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OUR MISSION STATEMENT

The Mission of the Canon-McMillan School District, in partnership with the community, is to educate all students to attain their maximum potential as independent life-long learners and critical thinkers, within a safe, nurturing environment which fosters the development of ethical and responsible citizens.

WE'RE HERE TO SERVE YOU

Please feel free to contact us with any problem or concern. Listed below are our phone numbers to the various offices and schools.

DISTRICT OFFICE

Dr. Helen McCracken, Superintendent	724-746-2940
Michael Daniels, Assistant to the Superintendent	724-746-2940
Dr. Dawn Nicolaus, Director of Curriculum & Instruction	724-746-2940
Elizabeth Somerville, Director of Special Education	724-873-5231
Jon Mansfield, Director of Transportation	724-745-1502
Vicki Capone, Food Service Director	724-746-3488

SCHOOL OFFICES

Borland Manor	724-745-2700
Cecil	412-221-6808
First Street	724-745-3130
Hills – Hendersonville	724-745-8390
Muse	724-745-9014
South Central	724-745-4475
Wylandville	724-222-2507

Our K – 4 Elementary buildings are open each weekday from 8:00 – 4:00 when school is in session.

ACADEMIC EXPECTATIONS

Canon-McMillan has high expectation for *all* students, from K to 4th grade. The staff wants all children to get the most out of their educational experiences. It is important that every student:

1. Come to class prepared.
2. Follow the class and school rules.
3. Show respect for staff/students.
4. Show pride in YOUR school.
5. Do your BEST!

Standards have been set by the staff to advance from one grade to another. It is very important that students make every effort to meet and exceed these standards – which include the following components:

1. Attendance
2. Effort
3. Scores achieved on the district assessment test
4. Completion of the Pennsylvania Assessment Program
5. Report Card Grades

Parents are encouraged to become a part of their child's educational experience and visit regularly with the teachers.

AGENDA PLANNERS

Every student in grades 1 – 4 is issued an Agenda/ Planner. This is an organizer/planner that helps students understand expectations, create timelines, set goals, monitor progress, and track their own success. The agenda provides one place for students to record all assignments. The Agenda/ Planner is an effective learning tool for students, a vital communication tool for parents, and a real teaching tool for educators. We trust that through the cooperative efforts of all concerned, we may help our students achieve their full potential at Canon-McMillan. One Agenda/Planner is issued free to each student. Lost or misplaced planners must be purchased for \$5.00.

ATTENDANCE (Policy 204)

In the event of a student's absence, a written excuse from the parent, guardian or physician after returning to school is required. It is the student's responsibility to make all necessary arrangements for making up work when absent from school. Students have a maximum of two days for every day of absence to make up work upon their return to school. No student will be allowed to participate in any school activity or practice on the day of his/her absence from school.

The number of student absences, along with student attendance patterns during the course of the school year, will be tracked and correspondence as well as other suitable interventions will be initiated based upon this information.

10 days absent = Written notification to parent/guardian when the 10th day occurs.

15 days, or more, absent = Written notification to parent/guardian when the 15th day occurs, including request for a meeting with parent/guardian. Phone contact requesting parent conference with principal or designee. *An excuse from a licensed physician is required for all absences beyond fifteen. If an excuse from a licensed physician is not presented within three schools days following the absence, the absence will be considered illegal and any work missed may not be made up, including tests or quizzes. Illegal absences may be turned over to the magistrate at any time.*

Absence Reporting By Parents/Guardians

All parents or guardians are requested to call the office of their child's school before 9:15 A.M. to report the absence of their child. An attempt is made to check on all children absent from school. The school secretary will call to verify if parents do not call in. We anticipate your cooperation in our endeavor to maintain a loving and safe environment for our children by this method.

Acceptable Reasons for Non-Attendance

A student's illness, an emergency in the family, and special religious ceremonies are considered valid reasons for missing school. Medical and dental appointments should be made outside of school hours. When this is not feasible, a child may be excused for such an appointment. Any child who leaves school during school hours for any reason must be released to the parent/guardian at the school office and must check back in upon return.

To be credited with a full day's attendance, elementary students must enter school no later than 2 ½ hours after the school day has begun, and remain in school until the end of the school day, or must attend from the start of the school day and leave school with no more than 2 ½ hours remaining in the school day.

Tardy

Students must report to the principal's office if they are not in class by the 9:00 A.M. bell. If students are not, *parents must sign their students in at the office when they are arriving after 9:00 A.M.*

ACCIDENT INSURANCE (Policy 211)

Parents/guardians may enroll in an insurance program at the beginning of the year that will cover a child going to and coming from school, within the school building or grounds, or attending a school –sponsored activity. The cost of the program is paid by the parents/guardians. Information concerning this program is sent home at the beginning of the school year. Feel free to contact the school office if you do not receive this insurance information and wish to participate in the program; purchase of the insurance is optional.

AFTER-SCHOOL DETENTION

We believe students choose the actions they exhibit. We attempt to instill a sense of responsibility in our children by encouraging them to behave appropriately. Students who continually abuse rules are subject to after-school detention. Detention is scheduled from 3:40 P.M. – 4:40 P.M. on designated days.

Parents/guardians will be notified at least one day in advance in the event their child is assigned to detention. Detention can only be rescheduled one time. Parents/guardians are responsible for picking up their child promptly at 4:40 P.M.

AFTER-SCHOOL TUTORING

After-school tutoring will be available for eligible students. Students must be referred by their teacher or instructional support team. Student eligibility will be based on academic performance and local assessment data. With parent consent an eligible student can receive at least one day of after-school tutoring a week. More information including specific times and days is available at your child's school.

ANIMALS IN THE SCHOOL

Students are not permitted to bring animals into school.

ARRIVAL AND DISMISSAL

School begins at 9:00 A.M. Students are permitted into the specific, designated location in their building at 8:30 A.M. Adult supervision does not begin before 8:30 A.M. **Please *do not* bring your child to school before that time as they cannot be supervised and their safety is a major concern.** They may proceed to their classrooms at 8:45 A.M. Dismissal is at 3:25 P.M. Any parent or guardian wishing to pick up their child should do so at 3:25 P.M. Please wait in the particular area designated by your school until the 3:25 bell rings. Check with your building principal for this location so that our children may have access to a clear, unobstructed, safe entrance and exit.

BAND/CHORAL PROGRAMS

Students in Fourth Grade are given the opportunity to participate in band and/or chorus. Information and parent permission forms are sent home at the beginning of the school year. Students participating must attend all scheduled day and evening concert performances.

BEHAVIOR/CONSEQUENCES (Policy 218)

Each teacher team will develop a classroom management plan that includes expected behavior and graduated consequences. Parents will receive this information in writing shortly after the beginning of the school year. Parents will be asked to review the form with their child and to return the form to the classroom teacher. We value the safety of our children. The school district is responsible for student welfare:

1. during instructional hours of the school day.
2. during instructional hours on district property.
3. on school district vehicles.
4. at school events before, during, and /or after school when directly supervised by school personnel.

All Canon-McMillan School Policies regarding student behavior that impact the safety and security of the school and/or disrupt the educational process will be upheld by the principal. Infractions in any of these policies may result in after-school detention, in-school detention, removal from school programs, in-school suspension, out of school suspension, and in extreme cases, expulsion from school.

BIRTHDAYS

A birthday is an important event in the life of an elementary school child and many children wish to treat their classmates at this time. Parents/Guardians should feel free to make arrangements with their child's teacher if they desire to send a **purchased** treat to school. *No invitations are permitted to be distributed in school unless everyone in the class is to be invited.*

BREAKFAST, LUNCH AND MILK PROGRAMS (Policy 808)

During the first few weeks of school, all children will be given an application for free and reduced lunch/breakfast to be taken home to their parents/guardians. Only those who wish to apply need to return the forms. Please keep in mind that we are required to provide every family with this information. Breakfast and lunch prices are available in each elementary school office. A menu will be sent home on a monthly basis. Flavored and low-fat milk is available on a daily basis.

BREAKFAST/LUNCH BEHAVIOR (Policy 218)

Our cafeteria is a pleasant and clean place to eat. It is a student's responsibility to observe and practice good manners. Cutting in line, throwing food, leaving trash at the tables, etc. will not be tolerated. A student who misbehaves in the cafeteria will face appropriate consequences.

The following behaviors are expected during breakfast and lunch times:

- Appropriate table manners are expected at all times.
- Children are to respect the rights and privileges of others.
- Misuse of food will not be permitted (throwing, mixing, etc.).
- All food and drink is to be consumed in the cafeteria.
- A student must receive permission to leave the table or cafeteria from the supervisor.
- Mutual respect is expected between students and all adults supervising the meal periods.
- Talking in a low (restaurant) voice with immediate neighbors is acceptable.

BULLYING/CYBERBULLYING (Policy 249)

The Canon-McMillan School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied or intimidated by other students may not be able to take full advantage of the educational opportunities offered by the school district. Therefore, the school district strives to offer all students an educational environment free from bullying.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting, or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying shall mean unwelcome written and/or audio and cell phone/camera information directed at a student by another student that has the intent and effect of (to create a nexus):

1. Sending cruel, vicious, and sometimes threatening messages.
2. Creating web sites that have stories, cartoons, pictures, and jokes ridiculing others.
3. Posting pictures of classmates online and asking students to rate them, with questions such as "Who is the biggest (derogatory term)?"
4. Breaking into an e-mail account and sending vicious or embarrassing material to others.
5. Engaging someone in IM (instant messaging), tricking that person into revealing sensitive personal information, and forwarding that information to others.
6. Taking a picture of a person on school property (i.e. in the locker room using a digital phone camera or other digital media technology) and sending that picture to others with the intent to humiliate, ridicule or harm.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property on school-sponsored events.

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal, or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

Consequences for students who are found to have bullied others will be under the auspices of the principal and may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities.

Hazing, or any form of initiation or harassment, as part of a school-sponsored activity, is not condoned or tolerated in any form (Policy No. 247).

BUS BEHAVIOR/CONDUCT (Policy 218)

Good behavior on the school bus is expected at all times. Any student not following bus rules will be subject to discipline by the principal. Any questions regarding transportation should be directed to: 724-745-1502. Misbehavior on the bus may result in suspension of bus privileges. We expect our students to behave appropriately at all times. Please note the following information: Students should arrive at their respective bus stops at least five minutes before bus arrival time. Parents/Guardians are responsible for their child's behavior at the bus stop.

If the bus does not arrive at the prearranged time, all students should wait a minimum of 30 minutes before leaving the stop area.

School Bus Rules

1. Except for ordinary conversation, classroom conduct is expected. The students will conduct themselves as if they were in a classroom setting.
2. Do not drink or eat on the bus. Students are to refrain from eating, drinking and/or chewing gum on the bus.
3. Keep the bus clean.
4. Keep the aisle clear. Students will keep the aisles clear. This includes items such as gym bags, projects, instruments, etc. Animals, pets and other nature items are prohibited.
5. Stay in your assigned seat. Students are to remain in their assigned seats at all times. Two students in a seat must permit a third student to sit with them. Students will refrain from standing, kneeling or laying in the seats or in the aisles. Every student who rides a bus must get on and off at the assigned bus stop. Any student wanting to get off at a different bus stop or wishing to ride a different bus must have a written request signed by a parent or legal guardian. The request is to be shown to the principal. The student must get written permission from the principal. Permission can be denied due to overcrowding. Students must have a signed permission slip to give to the bus driver. A student will not be permitted to ride without the appropriate signed permission slip. There will be no exceptions.
6. Do not extend any part of the body or any object out of the bus window at any time.
7. Students riding the bus are to be at the bus stop at the regularly scheduled time. Students should arrive at their respective bus stops at least five (5) minutes before bus arrival time. If the bus does not arrive at the pre-assigned time, all should wait a minimum of thirty (30) minutes before leaving the stop area.
8. Enter and leave the bus through the front door. Emergency exits are to be opened for emergencies only.
9. Do not damage or deface any part of the bus. Students are not to damage or deface any part of the bus. Students and/or parents must repay the cost of repairing any damage. The student may be prosecuted. A student must report immediately to the driver any visible damage to the bus. No shoes with cleats or spikes are to be worn on the bus. Personal objects such as pencils and pens must be stored carefully.
10. All school policy rules and regulations are in effect on buses. Smoking and/or tobacco, alcohol and drugs, fighting, weapons policies and all other school policies and rules will be in effect at all times – bus rides to and from school, activity runs and field trips. School discipline will be added to the bus discipline.
11. Parents and/or guardians are responsible for meeting their Kindergartner and/or 1st Grader at the Bus Stop.

THE DRIVER IS IN CHARGE OF SCHOOL BUS DISCIPLINE/CONDUCT EXCEPT WHEN A TEACHER IS PRESENT.

School Bus Progressive Discipline:

Level I Offenses start at Step 1 on the Progressive Discipline Penalties.

Level I Offenses – School Bus Rules 1 through 7

Level II Offenses start at Step 5 of the Progressive Discipline Penalties.

Level II Offenses – School Bus Rules 8, 9, and 10

Progressive Discipline Penalties for Bus Misconduct

#1 – Warning

#2 – 1 Day After-School Detention

#3 – 1 Day In-School Suspension & 1 Day Bus Suspension

#4 – 5 Day Bus Suspension

#5 – 10 Day Bus Suspension

#6 – 30 Day Bus Suspension

School principals may use any of the more severe disciplinary actions without regard to the student's number of previous violations.

Bus Changes

Students are not allowed to ride a bus other than their assigned bus unless a written request is received from the parents or guardians of both children (the home child and the visiting child) stating their permission to do so. The student requesting to ride on a different bus will be issued a bus pass allowing him/her to get on or off at a different stop or ride a different bus provided there is room on the bus. This procedure reinforces our concern for the safety of our children.

Transportation Changes

Please notify the office in writing in advance and/or advise the teacher in writing if there is to be a change in the transporting of your child. If no written notification is received, your child will follow his/her regular method of getting home.

CANCELLATION OF SCHOOL

In the event it is necessary to close or delay school, an announcement will be made over local radio and television stations. If the opening of school is delayed, pupils are to report to their building one or two hours after their normal reporting time, depending on the radio/TV or Alert Now message. It is advisable that families devise a plan in the event of a delay or early dismissal to ensure the care and safety of the children. On weather delay days our Kindergarten will operate on a Modified Schedule so that our students in both sessions will receive approximately the same instructional times for the school year. The morning Kindergarten classes will begin at 11:00 A.M. and will be dismissed at 1:10 P.M. The afternoon Kindergarten classes will begin at 1:20 P.M.; buses *will begin* picking up our bus students at 12:30 P.M. Students will be dismissed at our normal dismissal time.

CHANGES OF ADDRESS OR PHONE NUMBER

Please relay any changes of address or telephone numbers to your elementary school office immediately. In extreme emergencies, if parents are not available the child will be taken to the emergency room at the hospital. Please use the form in the appendix of this handbook to report any changes of address/phone number to the school office.

CHEATING (Policy 218)

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the student's work will be confiscated. Families will be notified, disciplinary action will take place, and an alternative assessment will be given.

CHILDREN WITH PARENTS HAVING SPLIT CUSTODY (Policy 238)

Parents have the right to share in the education of their children, even when circumstances exist in which both parents do not live together with the child. Unless ordered otherwise by a court order, each parent will be provided with all records and information concerning their child. (Please note: children are only permitted to be removed from the school by the parent who has physical custody during school hours). It is the responsibility of the non-custodial parent to inform the school of the particular situation and request to be placed on a mailing list to receive a copy of all school correspondence.

COMPUTER/ ELECTRONIC NETWORK TECHNOLOGY (Policy 815)

Student Internet and Network Acceptable Use Policy

At Canon-McMillan School District we believe the Internet offers vast, diverse, and unique resources to our students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The following are examples of services available on Canon-McMillan's networks:

1. Electronic mail (e-mail) communication with people all over the world via an account provided by Canon-McMillan School District
2. Public domain software and graphics of all types for school use
3. Access to many university library catalogs, the Library of Congress, and ERIC, a large collection of relevant information for educators and students
4. Access to thousands of websites via a direct connection to the Internet
5. Discovery Education's United Streaming Multimedia Library access
6. Power Library
7. Net Trekker
8. Various productivity and multimedia applications.

In making decisions regarding student access to the Internet, the Canon-McMillan School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

As much as possible, district-provided access to Internet resources should be structured in ways that point students to resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

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

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

The district reserves the right to log network use and to monitor filespace utilization by district users, while respecting the privacy rights of both district users and outside users.

Students utilizing district-provided Internet access must first have the permission of, and be supervised by, the district's professional staff. Students are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Board shall designate an online server that blocks access to visual depictions of obscenity, child pornography, or material harmful to minors.

Definitions

Internet: a massive electronic library connected to databases around the world through the use of a computer.

E-Mail: the sending and receiving of messages through the use of a computer account and password.

Networked Computer: any computer system that is connected to a data network.

Inappropriate Material: any material that contains profanity; obscene comments; sexually explicit material (pornography); expressions of bigotry, racism, or hate; or information intended to cause harm to self or others. Also included is any reference to information on how to consume or manufacture drugs, weapons, or other unauthorized materials, or any reference to information on how to gain unauthorized access to accounts or systems.

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

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use.

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

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

The district shall provide a copy of this policy to parents/guardians, upon written request.

Guidelines

The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of accounts must be in support of education and research and consistent with the educational objectives of the Canon-McMillan School District.

Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. E-mail sent and received, as well as Internet usage through the school district's technology networking system, is the property of the district and the district reserves the right to monitor all e-mail/Internet usage at any time.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school-related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Granting Internet or network access to unauthorized persons intentionally or unintentionally.
19. Failing to notify an administrator if you suspect someone of using your password.
20. Posting personal contact information.
21. Posting false or defamatory information.
22. Attempts to disrupt access.
23. Overriding desktop security software and changing system settings.
24. Other as defined by the district.

Security

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

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

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

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

School District Internet Use Agreement

I understand and will abide by the above Internet Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action up to and including expulsion and appropriate legal action may be taken.

CONFERENCES

Parent /Teacher conferences are scheduled twice a year. All parents are encouraged to attend the first conference, which is scheduled during the first semester. The second conference is more optional in nature and should be attended mainly by those parents with a specific concern about their child's progress. Specific information regarding conferences will be forthcoming from the school office. Conferences other than these may be arranged at *any time* by calling the school office and making an appointment.

COUNSELOR (Policy 112)

Every elementary student in the Canon-McMillan School District has access to a guidance counselor. Parents/guardians who want their child to receive the services of the guidance counselor must fill out the appropriate "request for guidance" form. Our counselor is available to meet privately with parents or guardians regarding their child. We are very proud of the quality of our guidance program offered in our school district. A form requesting guidance counselor services is included in this handbook.

CRISIS MANAGEMENT/SAFETY AND SECURITY (Policy 705)

The Canon-McMillan School District has adopted a Crisis Management/Safety and Security Plan. This plan of action will be implemented in all buildings and all facilities of the school district. Every school employee will have a quick reference and detailed plan available. In addition, every building will display the building procedures in the office.

Detailed copies of the plan are available in each building and the central administration office for your review.

CUMULATIVE RECORDS (Policy 216)

A cumulative record will be maintained for each student from entrance into school through the twelfth grade. All material in each cumulative record shall be treated as confidential. All students and their parents/guardians have the right to examine the student's cumulative record and to challenge or correct any information they believe to be inaccurate. FERPA: Family Educational Rights and Privacy Act-The Family Educational Rights and Privacy Act 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 school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official 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 are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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.
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 is a person employed by the school 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 an 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 tasks. 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

A copy is available in each school office for parents/guardians to review. Elementary students wishing to examine records must be accompanied by parents/guardians.

DRESS CODE (Policy 221)

As adopted by the C-M School Board in the *Proper Attire for Students Policy*, the Canon-McMillan School District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Canon-McMillan School District believes that the manner in which a student is dressed does not reflect the abilities or qualities of that student, but that attire which is clean, non-disruptive and in good taste enhances the educational environment and promotes learning.

While the Canon-McMillan School District does not intend to interfere with the right of students and their parents to make decisions regarding their appearance, it is appropriate to do so when their choices affect the educational program of the schools or the health, safety or security of themselves or others. Accordingly, the Board of Directors of the Canon-McMillan School District authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

- A. Present a hazard to health, safety or security of the student himself/herself or to others in the school
- B. Interfere with school work, create disorder or disrupt the educational process
- C. Cause excessive wear or damage to school property
- D. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement
- E. Impede the School Districts legitimate educational concerns
- F. Are plainly offensive

Students may be required to wear certain types of clothing while participating in physical education classes, extracurricular activities or other situations where special attire may be required to ensure the health, safety or security of the students. Shoes are required at all times.

ELECTRONIC DEVICES (Policy 237)

The Board prohibits **use of** personal technology devices (cell phones, iPods, digital cameras, etc...) by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities unless officially given permission by the building principal. The district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

EMERGENCY INFORMATION

All students are required to have medical cards filled out for use in emergency situations. Name, address, phone, parents' names, places of work, doctor's name and number are among the items requested on the card. If any of the information changes within the course of the school year, please notify the school office.

ESL (Policy 138)

"In accordance with the Board's philosophy to provide a quality educational program for all students, the Canon-McMillan School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English" as indicated on our Home Language Survey. If you believe your child qualifies for such services, please contact your building principal.

FIELD TRIPS (Policy 121)

Annual field trips within our community and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Families will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. For student trips between district buildings, permission slips are not needed however written notification of the trip will be sent home for the parents/guardians. Parents/guardians may be asked to serve as chaperones; Chaperones' ratio will be based on Field Trip Guidelines.

If your child has a food allergy care should be taken to ensure that your child has their Epi-Pen or other medication with them should a reaction occur while on the field trip. The classroom teacher will call the establishment prior to the trip to make them aware of the fact that there are students with food allergies and the fact that certain foods, or products, should not be used in demonstrations.

FIGHTING (Policy 233)

Fighting is not allowed on school grounds. Students who fight will receive a suspension. Injury to a teacher or other staff member while fighting will result in appropriate action, which may include a full suspension, and legal action. Students who participate in a fight and refuse to stop when ordered by an administrator or teacher or who attempt to restart a fight (verbally or physically) after it has been broken up will receive a full suspension and face possible expulsion and/or legal proceedings. Students will not threaten or force a staff member or other student to do anything against his/her will. Threatening any member of the staff or other student may result in a full suspension and possible expulsion hearings. Students assaulting any member of the school staff may face an expulsion hearing and, in addition, potential criminal charges.

All threats of physical harm must be reported to school personnel. The principal or his/her designee will investigate these threats. Offenders will be disciplined using the guidelines that are consistent with C-M's *Suspension and Expulsion Policy*.

FIRE DRILLS/SAFETY DRILLS (Policy 705)

Fire drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information regarding fire drills must be posted in each room. Each elementary school will regularly practice safe and appropriate evacuation procedures to ensure the absolute safety of our children. In addition to fire drills, safety drills are also practiced as part of our proactive safety and security plan. The principal of each elementary school will disseminate information regarding these procedures appropriately.

FLAG SALUTE AND NATIONAL ANTHEM (Policy 807)

Students are responsible to demonstrate proper respect for the country and the flag. If they choose not to participate in these activities, they must maintain respectful silence.

FOOD ALLERGIES (Policy 209.2)

The Canon-McMillan School District is committed to providing a safe and healthy environment for all students and staff, with the understanding that the district cannot guarantee that a student will never experience an allergy-related event while at school. The district provides the following guidelines:

Expectations for all Students

1. Never take food allergies lightly. Students should not joke or tease other students about allergies.
2. Never try to trick someone into eating food they are allergic to.
3. Never share food with food allergic friends.
4. Always wash hands before and after eating.
5. Help allergic classmates by knowing items the classmate is allergic to and by checking labels to make sure items do not contain those foods.

Expectations for Students with Food Allergies

1. Never trade food with other students or eat any food with unknown ingredients.
2. Notify an adult immediately should s/he believe contact with the food has occurred or medical attention is needed.
3. Agree to be active in the care and management of his/her food allergy.

Parents/Guardians of Students with Allergies

1. Contact the school nurse each year to complete and/or update all medical records including specific information pertaining to any and all known allergies.
2. Provide written documentation from the attending physician to the school nurse regarding the specific allergy, severity and treatment.
3. Provide the school with a list of the food contacts to be avoided.
4. Follow the district medication policy in providing medications for allergic reactions (see **Medication**).

All Parents

When providing food for school/classroom events, consideration should be given for students with food allergies. This food must be **purchased**, not homemade.

An individual health care plan may be developed, as needed, by the school nurse, with input from the parent/guardian, school personnel and building principal. As part of the plan, if appropriate and necessary, may be procedures agreed to by the school and parent/guardian regarding concerns of student contact (with the allergen) throughout the school day. The plan and procedures will vary depending on the individual circumstances. Regardless of the allergy, the district will not support a complete ban on specific foods in the cafeteria that may contribute to the student's allergy unless approved by the Board.

FORGERY (Policy 218)

Any student using a falsely signed excuse, report card, class assignment, or any other form requiring a parental, teacher, or principal signature will be given appropriate disciplinary consequences.

FREEDOM OF EXPRESSION (Policy 220)

Students have the right to speak or publish and distribute their opinions. However, they have the responsibility to observe the following whenever speaking or writing:

1. Do not be obscene or possess pornographic materials.
2. Do not ridicule a person.
3. Do not injure a person's reputation.
4. Do not cause disruption of the school operation.

The principal will review any material considered for distribution to see that legal standards are met and that approved areas for posting are utilized. Students are also responsible for cleaning any litter related to their publications. Students may also hold their own meetings in the school because they have the right to peaceful assembly. To do this, permission must be requested from the principal. To obtain permission, an agreement must be made to take proper care of the building and not disrupt other school activities.

GUM

Gum chewing is not permitted in the Canon-McMillan Elementary Schools.

HARASSMENT (Policy 248)

Our schools are fair places where people treat each other with respect. Harassment of any type will not be tolerated from anyone under any circumstances. It is wrong and unfair for anyone to:

1. Make someone feel uncomfortable or threatened;
2. Humiliate or insult another person;
3. Force themselves on anyone who doesn't want physical contact with them;
4. Cause a person to lose confidence, self-respect or self-esteem.

Verbal complaints of harassment should be put in writing by the individual complaining or by the person who receives the complaint and signed. All complaints regarding harassment will be investigated. Offenders will be disciplined. All threats of physical harm must be reported to school personnel. The principal or his/her designee will investigate these threats. Offenders will be disciplined using the guidelines that are consistent with C-M's *Harassment Policy*.

HOMEBOUND INSTRUCTION (Policy 117)

If a child has suffered an illness that has lasted longer than five days, he/she may require homebound instruction (instruction in the home by certified tutors). Please contact the building principal to obtain a "Homebound Instruction Application" to be filled out by the physician verifying the need for this process if this circumstance occurs to your child.

HOMEWORK/OTHER SCHOOL ASSIGNMENTS (Policy 130)

We believe homework and other school assignments are integral to student's success. Longer term assignments, papers requiring a parent's signature, and other school related tasks all reflect and reinforce a student's responsibility. *Students are responsible for completing all homework and other school assignments.* Generally speaking, on average, students should receive homework that amounts to 10 minutes per evening per grade level. (For example, first graders should receive an average of 10 minutes of homework, second graders should receive an average of 20 minutes of homework and so on. Keep in mind that these estimates reflect the average.) Assignments not completed within the required time must be made up. Inconsistency in completing homework assignments will result in the following consequences: Parents/guardians will receive a notice advising them of their child's neglect to complete assignments. On the third offense and each succeeding offense, the student will stay for after – school detention for one hour. The "slate will be wiped clean" and the students will be able to begin accumulating homework/misconduct slips again during the next nine-week period. Slips detailing incomplete homework are *never* carried over from one school year to the next. The independent academic practice provided by the giving of homework is integral to student achievement. We encourage and appreciate support from the home in consistently carrying out this endeavor.

HOTLINE

We encourage open communication in each of our schools. In the event a student has information related to the safety and security of our children, he or she should seek out an adult in the school and relay this input. If, for some reason, this is not possible, the following hotline number serves this purpose: *724-873-5244*

ILLNESS OR INJURY

In case of illness or injury a child will be cared for temporarily by the school nurse or a member of the school staff. We will make him/her comfortable and render first aid treatment only. If emergency treatment is necessary the parents will be contacted. If parents/guardians cannot be reached, we will attempt to contact the emergency numbers that are listed on the Emergency Medical Card completed at the beginning of the year. In extreme emergencies, if parents are not available the child will be taken to the emergency room at the hospital.

INSTRUCTIONAL SUPPORT

The Instructional Support Team (IST) is a program whose goals are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may be in need of special educational services. IST is a positive, success-oriented program, which uses specific assessment and intervention techniques to help remove educational, behavioral, or affective stumbling blocks for all students in the regular classroom.

INTEGRATED PEST MANAGEMENT POLICY (Policy 716)

The school district will annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds. Information regarding pest management activities shall be available to the public at the district's administrative office.

LIBRARY MEDIA CENTER (Policy 224)

The library is open on a regular scheduled basis and is supervised by the librarian, instructional aide, or classroom teacher. Library classes are held weekly for grades K-4. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books. All materials checked out are expected to be cared for and returned on the due date in like condition. To avoid inadvertent charges, students are expected to check materials prior to leaving the library/media center and report any damages to the librarian. Materials that are lost or stolen must be paid for at replacement cost. Materials that are misused will be charged a fine or the replacement cost at the discretion of the librarian for such things as: torn pages; bar codes; coloring/writing on pages; pocket/date due slips; covers torn; wet pages; or spine damage. If materials have been damaged, none will be checked out on the day of return until the parent/guardian has been notified of the damage and the fine paid. Afterward, any student owing a fine will not be permitted to borrow any materials from the library.

LOST AND DAMAGED BOOKS/MATERIALS

We believe that students have a responsibility to maintain and secure school property issued to them. Consequently, lost/damaged textbooks will be assessed at full replacement cost. Library books and audiovisual materials will be assessed at full replacement cost regardless of their age.

LOST AND FOUND

A place housing lost/found articles is provided for in each elementary school. Check with your school's office for a detailed location. Students missing any articles are encouraged to check in the lost/found for their belongings. Please label all of your child's articles (coats, backpacks, lunch boxes, etc.) to facilitate their return. Unclaimed items will be given to a charitable organization after a reasonable length of time. The school is not responsible for items left in the lost/found area.

MEDICATION (Policy 210)

It is the policy of the Canon-McMillan School District that all children's medication be administered by family at home. Under exceptional circumstances, medication prescribed by a physician may be administered by school personnel in compliance with the C-M School Board *Administering Medicine to Students Policy*. Any student who needs to take medication at school must report to the nurse or his/her designee. Written instructions signed by the parent and the physician will be required. The necessary form is included in the appendix of this handbook.

Students may not transport medicine on the school bus; a parent or guardian must deliver the medicine to the school office where it will be turned over to the nurse, principal, or secretary.

NURSE/HEALTH ROOM

The school nurse is NOT to be used instead of the family physician. An injury/illness occurring out of school should be taken care of at home. Any student in need of seeing the school nurse should obtain permission from his/her classroom teacher in accordance with school procedures. A student should report to the health room or school office under the following conditions:

- ❖ *If he/she has a physical defect or is under doctor's care.*
- ❖ *If a doctor advises that the student not take gym class or must have limited activities. (A note from the doctor must be submitted.)*
- ❖ *If an injury is received during school hours or going to and from school or in athletics.*
- ❖ *If he/she is in need of first aid or in an emergency.*

In addition, the school nurse assists a licensed physician and a dentist while said doctors are performing state-mandated medical exams. Students receive physical exams in grades 1, 6, and 11. They receive dental exams in grades 1, 3, and 7. More information regarding these exams will be communicated to you as their dates approach during the school year.

PERSONAL BELONGINGS (Policy 239)

The bringing of personal belongings to school is discouraged. Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom. Unauthorized articles that are brought to school that are lost/ broken will be the family's responsibility.

PICTURES

Individual student pictures will be taken during the fall. Families will receive notices in advance of the photo session. Picture money and necessary forms must be returned in a timely fashion in order to purchase pictures. Class pictures will be taken in early spring and will also be available for purchase.

Photos/videotape footage of Canon McMillan students involved in school-related activities are often used in district publications, video productions, newspapers, yearbooks, on television, and the district's website.

If for any reason you do not want photographs or videotapes of your child(ren) used in this manner, please complete the photo refusal section on the handbook acknowledgement form.

PLAYGROUND/RECESS GUIDELINES

We expect everyone in our school to use good manners and treat both people and property with kindness and respect. Consequently, the following guidelines are to be followed when our children have access to our playgrounds:

- All activities should be safe. Activities which could result in student injury will not be allowed.
- Throwing of foreign objects is obviously unsafe and will not be tolerated.
- All children will be expected to go outdoors for recess periods. This rule may be waived if a written request is received from parent/guardian. **Please be sure to dress your child appropriately for the weather.**
- During winter months, either temperatures and/or ground conditions will dictate whether or not recess is held outside. Playground supervisors will use their judgment in deciding this issue by considering such things as ground cover, wind – chill, and temperature.
- The school playground will be available to children for recreational purposes during the daytime hours when school is in session. However, the school is *not* responsible for children on the playground when school is not in session or immediately before or after the regular school hours.
- Motorized vehicles are not to be used on school property except for school related purposes.
- Students continually failing to follow playground guidelines will be withheld from playground activities and the parents/guardians will be notified.
- No visitors, including parents, are permitted on the playground while school is in session, including while the students are using it during recess.

PHYSICAL EDUCATION

Students are expected to participate in physical education classes on a weekly basis. A student may be excused from active participation in physical education classes for a certain period of time only with written permission from a physician indicating that such activity would be detrimental to the student's health. A student may be excused from active participation in gym class for up to two class periods with a written note from parents/guardians and validation by the school nurse, principal or the principal's designee. An excuse for more than two classes must be validated by a physician. For safety reasons, tennis shoes are required for participation in class. **If a student is medically excused from physical education class, they may not participate in recess as well.**

PROGRESS REPORTS (Policy 212)

Progress Reports will be issued to students at the midpoint of each grading period. Reports will keep you informed of your child's academic growth and personal growth.

RELEASE FROM SCHOOL FOR TRIPS

Parents/guardians who wish to obtain the release of their children from school for family trips, family business or other family activities must request *prior* permission two weeks in advance from the principal by completing the appropriate form included in the appendix of the handbook. Parents must define the nature of the activity, its duration, and its purpose. According to school policy, only those activities which are emergencies or which are educational in nature will be excused. All excused student absences will count toward the thirty-day absentee limit described in the attendance section.

REPORT CARDS (Policy 212)

Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain marks for both academics and personal growth. Attendance will also be reported on the card. After the report cards are reviewed, parents/guardians need only to sign the report card envelope and return the envelope to the school within 2 days.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a student in the Canon-McMillan School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Part of the **No Child Left Behind** law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact the principal of your child's school.

SCHOOL CALENDAR (Policy 803)

Notices of special school events are printed monthly on a calendar update and distributed to the students. This calendar keeps everyone informed of the quality activities ongoing in our elementary schools. Please see the Canon-McMillan website at www.cmsd.k12.pa.us for the district calendar, as well as building specific calendars.

SCHOOL SECURITY (Policy 705)

We value the safety of our children. The school district is responsible for student welfare:

1. During instructional hours of the school day.
2. During instructional hours on school district property.
3. On school district vehicles.
4. At events before, during, and/or after school when directly supervised by school personnel.

Each elementary school has a security system. All doors are locked; in order to gain admittance to the building, please ring the doorbell. At this time, be prepared to identify yourself and state the purpose of your visit. Upon entering the building, all visitors must report to the school office and sign in. A visitor's badge must be obtained prior to visiting other areas in the school. We care about the safety of our children and believe precautions such as these demonstrate our concern.

SEARCHES (Policy 226)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may conduct searches according to the *C-M Search and Seizure* Policy and may seize any illegal, prohibited or contraband materials discovered in the search.

SMOKING (Policy 222)

Students may not smoke or use snuff on school property or school buses, nor may they possess these items. First and second offenses may result in disciplinary action. Further offenses may result in a temporary/full suspension or expulsion. Pennsylvania Law makes it illegal for anyone to use any form of tobacco on school property.

SNAP CARDS

The SNAP program is a debit card system used in the school cafeteria. Each student is given an identification card including their name and picture. A magnetic strip on the card contains the student's account number. Parents can place money in their child's account by sending it to school with the child or at www.MyLunchMoney.com. At the start of each school year students will be provided a letter detailing the process for enrolling in this online service. When the child purchases items in the cafeteria the card is swiped. The cost is deducted from the account and all purchases are recorded. Parents can request account information at any time through the cafeteria or view it online at www.MyLunchMoney.com. Lost SNAP cards can be replaced for five dollars. No student will be denied a lunch if they do not have their card or if they have a zero or negative balance. Students will not be permitted to purchase extras if they do not have their card or carry a negative balance.

SPECIAL EDUCATION SERVICES

In Canon-McMillan, we are proud of the fine services offered through our special education programs. These include special education resource teachers, speech/language therapists, vision/hearing therapists, psychologists, and teachers of the gifted. Children may be referred by a parent or teacher and then screened to determine their needs. For further information, contact your child's school or our special education department at (724) 873-5231

STUDENT WELLNESS (Policy 246)

Canon-McMillan School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The district is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

SUSPENSIONS (Policy 233)

Any student breaking a rule may receive a temporary suspension, full suspension, or possible expulsion. The principal may temporarily suspend a student for a minimum of one day to a maximum of three days without a hearing. The principal is required to establish the facts, allow the students to respond to the charges and notify the parents/guardians if the suspension is imposed. Parents/guardians must accompany the suspended student back to school before he/she may be readmitted from an out of school suspension.

A full suspension may be issued for up to ten days. However, an informal hearing must be conducted by the principal before a full suspension goes into effect. Parents/guardians will be notified so that they may be present for the hearing, if they so desire.

Expulsion is exclusion from school for more than ten consecutive days, and may be permanent. Expulsion proceedings require a formal hearing before members of the Canon-McMillan School Board. Appropriate notices and all information to which a student is entitled will be furnished. Any student suspended or expelled from school will be charged with trespassing if seen on school grounds during the time of suspension. Suspended students may not participate in any after school practice or activity.

TELEPHONE USE

All emergency calls (illness, injury) are conducted via the school telephone by school personnel. Please arrange with your child at home as to transportation, meeting places, etc. so that our school telephones does not have to be used for these reasons. Because responsibility is an important measure of learning, students should not use the phone to call home for forgotten things. You may pick up your child by coming to the school office; messages to students will be placed in their teacher's mailbox. Emergency messages will be delivered at once. Please help by limiting your requests.

TREATMENT AND CONTROL OF HEAD LICE (Policy 209.1)

Every effort will be made to prevent the spread of lice in our schools. If a lice problem occurs, a written notification will be sent home to the Parents/Guardians of students in the affected classrooms. Parents will be given guidance regarding treatment methods. The school nurse must inspect the child's hair to be sure proper treatment has been carried out before the child will be re-admitted to school. Your cooperation in our effort to maintain a healthy environment for our children is appreciated.

Absences in excess of two days will be considered illegal. Subsequent absences could result in referrals to the appropriate authorities i.e. Public Health, CYS, Magistrate.

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate disciplinary action. If a student accidentally causes damage he/she should report it to school personnel immediately, so that the damage is not misconstrued as vandalism.

VISITS TO SCHOOL (Policy 907)

Families are always welcome in our schools. **Upon entering the building, all visitors must report to the school office and sign in. A visitors badge must be obtained prior to visiting other areas in the school.** To avoid interruptions in our educational program, please contact the teacher in advance to make an appointment. Visits to school by other children are discouraged unless an adult accompanies them and/or have made prior arrangements with the principal.

WEAPONS (Policy 218.1)

Weapons offenses are serious issues in our schools' community. As per the C-M *Safety Policy*, the Canon-McMillan School District cannot tolerate the danger and disruption of such an unwarranted offense in any school building or during school activities. Students who are determined to be in *"possession of a weapon or any instrument of potential harm"* which also includes *"look – alike weapons"* will be immediately suspended. This initial suspension will be extended, during which time school district officials will make a determination whether to recommend that student for expulsion to the Board of Directors. Also, charges will be filed with the police and local magistrate under the state weapon violation statutes.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or contact the school at least two weeks prior to the withdrawal date. This will enable us to have ample time to complete required paperwork. All library books and textbooks must be returned and all outstanding charges paid before your child leaves. Your child's records will be forwarded upon request to the new school. No withdrawal will be made without official notice from the parents/guardians to the school. As always, your cooperation is appreciated.

