION OF PARENTS - Parent(s) will be immediately notified of the incident as a health problem or medical emergency and will be provided with a description of the situation and symptoms. If the parent(s) cannot be reached, then contact will be made with the person listed on the medical emergency card.

2.3- INVESTIGATION - If alcohol or drug use is suspected or indicated, the principal or authorized delegate shall be responsible for all necessary investigations. This investigation may include a search to determine whether any drug/alcohol or related materials are on school property.

2.3a - SAP INVOLVEMENT - SAP will be notified of the incident and initiate appropriate action if drug/alcohol use is suspected.

2.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student.

2.5 - DISPOSITION OF SUBSTANCE - If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. The substance will then be sealed, documented, and submitted to the police with a request for analysis.

2.6- DISCIPLINE - In the case of drug-alcohol involvement, the discipline shall be set forth under the category most applicable to the situation (i.e. - Situation 3 When the student is in possession of . . .)

2.7 - NOTIFICATION OF POLICE - The police shall be notified by the school personnel in cases of confirmed drug/alcohol involvement or if the safety of the emergency victim or general school population is at risk.

IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.

***SITUATION 3: A student possesses over-the-counter drugs or mood-altering substances (i.e. Aspirin, Tylenol, No-Doz, Vivarin, etc.)***

**PROCEDURE:**

1.1 – IMMEDIATE ACTION – The student will be given a verbal warning with a notation of such warning placed in his/her disciplinary file.

3.2 – NOTIFICATION OF PARENTS – The parents will be notified by administration.

3.3 – DISPOSITION OF SUBSTANCE – Disposal depends on contact with parents.

***SITUATION 4: A student possesses or uses drug-related paraphernalia.***

**PROCEDURE:**

4.1 - IMMEDIATE ACTION - The staff member will promptly notify the administrator and the student will be escorted to the principal's office. The paraphernalia will be confiscated, if possible, by either the staff member or the principal. An anecdotal report of the incident is written by the staff member.

4.2 - INVESTIGATION - The principal will request that the student empty his/her pockets, purse, book bag, etc. and volunteer all drug paraphernalia and substances. A search will be conducted to determine whether any additional drug/alcohol or related materials are on school property. The investigation will include a written anecdotal record of all meetings and phone calls.

4.2a - SAP INVOLVEMENT - SAP will be notified by the administration.

4.3 - NOTIFICATION OF PARENTS - The parent(s) will be notified by the administration.

4.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student.

4.5 - DISPOSITION OF SUBSTANCE - The confiscated items will be labeled, documented and may be turned over to the police with a request for analysis.

4.6 - DISCIPLINE - The type of disciplinary action taken depends on whether it is a first or repeated offense and if the student is cooperative (See appropriate situation category). If this is the first drug/alcohol related incident, the student shall be assigned three (3) days in-school or out- of-school suspension. Within ten (10) school days the student must have a dual assessment. The student is required to actively participate in the next scheduled SAP intervention group.

4.7 - NOTIFICATION OF POLICE - The police may be notified by the school administration.

**IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.**

***SITUATION 5: A student is involved with or under the influence of drugs, designer drugs or look-alike drugs or alcohol for the first time and is cooperative with the investigation.***

**PROCEDURE:**

5.1 - IMMEDIATE ACTION - The staff member will promptly notify the administrator and the student will be escorted to the principal's office. The paraphernalia will be confiscated, if possible, by the staff member or the principal.

5.2 - INVESTIGATION - The principal will request that the student empty his/her pockets, purse, book bag, etc. and volunteer all drug/alcohol substances. A search will be conducted to determine whether any additional drug/alcohol or related materials are on school property. The investigation will include a written anecdotal record of all meetings and phone calls.

5.2a - SAP INVOLVEMENT - SAP will be notified of the incident and will initiate appropriate action.

5.3 - NOTIFICATION OF PARENTS - The parent(s) will be notified by the administrator.

5.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student.

5.5- DISPOSITION OF SUBSTANCE - Any confiscated items will be labeled, documented, and turned over to the police with a request for analysis. The substance may be used as a basis for legal proceedings and evidence.

5.6 - DISCIPLINE - The student will be suspended in-school or out-of-school for five (5) days. Within ten (10) school days, the student must have a dual assessment. Compliance with the recommendations is also a condition of remaining in the regular school program. The student is also required to attend, actively participate in, and abide by the ground rules established by the SAP Intervention planned program. This is also a condition for remaining in the regular school program.

5.7 - NOTIFICATION OF POLICE - Police shall be notified by the school administration.

**IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.**

***SITUATION 6: The student is involved with or under the influence of drugs or alcohol for the first time and is uncooperative with the investigation.***

**PROCEDURE:**

6.1 - IMMEDIATE ACTION - The staff member will promptly notify the administrator and the student will be escorted to the principal's office. The paraphernalia will be confiscated, if possible, by the staff member or the principal.

6.2 - INVESTIGATION - The principal will request that the student empty his/her pockets, purse, book bag, etc. and volunteer all drug/alcohol substances. A search will be conducted to determine whether any additional drug/alcohol or related materials are on school property. The investigation will include a written anecdotal record of all meetings and phone calls. (If the student refuses to cooperate with the search, the police will be called to conduct the search.)

6.2a - The SAP Team will be notified of the incident and will initiate appropriate action.

6.3 - NOTIFICATION OF PARENTS - The parent(s) will be notified by the administrator.

6.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student.

6.5 - DISPOSITION OF SUBSTANCE - Any confiscated substances and or additional drug/alcohol related items will be labeled, documented, and turned over to the police with a request for analysis. The substance and/or items may be used as the basis for legal proceedings and as evidence.

6.6 - DISCIPLINE - The student will be suspended from school for ten (10) days. Within ten (10) school days the student must have a dual assessment. Compliance with their recommendations is a condition for remaining in the regular school program. A hearing may be held before the Superintendent of Schools or a designee of the Superintendent to consider additional disciplinary measures and conditions of return. The student is required to attend, actively participate in, and abide by the ground rules established by the SAP Intervention Program. This is also a condition for remaining in the regular school program.

6.7 - NOTIFICATION OF POLICE - Police shall be notified to carry out searches and investigation when the student is uncooperative.

**IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.**

***SITUATION 7: The student is found with paraphernalia, involved with using, in possession of, or suspected of being under the influence of drugs or alcohol when attending as a participant or spectator at any school sponsored function on or off school property, including any athletic event or activity at another school district, school or public/private location.***

**PROCEDURE:**

7.1 - IMMEDIATE ACTION - The group sponsor, coach or accompanying administrator will be notified.

7.2 - INVESTIGATION - The student will be requested to empty his/her pockets, purse, book bag, etc. and volunteer all drugs/alcohol substances. A search will be conducted to determine whether any additional substances are to be found at the location.

7.2a - SAP INVOLVEMENT - SAP will be notified of the incident and initiate the appropriate action.

7.3 - NOTIFICATION OF PARENTS - The parent(s) will be notified and may be requested to provide transportation home for the student. (Suggested to those in charge: Take a master list of phone numbers and addresses.)

7.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student. Signed release forms will be necessary before information can be shared with outside agencies.

7.5 - DISPOSITION OF SUBSTANCE - Any confiscated substances and or additional drug/alcohol related items will be labeled, documented, and turned over to the police with a request for analysis. The substances and/or items may be used as the basis for legal proceedings and as evidence.

7.6 - DISCIPLINE - The student will be dealt with according to the situation category that best suits the circumstances based on the principal's investigation.

7.7 - NOTIFICATION OF POLICE - The police may be notified and requested to investigate.

**IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.**

**SITUATION 8: The student is involved in a repeated offense of categories 3, 4, 5 or 6.**

**PROCEDURE:**

8.1 - IMMEDIATE ACTION - The staff member will promptly notify the administrator and the student will be escorted to the principal's office. The chemical or paraphernalia is confiscated, if possible, by the staff member or the principal. An anecdotal report is written by the staff member.

8.2 - INVESTIGATION - The principal will request that the student empty his/her pockets, purse, book bag, etc. and volunteer all drug/alcohol substances. A search will be conducted to determine whether any drug/alcohol or related items are on school property. Refusal to cooperate with the investigation will result in the police being called to conduct the searches. The investigation will include a written anecdotal record of all meetings and phone calls.

8.2a - SAP INVOLVEMENT - SAP will be notified of the incident and initiate the appropriate action.

8.3 - NOTIFICATION OF PARENTS - The parent(s) will be contacted by the administrator.

8.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student. Signed release forms will be necessary before information can be shared with outside agencies.

8.5 - DISPOSITION OF SUBSTANCE - Any confiscated substances and or additional drug/alcohol related items will be labeled, documented, and turned over to the police with a request for analysis. The substances and/or items may be used as the basis for legal proceedings and as evidence.

8.6 - DISCIPLINE - The student will be suspended from school for ten (10) days. Within ten (10) school days the student must have a dual assessment. A hearing will be held before the Superintendent of Schools or a designee of the Superintendent to consider expulsion or additional conditions of return to school. A condition of reentry if the student is expelled is a certificate of successful completion of a licensed drug/alcohol treatment program. The student will be required to actively participate and abide by the established ground rules of an aftercare/intervention program, whichever is appropriate. This is a condition for remaining in the regular school program.

8.7 - NOTIFICATION OF POLICE - The police shall be notified, based on the situation category, by the administrator at the time of the incident and asked to investigate.

**IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.**

***SITUATION 9: The student delivers, transfers, or intends to deliver or transfer, or sells chemicals or alcohol to anyone.***

**PROCEDURE:**

9.1 - IMMEDIATE ACTION - The staff member will promptly notify the administrator and the student will be escorted to the principal's office. The chemical or paraphernalia is confiscated, if possible, by the staff member or the principal. An anecdotal report is written by the staff member.

9.2 - INVESTIGATION - The principal will request that the student empty his/her pockets, purse, book bag, etc. and volunteer all drug/alcohol substances. A search will be conducted to determine whether any drug/alcohol or related items are on school property. Refusal to cooperate with the investigation will result in the police being called to conduct the searches. The investigation will include a written anecdotal record of all meetings and phone calls.

9.2a - SAP INVOLVEMENT - SAP will be notified of the incident and initiate the appropriate action.

9.3 - NOTIFICATION OF PARENTS - The parent(s) will be contacted by the administrator.

9.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student. Signed release forms will be necessary before information can be shared with outside agencies.

9.5 - DISPOSITION OF SUBSTANCE - Any confiscated substances and or additional drug/alcohol related items will be labeled, documented, and turned over to the police with a request for analysis. The substance and/or items may be used as a basis for legal proceedings and as evidence.

9.6 - DISCIPLINE - The student will be suspended from school for ten (10) days. Within ten (10) school days the student must have a dual assessment. A hearing will be held before the Superintendent of Schools or a designee of the Superintendent to consider expulsion or additional conditions of return to school. A condition for reentry if the student is expelled is a certificate of successful completion of a licensed drug/alcohol treatment program. The student will be required to actively participate and abide by the established ground rules of an aftercare/intervention program, whichever is appropriate. This is a condition for remaining in the regular school program.

9.7 - NOTIFICATION OF POLICE - The police shall be notified, based on the situation category, by the administrator at the time of the incident and asked to investigate. **IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.**

# HARASSMENT POLICY

## *COMPLAINT and GRIEVANCE PROCEDURE*

### *Prohibition against Discrimination and Harassment/Title IX Sex Discrimination (including Sex-Based Harassment)*

It is the policy of the District to maintain an environment for learning and working that is free from discrimination and harassment as defined herein and as defined with more specificity in Board Policy 103 and Board Policy 104, and associated Attachments (including Grievance Procedures) to those Policies.

Students are specifically notified that the District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator is:

Luke Gealy, Confidential Executive Assistant to the Superintendent  
Crawford Central School District  
11280 Mercer Pike  
Meadville, PA 16335  
Email: [luke.gealy@crow.org](mailto:luke.gealy@crow.org)  
Telephone Number: 814-724-3139

The U.S. Department of Education's Office for Civil Rights may be contacted at:

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

<https://ocrcas.ed.gov/contact-ocr>

To report information about conduct that may constitute Title IX sex discrimination, including sex-based harassment, or make a complaint of Title IX sex discrimination, please refer to the District's Nondiscrimination Policies and Grievance Procedures, which can be located on the District's website under Board Policies, Policy 103 (Students) and Policy 104 (Employees): <https://go.boarddocs.com/pa/craw/Board.nsf/Public> or contact the District's Title IX Coordinator.

In the event of a conflict between this section and Board Policies 103 and 104, and associated Attachments, the language of Board Policies 103 and 104 and associated Attachments shall prevail.

## Definitions

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

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

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

It shall be a violation of this policy to harass a student or District employee. Bullying can be a form of harassment. A student’s sending, sharing, viewing, selling, purchasing or otherwise disseminating of obscene, pornographic, lewd, sexually explicit or nude images, photographs or video content of another student may be considered harassment.

“*Title IX Sex Discrimination*” – includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity.

“*Title IX Sex-Based Harassment*” - Title IX sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including:

1. *Quid pro quo harassment* - a district employee or other person authorized to provide a district aid, benefit or service explicitly or impliedly conditioning the provision of a district aid, benefit, or service on an individual’s participation in unwelcome sexual conduct.
2. *Hostile environment harassment* - unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from a district education program or activity. Determination of whether a hostile environment has been created is a fact-specific inquiry that includes consideration of factors, including but not limited to:
  - a. The degree to which the conduct affected the complainant’s ability to access the district’s education program or activity;
  - b. The type, frequency and duration of the conduct;
  - c. The complainant’s and respondent’s ages, roles in the district education program or activity, previous interactions and other relevant factors;
  - d. The location and context in which the conduct occurred; and
  - e. Other sex-based harassment in the district’s education program or activity.

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

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sex-based discrimination or harassment under Title IX. This includes conduct that is subject to the District's disciplinary authority. An education program or activity includes, but is not limited to, academic, extracurricular, research, occupational training and other education programs and activities of the district. The District is obligated to address a sex-based hostile environment in a district education program or activity, even when some conduct is outside the district's program or activity, or outside of the United States

Violations of this Discrimination/Harassment Policy, as set forth more fully in Board Policy 103 and associated Attachments, including acts of retaliation as described in the Policy, may result in disciplinary consequences under applicable Board policy and procedures up to and including referral for expulsion from the District.

#### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation and Grievance Procedure:**

The Board encourages students and third parties who believe they or others have been subject to Title IX sex discrimination, including sex-based sex harassment, and any other discrimination or harassment as defined in this Policy and Board Policies 103 and 104, to promptly report such incidents to any District employee (but preferably the building principal) or

the Title IX Coordinator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this Policy is encouraged to immediately report the matter to any District employee (but preferably the building principal) or the Title IX Coordinator.

The complainant (the alleged victim) or the individual making the report may use the Discrimination/ Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form (an Attachment to Policies 103/104) which has been developed for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this Policy and the relevant attachments followed. A copy of this Report Form can be accessed on the District's website at [www.craw.org](http://www.craw.org) and through the building principal or the Title IX Coordinator. The rights of complainants and respondents (the accused) are outlined in detail in Policies 103/104 and associated Attachments, which outline the District's applicable Grievance Procedures.

## **XI. Student Rights and Responsibilities**

This policy on Student Rights, Responsibilities and Discipline shall be in effect in the Crawford Central School District.

### **I. Free Education and Attendance**

- A. All people residing in the Crawford Central School District between the ages of five and twenty-one years are entitled to a free and full education in the district's public schools.
- B. Parents or guardians of all children between the ages of eight and seventeen are required by compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.
  - i. Unlawful and/or Unexcused Absences: Students who are absent from school or class may be subject to suspension or expulsion (See Pennsylvania School Code, Article XIII, Sections 1301 through 1357). Students who are 17 years of age or older are subject to withdrawal from school upon accumulation of 20 or more days of unexcused absence in any school term.
  - ii. Tardiness to School or Class: Continual violation of school regulations as to class and school tardiness may result in suspension from school or class.
  - iii. The school administration is empowered to require that a student provide a medical statement, or excuse, from a licensed practitioner of the healing arts for every absence from school, subsequent to that student having accumulated absences of 9 school days in any school term. Failure to provide the requested medical excuse may result in such absence being classified as Unexcused.
- C. Students may not be asked to leave school merely because they have reached seventeen years of age if they are fulfilling their responsibilities as students, as defined hereafter. A student may not be excluded from public schools or from extracurricular activities because of being married or pregnant.
- D. In cases of pregnancy, participation in extra-curricular activities or in physical education shall be based on the health and welfare of the student. In matters of question a physical

examination shall be required.

- E. No student will be denied access to a free and full public education on account of race, religion, sex, or national origin.
- F. Students shall be permitted to make up work missed while absent within the following guidelines:
  - i. 1. The student should recognize that it is in his/her own best interest to complete work as quickly as possible.
  - ii. The student is responsible for contacting the teacher to find out what needs to be made up and to make arrangements for taking tests, etc.
  - iii. A student has three days from the date of re-admission after an absence to make up for missed work (i.e., homework, tests, quizzes, etc.).
  - iv. When circumstances warrant, (such as a prolonged absence of three days or more) the student should be given an extended period of time to make up work, with the length of that period to be agreed upon by the student, teacher and principal.
  - v. Pre-assigned term papers and projects are due on the date of re-admission unless appropriate arrangements have been made with the teacher.

## **II. Student Responsibilities**

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

- n. Avoid indecent or obscene language and gestures.
- o. Avoid active or passive discrimination against another student or group of students because of sex, race, color, creed, social status or political following.
- p. Refrain from public displays of affection such as hugging and kissing.

### **III. General Policy Concerning Rules**

- A. Building principals shall distribute to all their students a complete list of student rules. New rules or changes in existing rules should become effective at the start of a new school year or semester. Administrators and teachers who introduce new rules or changes in existing rules for students under their supervision shall make known precise statements of the regulations. This should be done at least three days prior to the effective date. This is in order to facilitate student awareness of the rules and the fair, uniform enforcement of these regulations. All rules must conform to the School Board Policy.
- B. The Pennsylvania School Code provides that teachers, administrators and other school officials have the right to exercise the same authority as to conduct and behavior over pupils attending their school, during the time they are in attendance, including the time required going to and from their homes, as parents, guardians, or persons in parental relation to such pupils may exercise over them.
- C. Discipline, including self-discipline, is necessary to prepare the student mentally for learning and to provide an atmosphere in which learning can take place, thus permitting the student to develop to the maximum of his potential. These basic concepts are embodied in the educational philosophy of the Crawford Central School District.
- D. Since discipline begins in the home between parent/guardian and child and continues in the classroom with the relationship between teacher and pupil, each individual along the way should have a mutual responsibility for the maintenance of that discipline and for enforcement of rules governing behavior in the schools.
- E. Direct, personal, and active responsibility for school rules throughout the district shall be shared among parents, students, teachers, administrators, and School Board Members.
- F. The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited: It must operate within statutory and constitutional restraints. A School Board has only those powers that are enumerated in the laws of the state, or which may reasonably be implied or necessary for the orderly operation of the school.
- G. It is the intent of the Crawford Central School Board not to make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. The rules must pass the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- H. School rules are assumed to be "reasonable" until they are rescinded or waived. Students, therefore, should obey school rules while working through channels to help change those of which they do not approve.
- I. Within his/her classroom or area of assignment, the teacher is responsible for establishing what he/she considers to be an appropriate climate for learning. A professional employee of CCSD shall be permitted to exercise authority without interference from individual students or groups of students or from school employees having limited control over students.

- J. Parents/guardians retain the right to consult with school authorities (Board, administrators, teachers) on implementation of this policy statement. CCSD recognizes that parents/guardians have the primary responsibility for the behavior of their children. Parents/guardians are asked to see that their children understand and abide by this policy and assume the responsibilities enumerated in this document.
- K. Grievance Procedure: Students and parents/guardians will have the right to appeal to the school principal, the superintendent of schools and the School Board should they feel that imposed discipline is unjust. However, in the case of an appeal, the original decision will be in effect until a final ruling is made.

#### **IV. Use of Physical Restraint**

Under the "in loco parentis" doctrine, teachers and school officials may administer reasonable and necessary physical restraint.

- A. To quell a disturbance
- B. To obtain possession of weapons and/or other dangerous objects
- C. To provide adequate self-defense
- D. To protect persons or property
- E. To eliminate activities disruptive to the learning process and normal function and operation of school

#### **V. Dismissal From Class**

- A. When a student has been dismissed from class for any reason, he may be readmitted:
  - 1. After consultation with the teacher involved.
  - 2. After consultation with the teacher and principal.
  - 3. After consultation with the teacher, principal and school counselor.
  - 4. After consultation with the teacher, principal, school counselor and parents/guardian.
- B. A student may be readmitted to a similar class consultation with the teachers involved, the principal and the school counselor.
- C. If an agreement for re-admittance to the class cannot be arranged, the problem will be referred to the superintendent of schools or his designee whose decision will be final. These types of cases shall be arbitrated as quickly as possible to avoid loss of class time (within five days).
- D. Until a final decision is reached the student will not attend the class or classes involved but will be considered to be in suspension status from that class.

#### **VI. Exclusion from School (Suspensions and Expulsions)**

- A. Exclusions from school. (Suspension and Expulsion)
  - a. The board of school directors shall define and publish the types of offenses

that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 PA Code 13.62 and 341.91 (relating to the right to education and disciplinary exclusions of certain handicapped students from special education placement).

- b. Exclusion from school may take the form of suspension or expulsion.
  - i. Suspension is exclusion from school for a period of 1 to 10 consecutive days.
    - 1. Suspension may be given by the principal or person in charge of the public school.
    - 2. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the student community is threatened.
    - 3. The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
    - 4. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in Article IX (relating to hearings).
    - 5. Students shall be notified of their right to make-up academic work missed during the suspension period.
  - ii. Exclusion from school by the board of education for a period exceeding 10 school days or permanent expulsion from the school rolls.
    - 1. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to CCSD written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must again contact the parent, and pending the parent's or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (c) or do both.
    - 2. If the approved educational program is not complied with, CCSD may take action in accordance with Chapter 63 of the Juvenile Act (42 PA C.S. 6301-6308), to ensure that the child will receive a proper education.
- B. Exclusion from classes -- in-school suspension.
  - a. No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
  - b. Communication to the parents or guardian shall follow the suspension action taken by the school.
- C. Students shall be permitted to make up exams and work missed while being disciplined by suspension within the following guidelines:
  - a. A student has three days from the date of re-admission from school suspen-

sion to make-up missed work (i.e., homework, tests, quizzes, etc.) while suspended from class or classes.

- b. The student is responsible for contacting the teacher to find out what needs to be made up and to make arrangements for taking tests, etc.
- D. In cases of suspension, a student will be prohibited from attending or participating in all school activities for the term of the suspension. In cases of expulsion, the Board shall determine whether the expelled student may attend school activities.
- E. If, when expulsion proceedings are initiated, it is determined by the superintendent after an informal hearing, that a student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold an Expulsion Hearing within the period of a suspension, the student may be excluded from school for more than ten school days, provided the expulsion hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.
- F. Students who are less than seventeen years of age are still subject to the compulsory school attendance law even though expelled and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to attend another public school, cannot afford to attend or is unable to be accepted at a private school, the student's school district has the responsibility to make some provision for the child's education either through instruction in the home or by readmitting the child. If none of these alternatives is acceptable, CCSD must act in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

## **VII. Hearings**

### **A. Informal suspension**

- a. The purpose of the informal suspension hearing is to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal suspension hearing also encourages the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
- b. This hearing shall take place within the first five (5) school days of suspension.
- c. At the suspension hearing, the following due process requirements are to be observed:
  - i. Notification of the reasons for the suspension in writing given to the parent or guardian and to the student.
  - ii. Sufficient notice of the time and place of the suspension hearing.
  - iii. The right to cross-examine any witnesses.
  - iv. The student's right to speak and produce witnesses on his/her own behalf.
- d. In case of a suspension of a student, any information or testimony concerning the incident shall be classified as Category B information and shall remain confidential unless the parent/guardian gives written permission for its release to identified sources. Said release shall be directed to the Board.

### **B. Expulsion Hearings (School Board)**

- a. Education is a fundamental right and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving

possible expulsion, the student is entitled to an Expulsion Hearing, which is a fundamental element of due process.

- b. At the Expulsion Hearing, the following due process requirements are to be observed:
  - i. Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student, if the student is 18 years old or older.
  - ii. Sufficient notice of the time and place of the hearing.
  - iii. The right to an impartial tribunal.
  - iv. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
  - v. The right to be represented by counsel.
  - vi. The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
  - vii. The student's right to testify and produce witnesses on his/her own behalf.
  - viii. A record must be kept of the hearing by a court reporter. The student is entitled, at the student's expense, to a copy of the transcript.
  - ix. The proceeding must be held at all reasonable speed.
  - x. The hearing shall be held in private unless the student or parent requests a public hearing.
- c. Crawford Central School District Hearing Procedure
  - i. Time of Hearing: The hearing shall be held within fifteen (15) school days of the notification of charges unless the parties agree to extend the time for the hearing.
  - ii. Student Under Temporary Expulsion: If, when Expulsion proceedings are initiated, it is determined by Superintendent after an informal hearing, that a student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others, and is not possible to hold an Expulsion Hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, provided the Expulsion hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.

### C. Hearing Procedure

- i. The President of the Board of School Directors or his/her nominee shall preside at all hearings.
- ii. It shall be the duty of the Chairperson to instruct the accused student, his/her parents or guardian or their counsel, that the student accused is not compelled to testify, and his/her refusal to testify shall not be construed as an admission of guilt.
- iii. Hearings shall be private unless the accused student, his/her parent/guardian or their counsel request that the hearing be public. Such a request must be in writing and must be received by the Board twenty-four (24) hours before the hearing begins. Hearings shall be attended by the following: Members of the Board or a duly authorized committee of the Board (preferably composed of no fewer than three members of the School Board), Board Solicitor, court reporter, the student accused, his/her parents/guardian, their respective counsel, and all witnesses to be called by the parties involved. At the request of any of the parties involved, or the Board, witnesses may be separated.

- iv. All witnesses shall be sworn by the court reporter or the Chairman of the Board.
- v. The Board, its solicitor, the student and/or his/her parent or guardian, or counsel for either of them, shall have the right to examine and cross-examine all witnesses.
- vi. Only relevant and competent evidence shall be received and considered by the Board, but district rules of legal evidence shall not be followed so that every opportunity may be afforded by the Board to hear and obtain all relevant pertinent facts.
- vii. The accused student's past record shall not be consulted or any testimony pertaining hereto received in evidence, until after the Board determines the guilt or innocence of the student accused. If the student is found guilty, the Board has the right to review past academic and discipline reports to determine the student's penalty.
- viii. The testimony of all witnesses shall be recorded by the court reporter so that it may be transcribed later if required.
- ix. After the evidence is closed, the accused student, his/her parent/guardian or their legal counsel, may make a summation of the testimony and argument, not to exceed 15 minutes in length.

#### D. Disposition of the case

- a. As promptly as is possible after said hearing is closed, the full Board shall convene to consider the evidence and, by majority of members present by roll call vote, determine the guilt or innocence of the accused student, and shall further determine the penalty, if any. The Board may reprimand, suspend, or expel.
- b. If the charges are sustained, the Board shall prepare a written adjudication which shall include findings of fact and conclusions setting forth in summary the evidence and the reasons for its decision and penalty imposed, if any. It shall transmit, by certified mail, a copy thereof to the student accused or to his/her parents/guardian and to their counsel, not later than five (5) days from the date of such Board meeting.
- c. In case of an Expulsion of a student, any information or testimony concerning the incident shall be classified as Category B information, and shall remain confidential, unless the parent/guardian gives written permission for its release to identified sources. Said release shall be directed to the Board.
- d. If the Board shall find in favor of the student, all references to the alleged incident shall be removed from the student's records.
- e. Where the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state or federal court.

## VIII: Freedom of Expression

### A. Policy Statement on Freedom of Expression

- a. The right of public students to freedom of speech was affirmed by the United States Supreme Court in the case of *Tinker V. Des Moines. Community School District*, 393 U.S. 503 (1969), where the Court said:

"It can hardly be argued that students or teachers shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. Students in school as well as out of school are "persons" under the Constitution. They are possessed of fundamental rights which the State must

respect, just as they themselves must respect, their obligations to the State. In our system, students may not be regarded as closed-circuit or only that which the State chooses to communicate. They may not be confined to the expression of those sentiments that are officially approved. In the absence of a specific showing of constitutionally valid reasons to regulate their speech, students are entitled to freedom of expression of their views."

The right is qualified, however. The U.S. Supreme Court stated that:

"But conduct by the student, in class or out of it, which for any reason whether it stems from time, place, or type of behavior - materially disrupts class work or involved substantial disorder or invasion of rights of others, is, of course, not immunized by the constitutional guarantee of freedom of speech."

- b. Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, or encourages unlawful activity, or interferes with another individual's rights.
- c. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public-school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities. Students have the responsibility to be aware of these feelings and opinions of others and to give others a fair opportunity express their views.

#### **B. Bulletin Boards**

- a. The principal of each building will designate certain bulletin boards for school announcements. In addition, bulletin board space will be provided for the use of students and student organizations.
- b. The following general limitations on postings are applied:
  - i. The principal will prohibit material which is obscene according to the current legal definitions, which is libelous, or which inflames or incites students to create a clear and present danger of the commission of unlawful acts or of physical disruption of the orderly operation of the school.
  - ii. Identification on any posted notice will be required of student or student groups, including the name of at least one person of the group, posting such notice.
  - iii. The principal will require that notices or other communications be officially dated before posting, and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.

#### **C. School Newspapers and Publications**

- a. Students have the responsibility to refrain from libel and obscenity and to observe the rules for responsible journalism. Within these bounds, students have a right and are free as editors of other newspapers to report the news and to editorialize.
- b. The principal or his/her designated advisor will supervise student run newspapers published with school equipment and remove obscene or libelous material. In addition, he/she will edit material that would cause a substantial disruption or material interference with school activities.
- c. The above is subject to the following:
  - i. School officials will not censor or restrict material simply because it is critical of the school or its administration.
  - ii. The rules of the school prior submission for review of obscene or libelous

material, and material advocating illegal actions, will be reasonable and not calculated to delay distribution.

- iii. Each principal will establish prior approval procedures. They will identify to whom the material is to be submitted, the criteria by which the material is to be evaluated, and a limitation on the time within which a decision must be made. If the prescribed time for approval elapses without a decision, the literature will be considered as authorized for distribution.
- d. Students who are not members of the newspaper staff and other members of the school community will have access to its pages. The criteria for submission of material by non-staff members will be prepared, published and distributed to all students by the principal or his/her designate.
- e. Newspaper staff members will be held responsible for materials which are libelous or obscene, and such publications may be prohibited by the building principal.

#### **D. Unofficial Publications**

- a. The constitutional right of freedom of speech guarantees the freedom of public-school students to publish in their own materials other than those sanctioned by the school. The school has no responsibility to assist students or to provide facilities in the publishing of such materials, nor may the school be held responsible for any statements published in them. The newspaper staff members themselves have sole responsibility for any statements published. Unofficial publications have moral and legal obligations to observe the rules of responsible journalism.

#### **E. Distribution of Literature, Leaflets and Newspapers**

- a. Courts have ruled that school authorities may prohibit the distribution or dissemination of student-oriented material on school grounds only when such material would materially and substantially interrupt the educational process or intrude upon the rights of others (the rationale of the United States Supreme Court in the Tinker case).
- b. Students have the right to distribute leaflets, newspapers and other printed material adjacent to school property without any restriction by school authorities. However, the School Board of Directors has the right to have printed material submitted to the appropriate school official prior to distribution within the school for the purpose of determining whether distribution would result in substantial disruption of, or material interference with school activities. Such material shall be submitted to the principal not less than three (3) school days prior to the expected date of distribution. Before distribution can be denied, the threat of disturbance must be real and not immaterial. Also, the Board will assert the right of those who have approved materials to distribute them in a peaceful and lawful manner.
- c. The school principal may set forth the time and place of distribution so that distribution would not materially and substantially interfere with the requirements of appropriate discipline in the operation of the school. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- d. All printed matter and petitions distributed on school property shall bear the name

and sponsoring organization and the name of one individual of such organizations.

**F. Buttons, Badges and Armbands**

The wearing of buttons, badges, armbands or other insignia bearing slogans or saying by students will be permitted even though unpopular with students or school district employees unless one of the following conditions is determined by the principal.

- a. The wearing of the material would lead to a substantial disruption of, or material interference with school activities.
- b. The wearing of the material would inflame or incite students so as to create a clear and present danger of the commission of unlawful acts.
- c. The message expressly or by implication is obscene according to current legal definitions, or libelous.
- d. The wearing of the objects presents a clear and present danger to the physical safety of the wearer or others involved with the school process.

**G. Access to School Facilities**

Students may have access to school facilities and equipment under the following conditions.

- a. With written approval of the parent and/or principal and of the teacher or other person responsible for the facility and/or equipment desired. Approvals shall be filed in the school office.
- b. The student has had adequate training in the use of the specified equipment. Use of power-driven equipment, other than simple office machines and audiovisual equipment, shall not be permitted.
- c. Use of the facility or equipment will in no way conflict with the instruction, extracurricular or maintenance program.
- d. No equipment shall leave the school location in which it is normally used.
- e. Group use shall require a faculty sponsor to be present.
- f. Use of the facility or equipment could not result in more than incidental expense to the district.
- g. Approval for student use of facilities and/or equipment shall mean use of students who reside in the Crawford Central School District attendance area only, and not for other students or non-students.

**H. Flag Salute and the Pledge of Allegiance**

It is the responsibility of every citizen to show proper respect to his/her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag based on personal belief or religious convictions. This right has been affirmed by the United States Supreme Court in the case of *West Virginia State Board of Education v. Barnette*, 319 U. S.624 (1943). Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent.

**VIII. Confidential Communications**

**A. Information received from a student in confidence by:**

- a. A school counselor; or
- b. A school nurse; or

- c. A school psychologist in public or private schools while in the course of that person's professional duties in privileged information to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or if still a minor, the student's parents/guardian.
- B. However, such information may be revealed without the student's consent of the student's parents/guardian to teachers or to principals.
- C. An exception to the above is information revealed by the student concerning child abuse, neglect, or injury, which all school personnel are under legal duty to report to the authorities.

### **IX. Student Records**

Under certain circumstances a student has a right to examine his/her records. (See Crawford Central School District Policy on Collection, Maintenance and Dissemination of Pupil Records)

### **X. Searches**

- A. 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 juvenile or criminal proceedings.
- B. School lockers are school property loaned or rented to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because standing in loco parentis school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but reasonable exercise of board power in the interests of health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students only for legitimate purposes.
- C. Students should be informed of the conditions governing use of school lockers when locker assignments are made.
- D. Searches should only be made by an official duly authorized for that purpose by the principal. The search of a particular locker should only be made upon a reasonable assumption that the student is secreting evidence of an illegal act.
- E. Blanket searches of every locker should not be permitted except for an emergency.
- F. Search of a student's person should be done by school officials of the same sex as the
- G. student being searched.

### **XI. Implementation**

- A. Because of the great differences in building design and student body make up, each building head and/or discipline committee shall establish discipline rules and procedures within the context of this policy.
- B. In no way will a student's or parent's/guardian's legal right be infringed upon in the implementation of this policy. No students should be subjected to excessive degrading or humiliating punishment. Each student has the right to be treated with decency and understanding. It is the intention of the Crawford Central School District to emphasize efforts to correct and prevent misbehavior rather than simply punish misbehavior and to encourage self-discipline on the part of students at all levels.
- C. All professional employees of CCSD should be most alert for indications of possible developing problem areas of students within the schools and report the same to persons who are

best able to aid in deterring the problem. These persons include school psychologists, school counselors, and attendance officers.

- D. As much as possible, parents and students will be involved in resolving discipline questions. Parents/guardians might serve as advisors to a school's discipline committee, and ways of emphasizing their primary responsibility for their children's behavior should be developed. At the secondary level in particular, students should have a means of being involved in their development and implementation of discipline codes and procedures for their building.
- E. All disciplinary offenses should be considered on an individual basis. Students should not be punished as a group at large for the offenses of known or unknown individuals.
- F. Crawford Central School Board will establish a committee to review this policy on a yearly basis. The School Board will give, to the fullest extent permissible, legal and financial support to teachers and administrators in the enforcement of the provision of this policy and will, where necessary, file charges against flagrant violators of the policy.

### **Annual Public Notice of Special Education & Early Intervention Services and Programs**

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in the need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA).

The IDEA required each state educational agency to publish a notice to parents in newspapers or other media before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice.

CCSD is required by the IDEA to provide a free appropriate public education to children with disabilities who need special education and related services. Pennsylvania has adopted state laws which conform with the IDEA and which school districts must follow. In Pennsylvania a school age child with disabilities who needs special education and related services is identified as a child with a disability. Students are exceptional if they need specially designed instruction and have one or more of the physical or mental disabilities:

- |                       |                                       |                       |
|-----------------------|---------------------------------------|-----------------------|
| Autism/Pervasive      | Development Disorder                  | Orthopedic Impairment |
| Deaf-Blindness        | Other Health Impairment               |                       |
| Deafness              | Specific Learning Disability          |                       |
| Emotional Disturbance | Speech or Language Impairment         |                       |
| Hearing Impairment    | Traumatic Brain Injury                |                       |
| Mental Retardation    | Visual Impairment Including Blindness |                       |
| Multiple Disabilities |                                       |                       |

In Pennsylvania, students also qualify as exceptional if they require specially designed instruction and are determined to be mentally gifted. Also, school districts are required to conduct child find

activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and chapter 14 shall take precedence.

### **Early Intervention:**

IDEA requires the provisions of a free appropriate public education (FAPE) to children with disabilities between 3 years of age and CCSD's age of beginners. In Pennsylvania, a child between 3 years of age and CCSD's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above is identified as a child with a disability. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists:

- (i) the child's score, on a developmental assessment device, and assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or
- (ii) The child is delayed in one or more of the developmental areas, as documented by test performance or 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help.

For additional information you may contact:

Early Intervention Program Supervisor  
Northwestern Tri-County Intermediate Unit 5  
252 Waterford Street, Edinboro, PA 16412  
Phone: 1-800-677-5610.

These children are afforded the rights of school age exceptional children, including screening, evaluation, individualized education program planning, and provisions of appropriate programs and services. The Pennsylvania Department of Educational is responsible for providing programs and services to these children under Act 212 of 1990, the Early Intervention Services System Act.

### **Evaluation:**

When screening indicates that a student may be exceptional, CCSD will seek parental consent to conduct an evaluation. "Evaluation" means procedures used to determine whether a child has a disability and the nature and extent of the special education and related services that meet the child's needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include a school psychologist, a teacher and the parents. The MDE process must be conducted in accordance with specific timelines and use procedural safeguard procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially and culturally biased.

The MDE process results in a written evaluation report called an (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming regardless of whether the team recommends that the student is

exceptional. Once parental consent for an evaluation is obtained, CCSD has timelines and procedures specified by law, which it must follow.

Parents who think their child is a child with a disability may request, at any time, that CCSD conduct a multidisciplinary evaluation. This request should be made in writing to the Coordinator of Special Education Office. If a parent makes an oral request for a multidisciplinary evaluation CCSD shall provide the parent with a form for written permission. Instructional support (IS) activities or RtII do not serve as a bar to the right of a parent to request, at any time, including prior to or doing the provision of instructional support activities, a multidisciplinary evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children three through five may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor at Northwest Tri-County Intermediate Unit 5, 252 Waterford Street, Edinboro, PA 16412, 1-800-677-5610. Parents also have the right to obtain an independent educational evaluation. CCSD must provide parents, on request, information about where an independent educational evaluation may be obtained.

**Consent:**

School entities cannot proceed with an evaluation, or which the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found on the PATTAN website at [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, CCSD, intermediate unit or charter school will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

**Program Development:**

Once the evaluation process is complete, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program, and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parents had the right to revoke consent after initial placement.

**Educational Placement:**

A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP team must include a district representative, the student's teacher, special education teacher and the parents. If the student is determined to be exceptional an IEP will be developed. An IEP describes a student's current educational levels, goals, and objectives, and the individual programs and services which the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention and the location of intervention. Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

**Services for Protected Handicapped Students:**

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. CCSD must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

In compliance with state and federal law, CCSD will provide to each protected handicapped student without discrimination or cost to the student or family, those related aides, services, or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for protected handicapped students are distinct from those applicable to all eligibility or exceptional students enrolled (or seeking enrollment) in special education programs. CCSD or parent may initiate an evaluation of a student under the laws, which protect handicapped students. Parents who wish to have a child evaluated should contact the building principal or the Office of Special Education.

**Confidentiality:**

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligibility students") certain rights with respect to the student's education records. The age of the majority in Pennsylvania is 21. These rights are:

- A. The right to inspect and review the student's education records within 45 days of the day the school receives request for access.
  - Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
  - Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official) and clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision

and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member ( including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as a attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failure by CCSD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

CCSD maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records. Category "A" data which includes the minimal personal data necessary for operation of CCSD will be maintained for a minimum time period of 100 years. Category "B: data which includes verified information of clear importance, but not absolutely necessary to the school, over time, in helping the child or in protecting others will be maintained until the child leaves school. Category "C" data which includes potentially useful information, but not yet verified or clearly needed beyond the immediate present, will be reviewed at least once a year and destroyed as soon as its usefulness has ended.

In addition, CCSD may release "directory information" without parental consent unless a prior written objection to the release of such information is provided to CCSD by the parent(s). "Directory information" includes the following: student's name, address, telephone listing, date and place of birth, photographs, videotapes, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, duties of attendance, honors and awards received. If you object to the disclosure of this information, you must submit a written letter of objection to CCSD. Written objections for students 3-5 years old should be mailed to Northwest Tri-county Intermediate Unit 5, 252 Waterford Street, Edinboro, PA 16412.

For additional information related to student records, the parent can refer to the FERPA at the following URL: <http://www.ed.gov/policy/gen/quid/fpco/ferpa/index.html>

**Procedural Safeguards:**

Procedural Safeguards protect the rights of parents and students. These safeguards include the following: Parent's consent is always required prior to: Conducting an initial (for the first time) evaluation or a reevaluation. Initially placing a child with a disability in a special education program. Disclosing to unauthorized persons personally identifiable information. CCSD must notify parents in writing whenever it wants to begin, change, or discontinue special education and related services. Along with this notification, CCSD will provide the parents with a comprehensive, written description of their rights.

Parents who disagree with such actions proposed or refused by CCSD have the right to request a hearing by an impartial third party using a procedure called due process.

Before a due process hearing takes place, the district must convene a preliminary meeting with the parents and the relevant member(s) of the IEP team in an attempt to resolve issues without the need for a due process hearing.

Pennsylvania has also made mediation services available throughout the Commonwealth at the Commonwealth's expense. Mediation services help parents and agencies involved in a dispute over special education to attempt to reach a mutually agreeable settlement with the assistance of an impartial mediator. Mediation is completely voluntary. Mediation does not deny or delay a party's right to a due process hearing.

School districts also have the right to initiate due process in certain situations. During a due process procedure, a student must remain in the last agreed upon educational placement (a status called pendency). Due process procedures are governed by timelines and procedures in Pennsylvania law.

Throughout due process, an attorney may represent parents. Due process hearings are oral personal hearings and are open to the public, unless the parents request a closed hearing. The decision of the hearing officer shall include finding of fact, a discussion, and conclusions of law. The decision of the hearing officer may be appealed to the appropriate court.

Each school district must make available, upon request, printed information regarding special education programs and services and parent due process rights. This printed information is available from each building principal and/or the Office of Special Education.

**Mode of Communication:**

The content of this notice has been written in straight forward, simple language. If a person does not understand any of this notice, he or she should contact CCSD of IU and request an explanation.

CCSD or IU will arrange for an interpreter for a parent with English proficiency. If a parent is deaf or blind or has no written language, CCSD or IU will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

For further information contact:  
Crawford Central School District  
Instructional Support Center

11280 Mercer Pike  
Meadville, PA 16335

CCSD, intermediate unit or charter school will not be discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcements of this policy are in accordance with the state and federal laws, including title VI of the Civil Rights Act of 1966. Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For information regarding grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped person or, for inquiries regarding compliance with the above nondiscriminatory policies, please contact the Superintendent of Schools at Crawford Central School District, or Northwest Tri-County Intermediate Unit 5, 252 Waterford Street, Edinboro, PA 16412, 1-800-677-5610. CCSD will make reasonable accommodations to its programs and services to assure access to all persons.

**ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES &  
PROGRAMS, SERVICES FOR GIFTED STUDENTS, & SERVICES FOR  
PROTECTED HANDICAPPED STUDENTS**

**The Northwest Tri-County Intermediate Unit and its Member School Districts,  
Charter Schools and Private Rehabilitation Residential Institution (PRRI)**

**Conneaut School District  
Corry Area School District  
Crawford Central School District  
Erie's Public Schools  
Fairview School District  
Fort LeBoeuf School District  
General McLane School District  
Girard School District  
Harbor Creek School District  
Iroquois School District  
Millcreek Township School District  
North East School District**

**Northwestern School District  
PENNCREST School District  
Union City Area School District  
Warren County School District  
Wattsburg Area School District  
Erie RISE Leadership Charter School  
Montessori Regional Charter School  
Perseus House Charter School of Excellence  
Tidioute Community Charter School  
Robert Benjamin Wiley Community Charter School  
Harborcreek Youth Services**

**Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitle

Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedure in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout CCSD, intermediate unit, and charter schools of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit and charter schools shall publish written information in the handbook and on the website. Children ages 3-21 can be eligible for special education programs and services.

If parents believe that the child may be eligible for special education, the parent should contact CCSD where the child attends or the Director of Special Education for the NW Tri-County Intermediate Unit identified at the end of this public notice. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists:

- (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent of the child's chronological age in one or more developmental areas, or
- (ii) The child is delayed in one or more of the developmental areas, documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help.

For additional information you may contact the Early Intervention Department at the Intermediate Unit. (See Evaluation Process below for contact info.)

### **Evaluation Process**

Each school district, intermediate unit and charter schools have a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Supervisor, NW Tri-County Intermediate Unit #5, 252 Waterford St., Edinboro, PA 16412 or call 1-800-677-8461.

### **Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found on the PaTTAN website at [www.pattan.net](http://www.pattan.net). One written parental consent is obtained, CCSD, intermediate unit, charter schools, or PRRIs will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

## **Program Development**

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

## **Confidentiality of Information**

CCSDs, intermediate units, charter schools and PRRIs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of the majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the FERPA at the following URL: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a preschool or school aged child, public or private, contact the school or district where your child attends. Additionally, one may contact the name and number, or e-mail listed below:

Christine Carucci  
Director of Special Education  
Northwest Tri-County Intermediate Unit #5  
252 Waterford Street  
Edinboro, PA 16412  
1-800-677-5610  
[Christine\\_carucci@iu5.org](mailto:Christine_carucci@iu5.org)

CCSD, intermediate unit and charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed,

national origin, marital status or financial hardship.

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

**Hereby Provide**

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

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

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

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

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

The parents or eligible students should write to the supervisor of student records, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the LEA decides not to amend the record as requested by the parent or eligible student, the LEA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3.) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The LEA maintains a list of these school officials.

Another exception permits the disclosure of LEA educational records without the consent of officials of another school in which a student seeks or intends to enroll.

It is the policy of the LEA to not release directory information except as specified in the above statements or without providing parents an opportunity to deny such releases.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520  
Or call 1-800-872-5327