

**2024-2025**  
**Canton Area Elementary School**

# **Student Handbook**



Board Approved: August 8, 2024

## **Proud of Our Traditions**

It is the policy of the CANTON AREA SCHOOL DISTRICT not to discriminate on the basis of sex, handicap, race, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI.

Canton Area Elementary School does not discriminate in co-curricular activities as to students participating with mental or physical disabilities. All handicapped students with diverse abilities will be provided with an equal opportunity to participate in nonacademic services as are all other students. All students with diverse abilities will be provided with support services and accommodations will be made, as individual needs and circumstances dictate, to allow them to participate in the services and activities.

For information about your rights or grievance procedures contact the superintendent at 509 East Main Street, 570-673-3191. This handbook, published by the Canton Area Elementary School, is designed to be used as a reference throughout the year.

It is our practice to exert every effort to maintain communication between the home and the school. Never hesitate to contact us on any matter because our knowing each other is critical to the welfare of the pupils.

This handbook and other school publications are updated on a regular basis. Policies, herein written, are subject to change. Prior and adequate notice of changes will be given before enforcement of changes.

Dear Parents and Guardians:

Welcome to the 2024-2025 school year! This handbook contains information on the policies and practices of the Canton Area Elementary School. Please read it and discuss the content with your child to ensure a smooth start to the new school year.

After reading the handbook, please sign and return the page that has come home with this handbook. Please return it to your child's teacher to verify that you are aware of the policies and procedures by Friday, August 30<sup>th</sup>.

A reminder that students who arrive **after 8:18 AM** will be marked tardy. **Walkers should not arrive before 7:55 AM**, there will be no supervision available before that time. Breakfast is served from 7:55 – 8:18.

We look forward to working with you and your child, and we invite you to call or come in with any questions or concerns. Also, please consult the District and School websites at [www.canton.k12.pa.us](http://www.canton.k12.pa.us) throughout the school year for updated information on the district and on the individual schools.

Sincerely,

Michael Wells  
Elementary Principal

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CANTON AREA BOARD OF EDUCATION  
509 EAST MAIN ST.  
CANTON, PA 17724  
(570) 673-3191

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Mr. Mark Jannone, Board of Education Secretary..... (570) 673-3191  
Sweet, Stevens, Katz, & Williams LLP, Solicitor..... (215) 345-9111

Board of Education meetings are held the second Thursday of every month, except for the December meeting, which is held the first Thursday in December. Meetings are held in the high school library. The public is welcome.

**SCHOOL DIRECTORY**

Dr. Amy Martell, Superintendent of Schools.....	673-3191
Mr. Mark Jannone, School Business Manager.....	673-3191
Mr. Michael Wells, Elementary Principal.....	673-5196
Mrs. Cindy Reed, School Nurse.....	673-5196
Mrs. Amy Repard, Special Education Supervisor.....	673-5196
Mr. Dave Loomis, School Psychologist.....	673-5196
Mrs. Corrin West, School Counselor .....	673-5196
Mrs. Brianna Ward, Principal's Secretary.....	673-5196
Mrs. Siarra Shanley, Elementary Building Secretary.....	673-5196
Mrs. Terry Weber, Support Services Secretary .....	673-3983
Mrs. Asti Tillotson, Cafeteria Manager.....	673-5196

**Canton Area School District  
Mission Statement**

We focus on learning: Every child, every day, "The Warrior Way!"

**Canton Area School District  
Vision Statement**

The vision of Canton Area School District is to instill in all students the desire to learn for a lifetime in a global society through quality instruction in skills, concepts, and experiences, which promote excellence in leadership, communication, and technology while valuing community roots.

## TEACHERS AND STAFF

### Kindergarten

Mrs. Jennifer Wile  
Mrs. Talia Roupp  
Mr. Brock Kitchen

### Grade 1

Mrs. Rebecca Colton  
Ms. Wendy Route  
Mrs. Kelsey Weed

### Grade 2

Mrs. Robin Palmer  
Ms. Katie Foust  
Mr. Ryan VanNoy

### Grade 3

Mr. Joseph Hollett  
Mrs. Abby Williams  
Mrs. Trina Beers  
Ms. Carmya Martell

### Grade 4

Mrs. Theresa Stimson  
Mrs. Yonna Castle  
Mrs. Jodi Peterson

### Grade 5

Mr. Jason Foust  
Mr. Cody Martin  
New

### Grade 6

Mrs. Jen Edler  
Mrs. Katie Steever  
Mr. Craig Route  
Mrs. Jaime Fitch

### Special Areas

Ms. Tammy MacWhinnie, Instrumental Music  
Mrs. Karen Mariano, Music  
Mrs. Lucy Chamberlain, Art  
Mrs. Ashley Pkelnicky, Library  
Mr. Jaimee Pequignot, Phys. Ed  
Mrs. Cindy Reed, School Nurse  
Mrs. Corrin West, School Counselor

### Title I Staff

Mr. Jason DeLozier  
Ms. Cindy Dewey  
Mrs. Shaina Slocum  
Mrs. Theresa Jannone, Math Paraprofessional  
Mrs. Janie Segur, Reading Paraprofessional

### Special Education Staff

Mrs. Amy Repard, Special Education Supervisor  
Mr. Dave Loomis, School Psychologist  
Mrs. Jamie Taylor, Speech Support  
Miss Deborah Fitzwater, Learning Support  
Mrs. Shaina Slocum, Learning Support  
Ms. Carolann Ward-Spencer, Learning Support  
Mrs. Taran Carlisle, Learning Support  
Mrs. Cindy Black, Learning Support/ Gifted Support  
Mrs. Heidi Halbfoerster, Paraprofessional  
Mrs. Samantha Campbell, Paraprofessional  
Mrs. Joanne O'Hara, Paraprofessional  
Mrs. Danielle Henson, Paraprofessional  
Mrs. Desiree Shepard, Paraprofessional  
Mrs. Diane Palmer, Paraprofessional  
Mrs. Leah Strong, Paraprofessional  
Mrs. Jenelle Bruce, Paraprofessional

### Maintenance/Custodial Staff

Mr. Fred Richter  
Mr. Steve Turner  
Ms. Brenda Stone

### Administrative Assistants

Mrs. Brianna Ward  
Mrs. Siarra Shanley  
Mrs. Terry Weber

## TIME SCHEDULE

Breakfast	7:55 – 8:18
Instruction Begins	8:20
Lunches	10:55 – 1:10
Recesses	11:00-1:45
Walkers Dismissed	3:13
Bus Dismissal	3:17

## I. INFORMATION REGARDING SCHOOL ATTENDANCE

### ● ATTENDANCE POLICY

**\*All students must arrive by 8:18**

Regular attendance is a prerequisite for educating the students at Canton Area Elementary School. Courses and content are planned as a progression of learning activities and ideas, with each day's work building on work previously done. When students are absent, they miss one or more steps in their learning; absent students cannot be taught.

Our goal is to have each student attain the most from all programs at Canton Elementary and to meet the State Standards. Being present on a regular and consistent basis is the only way that a student can begin to achieve that goal. On the other hand, poor or inconsistent attendance breaks the learning process and causes the student to fall behind. Poor attendance may also be a warning sign for other problems. Therefore, it is our aim to inform the students and parents of the general attendance procedures. Good home-school contact and following standard procedures can only benefit the student.

**\*\*A reminder that students who arrive after 8:18 AM will be marked tardy. Walkers should not arrive before 7:55 AM, there will be no supervision available before that time. Breakfast is served from 7:55-8:18.**

### The following are procedures concerning attendance/absence:

#### ● INTRODUCTION

All persons residing in the Commonwealth between the ages of 6 and 21 are entitled to a free and full education in the public schools. Parents or legal guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. A student may not be excluded from the public school nor from interscholastic athletics or co-curricular activities because of being married or pregnant. Students who reach 18 years and are not fulfilling their responsibilities as students may be asked to leave school. Additionally, students 18 years and older who demonstrate disobedience or misconduct, or irregular attendance will be notified and recommended for school board action. Once a student begins kindergarten, they are required to follow the compulsory attendance law.

#### ● SCHOOL ATTENDANCE IMPROVEMENT PLANS

PDE recommends that unlawful absences do not trigger a formal response until the district has exhausted all efforts to work collaboratively with the parent/guardian to address the truancy of the student and until the student has three unlawful absences over the course of the school year. Schools are a critical part of a child's support system and have a significant opportunity to assist children and families.

Therefore, Canton Elementary School will be abiding by the following PDE BEC, 24P.S. 13-1327 Compulsory Attendance and School Attendance Improvement Plan.

##### (1) First Unlawful Absence

Parent/guardian receives a notice of unlawful absence from the school district.

##### (2) Second Unlawful Absence

Parent/Guardian receives a second notice of unlawful absence from the school district.

##### (3) Third Unlawful Absence

Parent/Guardian receives a notice of unlawful absence by providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.

School districts shall coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon School Attendance Improvement Plan (SAIP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child's education environment, current academic difficulties, physical or behavioral health issues, and family/environmental concerns. At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

##### (4) Subsequent Unlawful Absence

After agreeing to a SAIP, or if there is not agreement on an attendance improvement plan and 3 days have passed since the parent/guardian received the official notice of the child's third illegal absence, if a child is unlawfully absent, at any point within the school year, an official notice of unlawful absence may be sent home. The purpose of this correspondence is to inform the child's parent/guardian that the child has violated the SAIP or, if there is no SAIP, to inform the child's parent/guardian that the child has again violated the compulsory attendance requirements and advise the parent/guardian that a citation may immediately be sent to the magisterial district judge. After this step, the school is not obligated to inform parents in writing of absence, but it is recommended that the school continue to call the parent/guardian to inform them of additional truant



behavior. Schools should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction in the region.

(5) Referral to County Children and Youth Agency

(a) Children Under 13 Years of Age

Any child who has not attained the age of 13, who fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred to children and youth. The referral to the county children and youth agency may be in addition to proceedings against the parent/guardian sent to the appropriate magisterial district judge. If the parent/guardian provides written consent, a copy of the SAIP should be forwarded to the county children and youth agency.

### Continued Truancy

If a child of any age continues to be truant after the above actions have been taken, then school districts are encouraged to file citations with the local magisterial district judge citing the child's continued truancy on a weekly basis. It is imperative that the local magisterial district judge be kept informed if truant behavior continues after a plan is in place. Continued truancy may also lead to decisions about retention for the student.

### ● EXCUSED AND UNEXCUSED ABSENCES

1. For an excused absence a student:

a. is required to submit a parental excuse to the attendance officer within 3 school days of the student's return to school. These excuses may be sent via email to [sshanley@canton.k12.pa.us](mailto:sshanley@canton.k12.pa.us). Failure to submit proper documentation within this timeline may result in an unexcused/illegal absence. The excuse must state: (1) date(s) of absence, (2) reason for absence, (3) signature of parent or legal guardian.

NOTE: Parent/legal guardian excuses are honored up to ten (one excuse for each day absent: example, miss 3 consecutive days on same note = 3 parental notes; or

b. is required to submit a legal (medical or other legal excuse as defined by Public School Attendance Law) excuse to the Attendance Officer within 3 school days of the student's return to school. Failure to submit proper documentation within this timeline may result in an unexcused/illegal absence.

c. is excused by the school nurse who recommends that the student returns home due to illness.

d. permission to accompany parents on educational trips may be granted if the school is notified in advance (up to 5 days). **Please note that trip requests during the PSSA testing dates are strongly discouraged.**

2. An absence may be marked unexcused if:

a. a student does not return appropriate documentation to the Attendance Officer within 3 school days of the student's return to school. Failure to submit proper documentation within this timeline will result in an unexcused/illegal absence.

b. the number of parental/legal guardian excuses of record exceeds 10 and a medical or other legal excuse as defined by Public School Attendance Law is not submitted to the Attendance Officer.

### ● UNEXCUSED AND ILLEGAL ABSENCES

1. An excuse is unacceptable according to the Public-School Attendance Laws making the absence unexcused and/or illegal by:

**a. student does not return excuse to the office within (3) days of a student's return to school.**

b. excuse is unacceptable to Public School Attendance Laws.

c. absence is due to missing the bus, visiting a parent who doesn't live in the household, going to work with a parent (except for the annual **"Take Your Child to Work" day with prior approval**), visiting a relative, shopping, hairdresser appointment, hunting, fishing, staying home to care for parents or siblings, and skipping school.

2. After three unexcused/illegal absences, parents/legal guardians will be sent a warning letter describing their child's attendance status. Further illegal absences will necessitate legal action as stated in the Public-School Code, Section 1333. Fines and court costs vary as to the number of illegal absences and repetition of legal action. Typically, the local magistrate and CYS (Children and Youth Services of PA Human Services) are notified.

3. Students missing more than:

a. Three (3) school days (not documented by medical/legal excuses or parental excuses) will be reviewed by administration and may be referred to legal authorities.

The following is a chart indicating how arrival and departure times at school will be handled as it pertains to school attendance:

Arrival Before 11:40 am	Tardy
Arrival After 11:40 am	½ Day Absent
Depart Before 11:40 am	Full Day Absent
Depart After 11:40 am and Before 1:00 pm	½ Day Absent
Depart After 1:00 pm	Mid-Day

- **ARRIVAL TIME**

Students **should not** be at school before **7:55 AM** as this is the earliest time that there is supervision for students. Parents are asked to make every effort to ensure that students do not arrive before 7:55 AM.

- **ARRIVING LATE AND LEAVING EARLY**

When a student arrives late for school, he/she must be signed in by a parent or guardian at the office before going to the classroom area. A note from the parent stating the reason for tardiness should be presented to the secretary upon signing in. A student leaving school early is required to be signed out by a parent or guardian.

- **TARDINESS**

It is important that all students arrive at school on time. This promotes responsible behavior. Students who are consistently late for school (**after 8:18 am**) miss important academic opportunities. Students arriving late should be signed in by the parent or guardian stating the reason for lateness. Please have your child to school on time. Habitual tardiness will require a parent meeting and a plan to eliminate tardiness.

# CANTON AREA ELEMENTARY SCHOOL

## Process to Improve Attendance

Students are expected to be in school in to benefit from teacher instruction.

**Illegal excuses** are recorded for the following reasons:

- \* Not supplying appropriate documentation of an absence within 3 days of return to school.
- \* Missing the bus and staying home
- \* Visiting parents and relatives who do not live in the household
- \* Going to work with a parent unless this is previously approved by the principal
- \* Staying home to care for parent or sibling
- \* Hunting or fishing
- \* Shopping, going to hairdresser
- \* Taking trips without prior approval

(According to the Public-School Attendance Laws this list of examples is **not** all inclusive)

Upon return to school the parents must send the school, a note within 3 school days, as to the reason for the absence. The note should include the following:

- date(s) of absence
- reason for absence
- parent/guardian signature

*If the student has a medical or legal excuse provided from that professional, please send in this documentation in place of a parent excuse.*

A notice letter will be sent to the parent/guardian from the principal's office after the 1<sup>st</sup> and the 2<sup>nd</sup> illegal days consecutively.

Parent excuses are limited to 10 days per school year. Once 8 parent/guardian notes have been received a warning letter will be sent home to inform the parent/guardian that absences beyond 10 will require a medical or legal excuse. Without this type of excuse, absences will be considered to be **illegal**. A SAIP meeting will also be set up with the parent/guardian.

After 3 illegal absences, the following process begins.

School Counselor will contact the following and a letter setting up a SAIP meeting will be mailed home:

- \*Parent/guardian and student
  - \*Principal
  - \* Director of Special Education (if applicable)
  - \* Outside support agencies such as: CYS
- A meeting will be arranged with all above parties to create and sign a Student Attendance Improvement Plan.

Violation of the SAIP and/or continued illegal absences will result in fines and court costs and further involvement of Children & Youth Services.



## Help Your Child Succeed in School: Build the Habit of Good Attendance Early

### DID YOU KNOW?

- Starting in preschool and kindergarten, too many absences can cause children to fall behind in school.
- Missing 10%, or about 2 days each month over the course of a school year, can make it harder to learn to read.
- Students can still fall behind if they miss just 1 or 2 days every few weeks.
- Being late to school may lead to poor attendance.
- Absences and tardiness can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Eventually good attendance will be a skill that will help them succeed in high school and college.

### WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Keep your child healthy and make sure your child has the required shots.
- Introduce your children to their teachers and classmates before school starts.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor or another parent.
- Try to schedule non-Covid-19 related medical appointments and extended trips when school isn't in session.
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If you are concerned that your child may have Covid-19, call your school for advice.
- If your child must stay home due to illness or quarantine, ask the teacher for resources and ideas to continue learning at home.

Revised October 2021

### When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

Visit Attendance Works at [www.attendanceworks.org](http://www.attendanceworks.org) for free downloadable resources and tools!

## **II. INFORMATION REGARDING SCHOOL PREPARATION/PROCEDURES**

### **● BACKPACKS**

Parents are requested to provide their child with a backpack. No dangling key chains, ropes, strings, stuffed animals, etc. are to be attached to the outside of the backpack or book bag. Anything that has the potential of hitting someone when the backpack/bag is in motion may not be attached to it. These items will not be permitted on the district's transportation vehicles due to the safety hazard they pose.

### **● WATER BOTTLES**

Students may bring in water bottles from home. They must be metal or plastic, no glass bottles will be allowed. They may only contain unflavored water.

### **● FOOD BROUGHT IN FOR STUDENTS/ SCHOOL PARTIES**

All food that is brought into the school, to be distributed to students, must be store-bought with the ingredients listed on the item. Homemade items can't be brought into school to be distributed to students. This creates an unsafe situation for many of our students. Store-bought items are permissible to be brought into the school for students' birthdays, parties, and special events.

### **● BIKES/SCOOTERS**

Children have the right to ride their bicycles to school, provided they ride safely and cautiously on all streets. They should park them in the bike racks located behind the high school when entering the school grounds. Bike riders are to leave when the walkers leave.

\*\*\*NOTE: State law requires that all bike riders under the age of 12 wear helmets.

Students may ride scooters to school. They must stop riding them at the bike rack. Students must leave scooters at the bike rack.

### **● VALUABLES**

Students are cautioned not to bring large amounts of money or any other valuables to school. STUDENTS are responsible for their personal property, not the school. If it is necessary to bring important valuables to school, leave it with your homeroom teacher or in the Principal's office for safe keeping.

### **● HOMEWORK**

Homework is used to practice and reinforce skills and facts taught in the classroom. Homework can improve the academic performance of the students. It is the responsibility of the teacher to ensure that the students have the skills to complete the assignment, understand how the assignment is to be completed, when the assignment is due, and how the assignment will be evaluated. It is the responsibility of the student to complete his/her assignment to the best of his/her ability in a legible manner and hand it in when it is due. It is the responsibility of the parent(s) to provide time and a proper setting for the students to complete assignments. Homework, completed on a regular basis, can help the students be successful in school.

### **● EMERGENCY DRILLS**

Emergency drills are a necessary part of the school curriculum. Drills are held at intervals throughout the school year and are checked according to the speed and order in which the building is emptied. A notice is placed in each room indicating egress and which door to use as a fire exit. Students are to walk quickly and silently. Make certain students follow all teacher directions. Once outside the building, remain with your class at least 50 feet from the building. Wait for further directions for students to move to various sections of the campus, if necessary. A signal to return to the building will be given. Students will need to be completely clear of the building for safety purposes.

### **● DISMISSAL/BUS CHANGES**

To ensure that students are picked up by an authorized person, if other than the parent, please contact the school to let us know ahead of time. When there is a legitimate reason to pick up a child during the school day or when there is a bus change, parents are asked to write a note and send it to school that morning with the child. If parents want a friend, relative, or baby-sitter to pick up the child, the school must be notified in advance. The designated person may come to the office and present identification to the office staff.

If you are e-mailing information about a bus change or other important information regarding your child that needs to be addressed that day, please be sure to e-mail the information to the secretary **and** teacher, in the event that one of the recipients might be absent that day. In an emergency, arrangements can be made over the telephone.

We appreciate your cooperation in this matter. Without advance notice, it causes undue delays, unnecessary phone calls, etc. to determine if the child should be allowed to leave school.

- **ARRIVAL/DISMISSAL**

Parents may drop off/pick up students at the playground parking lot located near the gymnasium entrance, walk students to/from school, or allow students to walk independently if they are not transported by bus. Parents on the premises during arrival/dismissal are asked to keep vehicles in these designated areas. While on school grounds, dogs or other pets are not permitted as a safety precaution.

- **FAMILY TRIPS**

Students may be legally excused from school for educational family trips, *if* the school's absence request form is submitted by the parent or guardian and approved by the principal **prior** to the trip indicating:

1. the dates of the trip
2. the destination of the trip
3. that adult supervision will be provided
4. the educational value of the trip

After receiving approval to be excused from school for the trip, it is the responsibility of the student to see all teachers in advance for assignments. It is the student's responsibility to complete all assignments and present them to the teachers the day the student returns to classes.

\* A trip form may be obtained by accessing the district webpage, selecting the parent tab, and clicking on parent information. Scrolling down below parent information you can click on the Family Trip form. A total maximum of 5 days is permitted for excused educational trips.

**Prior approval must also be granted for the annual "Take Your Child to Work Day" for students to be given a legal absence.**

***\*\*Please note that trips are strongly discouraged during the PSSA testing dates. Those dates are as follows:***

***April 21-April 25— English Language Arts grades 3-6***

***April 28-May 2— Math Grades 3-6, Science Grade 4***

- **FIELD TRIPS**

Field trips are taken by various grade levels and special classes. These serve as culminating activities for specific units which have been taught, as additional learning experiences, or as a reward for attaining a specific goal. Please note, field trips are a privilege earned by the student.

Prior to the actual trip, the students will bring home an instruction paper explaining the field trip guidelines, schedule, fees, etc. Along with these instructions, will be a permission slip asking the parents to allow the child to take part in the field trip experience. To grant permission for the child to be involved in the field trip, the parents or guardians must sign the permission and return it to the child's teacher. If the parent decides to not let the child participate in the field trip, the child's teacher must also be notified. Before the trip, the parents should also notify the teacher of other special instructions concerning the child, such as administering medications, proneness to motion sickness, preferential seating on the bus, etc.

Often the child is asked to bring in money to help pay for the cost of the field trip. This money is usually due to the child's teacher a week before the actual trip. Parents may send cash or check payable to Canton Elementary School.

Any approved on-site or off-site activity will be under the direct supervision of the teacher, advisor, or coach as directed by the Administration of CASD. Parent Chaperones will assist monitoring of small groups of children the day of the trip. It is the chaperone's responsibility to point out places of interest, answer questions, instruct, discipline, and guide the specified group throughout the field trip. Parents interested in becoming chaperones should notify the child's teacher several weeks before the field trip. The teachers will then select the chaperones from the list of interested parents, notify the parents, and give them a list of responsibilities and guidelines for the field trip. All chaperones need to submit all required paperwork and be approved as a volunteer by the Board of Education. Most of the field trips taken during the school year are within the regular school hours. It will be the responsibility of the parents to deliver the child to the school on time and pick up the child when the bus returns to the school if the departure and return times are outside of the regular school day.

For the child to receive the most benefit from the field trip experience, it is necessary that he or she obtain a restful sleep the night before the trip. It is also necessary for the child to be clean, well-groomed, well-behaved, mannerly, and appropriately dressed for the trip. On the day of the trip, the child should bring with him or her any necessary items which were specified in the instructions previously sent home.

When on field trips, one of the goals is to have each and every student represent Canton Elementary School in the best possible manner. Another goal is to have each, and every student have a rewarding learning experience. If all the field trip guidelines are followed, these goals will be met.

- **INSURANCE**

Student Accident Insurance will be made available to students at the beginning of each school year.

- **LIBRARY**

Students are able to choose library books during their scheduled library time. We encourage parents to take their children to the community libraries for books and materials. Some books for pleasure reading will be available in classroom areas. Students will be charged for books that are not returned, and report cards will be held for fees that are not paid.

- **LOST AND FOUND**

Please label your child's belongings – clothing, book bags, boots, hats, and other personal items. The lost and found department is located in the lobby. Children are encouraged to check there if an item is lost. Parents may check the lost and found box at any time, and articles will be displayed in the lobby during parent/teacher conferences.

- **PHYSICAL EDUCATION**

Parents are requested to make sure that children wear attire suitable for gym class on their scheduled gym days. Appropriate clothing for gym day would be pants that are easy to move in, a shirt that fits well, and, of course, sneakers. Dresses, dress shoes, or hiking boots are not appropriate articles for gym day. Quite often, students are unable to participate in an activity. It is required for students to wear sneakers or gym shoes so that we do not ruin the gym floor. Coming to physical education class in appropriate attire will be a factor in a student's grade for physical education class.

- **REPORT CARDS AND CONFERENCES**

Reporting student progress will be done mostly through progress reports, report cards, and conferences. Special reports or conferences may be held at such times as the teacher feels necessary. Parents are encouraged to review their student's papers and contact the teacher if they have any concerns. Report cards will be issued every nine weeks. Conferences for all children will be held after the first nine-week marking period. Parents may also create an internet login to be able to see student grades, progress reports, and report cards. Please see the school website to request an access account. Accounts are only available to parents or legal guardians of the student.

- **PTA**

The Parent-Teacher Association (PTA) of Canton Area Elementary School is an active organization of parents, teachers, grandparents, and community members working together for the benefit of each child. The PTA aids the school district by helping to sponsor field trips and assemblies, help with Kindergarten Registration, and sponsor the STEAM Night. Numerous other projects have also been supported by the PTA. The organization is always welcoming new members. Help enhance your child's education by joining this dedicated group.

- **PARENT AND SCHOOL COMMUNICATIONS**

The school will be communicating with parents in a variety of ways throughout the school year. A menu letter will be sent home each month with your child. The menu letter includes a listing of the meals for the month, and on the opposite side, other activities for the month are presented. Some of the classroom teachers send home monthly newsletters to keep you informed of what is being covered in the classroom with suggestions on how you might help your child. Parent-teacher conferences are held in the fall. Parents are also encouraged to set up additional conferences as they deem necessary. All teachers have a school email address which may be used for communication with parents. The Canton Area School District and individual buildings have a website at [www.canton.k12.pa.us](http://www.canton.k12.pa.us). Please check both the district and building sites for valuable information and announcements. Look for and utilize these methods of communication between home and school to help your child succeed in school and to assure him/her that we are all working together.

## Canton Area School District Chain of Command

The Canton Area School District is committed to listening to suggestions, answering questions, and addressing concerns, complaints, or issues in a timely and efficient manner. Therefore, issues must be handled closest to the source by contacting the person responsible for the various areas of school operations. He or she has the most detailed information about his or her area of responsibility and is most prepared to offer assistance. If issues are not resolved, please work through the chain of communication (below) as needed. Again, if you have questions pertaining to the school district or about your child's work, please do not hesitate to call.

Concern	Step #1	Step #2	Step #3	Step #4
<b>Athletics</b>	Head Coach	Athletic Director	High School Principal	Superintendent
<b>Budget</b>	Business Manager	Superintendent		
<b>Community Use of Buildings/Athletic Fields</b>	Building Principal	Business Manager	Superintendent	
<b>Curriculum</b>	Teacher	Building Principal	Superintendent	
<b>Medical</b>	School Nurse	Building Principal	Superintendent	
<b>Difficulty in School</b>	Teacher	Principal/Special Education Supervisor	Superintendent	
<b>Special Education</b>	Special Education Teacher	Special Education Supervisor	Building Principal	Superintendent
<b>Transportation</b>	Bus Driver	Building Principal	Business Office	Superintendent

**Note:** In any of the above instances, should you not agree with a decision or have further concerns about a district decision, feel free to contact your school board representative for further discussion.

- **STUDENT PLACEMENT**

Students are assigned to classes for the new school year by the principal with the input from the teachers who have taught the students throughout the school year. Many factors are considered, and there are often individual needs that must be taken into account. Therefore, we ask that parents not make requests for specific teachers. If there are circumstances or situations that should be taken into account when scheduling a child, please notify your child's current teacher or the principal before the school year is over of any teachers who may not be a good fit for a certain student.

### III. INFORMATION ON SCHOOL PROGRAMS

- **BREAKFAST/LUNCH PROGRAM**

All students in Canton Area School District are eligible to receive **Free Breakfast and Free Lunch**. For students who choose to bring their own lunch, milk is available to purchase for .45 cents.

- **TITLE I SERVICES**

The Canton Elementary School has a school-wide Title I program. Schools are eligible to have a school-wide program if they meet the requirements of at least 40% low income. A school-wide project gives the school more flexibility in the use of funds and in helping all students regardless of whether or not they meet Title I qualifications. Students will receive extra support in Reading or Math through help from our Title I staff. Determination is made through a variety of assessments that are given to all students. Students receive extra support from Title I staff in a small group setting and/or a co-teaching situation.

There will be a meeting in the spring to gather input from parents and guardians on how to improve our Title I program. All programs and Title I sponsored events are open to all parents.



- **COUNSELING/GUIDANCE SERVICES**

Parents and guardians are encouraged to contact the elementary guidance counselor to discuss any concerns they might have about their school age children. Short-term counseling is provided at school to help students through crisis situations that may arise, such as the death of a loved one, a separation/divorce, or anxiety about coming to school. The guidance counselor will assist the parent in finding further counseling support if the student appears to require help beyond what the school can realistically provide. The guidance counselor goes into each classroom periodically so that the students can see her as a familiar person whom they can contact to talk about things that are bothering them at school or at home. The guidance counselor is also a consultant to parents, teachers, and administrators.

- **CHORUS AND BAND**

Students in grades four, five and six may participate in chorus. The chorus practices once a week and students perform in winter and spring concerts, and in other concerts as scheduled. In fifth grade students may select a band instrument for weekly lessons and participate in the 5<sup>th</sup> and 6<sup>th</sup> grade band.

#### IV. INFORMATION ON STUDENT RIGHTS AND RESPONSIBILITIES

This policy sets forth guidelines by which student rights are to be determined consistent with law. The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the education program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority and compliance with the rules and regulation of this district.

- **STUDENT RESPONSIBILITIES**

1. 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.
2. 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.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. It is the responsibility of the student to:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
  - b. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
  - c. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause disruption to the educational process.
  - d. Assume that until a rule is waived, altered, or repealed, it is in full effect.
  - e. Assist the school staff in operating a safe school for all students enrolled therein.
  - f. Be aware of and comply with state and local laws.
  - g. Exercise proper care when using public facilities and equipment.
  - h. Attend school daily, except when excused, and be on time for all classes and other school functions.
  - i. Make all necessary arrangements for making up work when absent from school.
  - j. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local authorities.
  - k. Avoid inaccuracies in student newspapers or publications and refrain from the use of indecent and obscene language.
  - l. Report bullying or peer mistreatment immediately to a staff member/teacher.

- **BUS CONDUCT**

The Canton Area School District has taken proactive measures to improve student safety on our transportation system. Our goal is to prevent misbehavior on our buses so that our drivers can focus their attention on providing safe transport to and from school. To that end, the district has installed video/audio surveillance systems in all district buses. We want parents and students to be aware that these systems are capable of recording **both audio and video**. The recordings may be used by administrators to monitor and address student misbehavior, driver performance, and general vehicle safety. Additional information regarding the school vehicle audio/video systems is available on the district website, specifically Board Policy 816.1. Information or questions concerning transportation should be directed to Mark Jannone, Business Manager at 673-3191. The driver shall be in full charge of the school bus at all times and shall be responsible for order. A pupil may be excluded from the bus for disciplinary reasons by the principal, and parents shall provide transportation to and from school during the period of such exclusion.

#### Bus Rules:

1. Exercise caution, good manners, and consideration for other people.
2. Obey the driver. His or her first concern is your safety.
3. Be at your stop five minutes ahead of time.
4. Stay a safe distance from the curb.
5. When the bus approaches, get in line.
6. Stay clear of the bus until it comes to a complete stop.
7. Let smaller children board first.
8. Your bus driver has a schedule to keep. If you are not at the bus stop, they can't wait for you.
9. Always use the handrail.
10. Go up the steps one at a time.
11. Go directly to your seat. The bus will not move until all passengers are seated. Regulations do not permit passengers to stand in a moving school bus.
12. Place books or parcels on your lap. Keep aisle clear.
13. Avoid loud talking and confusion which might distract your driver.
14. You can help the driver when the bus approaches railroad tracks by keeping quiet so that he can listen for trains.
15. Ask driver for permission before opening windows.
16. Keep arms and head inside the bus.
17. Throwing objects inside or out of the bus could cause an accident.
18. The emergency door and exit controls may be used only during supervised drills or actual emergencies.
19. The bus is not a playground. Save wrestling and horseplay for another time.
20. Don't smoke or chew tobacco.
21. Remain seated until the bus has come to a complete stop at its destination or your bus stop.
22. Help your driver to keep the bus clean and in good shape. Don't eat on the bus, write on the seat backs, or throw things on the floor.
23. Balloons are not permitted on the bus.
24. Do not bring large items or glass containers on the bus.
25. No taking pictures or recording video allowed on the bus.
26. After you leave the bus go directly to your assigned place or home.
27. You must bring a note from your parents for the school administration anytime you are to get off the bus at a stop other than your own. The note must be signed by the principal.
28. The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the local school district.

#### WALKERS:

- Follow all safety rules for walking to school.
- Stay on sidewalks only.
- Obey all crossing guards.
- Leave schools grounds immediately after dismissal.

#### USE OF TELEPHONE:

Students will only be allowed to use the telephone for **important** calls to home. They may use the phone at the secretaries' desks only. Please limit to emergency calls only. (See cell phone policy.)

#### ● DRESS CODE

It is the policy of the school to encourage students to be neat and clean in both dress and personal appearance. Wearing apparel must not hinder a student from doing his/her work nor may the apparel cause a safety hazard, class distraction, or offend the acceptable standards that can be reasonably expected by the community. Everyone entering the building during school hours will be expected to follow the dress code.

1. Sleeveless shirts, spaghetti straps, and shirts that reveal the midriff or stomach will not be permitted.
2. Shoes are to be worn at all times due to health and safety reasons. Flip flops are not permitted because they are a safety hazard on the playground.

3. Any clothing that is worn in a way that reveals undergarments is not permitted.
4. Chains (wallet chains, chains worn around the neck, wrist, ankle, etc.) of any significance are not permitted at school.
5. Shorts may be worn year-round at the discretion of the parent and the student. All shorts, skirts, dresses, etc. need to be mid-thigh length. Any clothing shorter than this is not permitted.
6. Outdoor clothing is not permitted in school. This includes but is not limited to hats, coats, gloves, mittens, sunglasses, and hoods.
7. All apparel worn at school will be free of vulgar, obscene, profane, or suggestive letting/wording. Any apparel which advertises or promotes drugs, smoking, vaping, or alcohol is not permitted at school.

- **TECHNOLOGY USE**

Students will use technology in our classrooms throughout the school year. In most instances students will be assigned a Chromebook to use and will be expected to follow the following rules.

1. Carry the Chromebook with 2 hands with the Chromebook shut.
2. Make sure that hands are clean when using the Chromebook.
3. Students should never share their passwords nor use another person's Chromebook unless instructed to by a teacher.
4. Students should only be using Chromebooks when instructed to do so by the teacher.
5. Students should not be installing add-ons or personalizing Chromebooks with backgrounds, pointers, or themes.
6. Chromebooks should be used on a flat surface, and nothing should ever be stacked on top of it.
7. Students will be held responsible for Chromebooks that they damage due to negligence.

- **COMPUTER HEADPHONES**

Each student will be issued a set of headphones to wear while on the computer. The headphones will be worn only by that student and will be stored in a sealed bag. All students must take care of their set of headphones. Any student caught vandalizing the headphones must pay for a new set (\$10.00). Students who vandalize computers or keyboards will be responsible for repairs or replacement.

## PBIS

This school year Canton Area Elementary School will be continuing its PBIS (Positive Behavior Interventions and Supports) Program. We will have school rules that will be expected to be followed by all students (listed below) and track behavior infractions. Students will be expected to follow the school rules at all times. When they are following these expectations, they will have the opportunity to earn rewards that will hopefully help to continually promote positive behavior within the school. If students are not following the school behavior expectations an ODR (Office Discipline Referral) may be issued. This may be a minor or major infraction. Both will be noted on the forms shown below and be sent home to the parent. This has been an exciting program for students that will continue to be improved upon.

### ● GENERAL SCHOOL RULES

Chiefs	Classroom	Hallway	Cafeteria	Bathroom	Playground	Bus	Social-Emotional
<b>Act Respectfully</b>	<p>Raise your hand when expected.</p> <p>Use appropriate language, kind words, and actions.</p> <p>Keep work area clean.</p>	<p>Keep hallways clean.</p> <p>Keep hands by your sides.</p> <p>Follow zone expectations.</p>	<p>Use an appropriate voice.</p> <p>Use table manners.</p> <p>Say please and thank you.</p>	<p>Use appropriate language.</p> <p>Respect privacy.</p> <p>Respect school property.</p> <p>Flush the toilet.</p> <p>Use kind words.</p>	<p>Share.</p> <p>Take turns.</p>	<p>Keep hands and feet to yourself.</p> <p>Use a quiet voice.</p> <p>Use kind words.</p>	<p>Use kind words.</p> <p>Express feelings by making "I" statements.</p> <p>Cooperate with teacher.</p>
<b>Are Engaged</b>	<p>Bring materials to class.</p> <p>Give it your best.</p> <p>Participate.</p> <p>Complete assigned tasks on time.</p>	<p>Go straight to your locations.</p> <p>Keep up with your class.</p> <p>Follow all directions given by adults.</p>	<p>Use utensils to eat when necessary.</p> <p>Try new foods.</p>	<p>Use time wisely.</p> <p>Return to class as soon as possible.</p>	<p>Include others.</p> <p>Be a problem solver.</p>	<p>Listen closely to directions.</p>	<p>Use calming strategies appropriately.</p> <p>Maintain eye contact with teacher.</p>
<b>Stay Safe</b>	<p>Keep hands, feet, and other objects to yourself.</p> <p>Sit and move around the room appropriately.</p> <p>Follow directions.</p>	<p>Keep hands, feet, and other objects to yourself.</p> <p>Keep your focus by facing forward.</p> <p>When in line, walk in single files.</p>	<p>Keep legs and feet under the table.</p> <p>Keep hands close to your own tray.</p> <p>Ask permission to leave your seat.</p> <p>Follow directions.</p>	<p>Keep area clean.</p> <p>Wait patiently for your turn.</p> <p>Use soap and water to wash your hands.</p>	<p>Follow the equipment rules.</p> <p>Listen for the whistle.</p>	<p>Stay seated.</p> <p>Face forward.</p>	<p>Ask for a break.</p> <p>Maintain self-control.</p>

**CANTON ELEMENTARY SCHOOL  
MINOR OFFICE DISCIPLINE REFERRAL (ODR)**

Student Name: \_\_\_\_\_

Referring Adult: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Grade: \_\_\_\_\_

**LOCATION (CHECK ONE)**

- |  |                                     |                                    |
|--|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Classroom     | <input type="checkbox"/> Hallway    | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Bathrooms     | <input type="checkbox"/> Playground | <input type="checkbox"/> Bus       |
| <input type="checkbox"/> Other (_____) |                                     |                                    |

**MISBEHAVIOR (CHECK ONE)**

- |   |   |  |                                     |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Defiance               | <input type="checkbox"/> Disrespect       | <input type="checkbox"/> Disruption      | <input type="checkbox"/> Dress Code |
| <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Physical Contact | <input type="checkbox"/> Property Misuse |                                     |
| <input type="checkbox"/> Technology Violation   |   |  |                                     |

**CONSEQUENCE (CHECK ONE)**

- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> Loss of Privilege(s) (_____) | <input type="checkbox"/> Retraining |   |
| <input type="checkbox"/> Conference/w student         | <input type="checkbox"/> Time-Out   | <input type="checkbox"/> Parent Contact |
| <input type="checkbox"/> Other (_____)                |                                     |   |

**MOTIVATION**

- |  |   |   |                                     |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Avoid Adult             | <input type="checkbox"/> Avoid Peer(s)          | <input type="checkbox"/> Avoid Tasks/Activities | <input type="checkbox"/> Avoid Work |
| <input type="checkbox"/> Obtain Items/Activities | <input type="checkbox"/> Obtain Adult Attention | <input type="checkbox"/> Obtain Peer Attention  |                                     |

**Description Of Behavior:**

Parent/Guardian Signature \_\_\_\_\_ x

**CANTON ELEMENTARY SCHOOL  
MAJOR OFFICE DISCIPLINE REFERRAL (ODR)**

Student Name: \_\_\_\_\_  
Referring Adult: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Grade: \_\_\_\_\_

**LOCATION (CHECK ONE)**

- |  |                                     |                                    |
|--|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Classroom       | <input type="checkbox"/> Hallway    | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Bathrooms       | <input type="checkbox"/> Playground | <input type="checkbox"/> Bus       |
| <input type="checkbox"/> Other ( _____ ) |                                     |                                    |

**MISBEHAVIOR (CHECK ONE)**

- Defiance    Disrespect    Disruption    Fighting    Physical Aggression  
 Forgery/Theft    Harassment/Bullying    Inappropriate Language  
 Inappropriate Location    Lying/Cheating    Property Damage/Vandalism  
 Technology Violation    Use/Possession of Weapons

**CONSEQUENCE (CHECK ONE)**

- Parent Contact    Parent Meeting    Retraining  
 After School Detention (Date: \_\_\_\_\_)  
 Retraining w/Principal (Date: \_\_\_\_\_)    Out Of School Suspension (Date: \_\_\_\_\_)  
 In School Suspension ( \_\_\_\_\_ )    Other ( \_\_\_\_\_ )

**MOTIVATION (CHECK ONE)**

- Avoid Adult    Avoid Peer(s)    Avoid Tasks/Activities    Avoid Work  
 Obtain Items/Activities    Obtain Adult Attention    Obtain Peer Attention

**Description Of Behavior:**

Parent/Guardian Signature \_\_\_\_\_ x

Principal Signature: \_\_\_\_\_ x

## PBIS Tier II

Some students may need more intense help when acquiring expected behaviors at school. We have established a PBIS Tier II team to help with this process. We have a process in place to identify students who need more support and have developed some supports to help meet these students' needs.

### Advanced Tiers Nomination Process

***\*Prior to nominating students to the Advanced Tiers Team, classroom teacher(s) should initiate parent contact to discuss behavioral and/or academic concerns. Advanced Tiers Support is for students when classroom interventions and Tier 1 supports are not having a positive effect on student behavior and/or progress.***

Students to Nominate for Advanced Tiers Support:

- Students who have trouble staying on task and/or are disruptive in class, making it difficult for them and other students to learn
- Students who need motivation and support in completing their work and/or display problem behaviors throughout the day
- Students with frequent reprimands from teacher and office referrals (ODRs)
- Students who seek peer and adult attention
- Students who would benefit from organizational support
- Students with school avoidance issues (i.e., anxiety, attendance)
- Students who are not making progress/are not successful with Tier 1 interventions and support

Nomination Process:

1. Classroom teacher will complete the Advanced Tiers Nomination Form
2. Copy and attach any behavioral documentation/additional information to the Nomination Form.
3. Return completed forms to Guidance Counselor
4. Advanced Tiers Coordinator will set up a meeting with the team to review data and determine which intervention is appropriate.
5. Coordinator or AT team member will contact the teacher with the team's decision.
6. If a student is accepted into an Advanced Tiers intervention, a coordinator will follow up with all necessary paperwork and parent consent forms.
7. Implement intervention *with fidelity* for the required time frame.

### Brief Description of Interventions

#### **CHECK-IN CHECK-OUT (CICO)**

Check In-Check Out is an intervention program designed to provide increased daily positive support and monitoring of student behaviors. This system provides immediate feedback to students throughout the day. The data is reviewed by the Tier 2 team biweekly and decisions on increasing goals are based on data. This program should require no more than 10 minutes per teacher per day.

Basic features of the Check In-Check Out program include:

- Check-in and check-out with an adult at school that is not the regular teacher
- Regular feedback and reinforcement from teachers
- Positive family component (parents sign the behavior sheet each night)
- Daily performance data used to evaluate progress
  - o This data can be narrowed down to look at specific time periods and settings.
- Goal setting for the students

## **MENTORING**

An intervention designed to provide a non-judgmental, kind, supportive climate for the struggling student to talk about identified behavior issues and/or work on identified organizational issues, routine oriented issues, friendship problems, or choice making concerns that have been documented by the classroom teacher. These concerns may be negatively affecting the student and hindering that student from positively moving forward within the educational setting.

Basic features of the Mentoring intervention:

- Provides students with a personal connection
- Mentors provide support, encouragement, builds relationships
- Mentor checks in with students daily
- Communication with parents on a weekly basis

## **SOCIAL GROUPS**

An intervention designed to provide a non-judgmental, kind, supportive climate for the struggling student to talk about identified social, emotional, or academic issues that have been documented by the classroom teacher. These concerns may be negatively affecting the student and hindering that student from positively moving forward within the educational setting.

Basic features of the Social Groups intervention:

- Small groups with students close in age
- Focus on specific social skill
- Four-to-six-week time frame, ideally meeting once per week
- Requires frequent communication between social group facilitator and classroom teacher(s) to ensure fidelity with implementation in traditional settings
- Examples of topics: impulse control, positive decision making, building positive friendships

## **ATTENDANCE**

An intervention designed to provide an additional incentive to increase student motivation to attend school regularly.

Basic features of Attendance Intervention:

- Targeted for students that are identified as being at risk for chronic absenteeism
- Check-In System with milestones, based on days present. For example, after 5 check-ins, they could receive one incentive. Gradual increase of expectations for days present.



## V. INFORMATION ON SCHOOL POLICIES

### ● CELL PHONE POLICY

Students are discouraged from bringing cell phones to school. However, if cell phones need to be brought to school, here are the expectations:

1. Students are not to have cell phones in their possession at any time during the school day defined from 8:18 AM-3:17 PM.
2. Phones are to be turned off and placed in lockers during this time.
3. The following consequences will happen should students be found with cell phones between the hours of 8:18 AM-3:17 PM:
  - 1<sup>st</sup> Offense – The phone will be taken by a staff member and handed into the office. The phone will be returned to the student at the end of the school day.
  - 2<sup>nd</sup> Offense – The phone will be taken by a staff member and handed into the office. The phone will be returned to the parent/guardian who comes to the office to pick it up.
  - 3<sup>rd</sup> Offense – The phone will be taken by a staff member and handed into the office. A parent conference will be held to determine when the phone is returned.

It is expected that when a student is found with a cell phone, full cooperation is displayed to the staff member requesting the phone from the student.

\*\*\*Note on **electronic devices** (a-pods, hand-held game devices, etc.) The school is not responsible if they are lost or stolen. They will be treated the same as cell phones if they are used inappropriately in school.

### ● SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcomed sexual behavior that can take many forms: physical, verbal, or non-verbal. Examples of physical sexual harassment may include: standing in someone's way or standing too close; purposely bumping into or brushing up against another person; patting; hugging; kissing; grabbing; touching; or pinching. Examples of verbal sexual harassment may include: threats; insults; comments about a person's body; sexual jokes; suggestions, or remarks; sexual stories or rumors; notes; letters or graffiti; pressure to go out on a date; whistles; cat calls; or rude noises.

Examples of nonverbal sexual harassment may include: staring at someone's body; sexual pictures or drawings; mimicking or pantomiming in an insulting way; or gestures or looks -winking, lip licking, or suggestive body movements. Any such activity will be considered inappropriate activity at school, and the parent(s)/legal guardian(s) of the alleged victim may receive a recommendation to report it to the local law enforcement authorities for record. The incident may be punishable by school officials when possible. While examples of physical, verbal, and non-verbal sexual harassment were given, these examples are not all inclusive. The procedure for reporting claims of sexual harassment will be for the student to contact a school official to report the details surrounding the incident. An investigation of the claim will be conducted and dealt with accordingly.

### ● DETENTION

Detention will be held as needed in a designated classroom area from dismissal time until 4:20 P.M. A parent, or a person designated by the parent, will be expected to pick up the child at school at 4:20 P.M. Parents/guardians of students who are expected to serve a detention will be contacted by the principal or teacher.

### ● PSSA TESTING POLICIES

In addition to teacher made tests, other forms of assessment will be used at various grade levels. Students in grades 3, 4, 5 and 6 will take the Pennsylvania System of School Assessment (PSSA) in English Language Arts and Math. The PSSA Science test will also be administered to grade 4. Additional assessments including DIBELS, and CDTs will also be taken by students during the school year. Please note the following State mandated testing schedule for the PSSA and **do not plan family trips during this period:**

*April 21-April 25— English Language Arts grades 3-6*

*April 28-May 2— Math grades 3-6 and Science Grade 4*

Pennsylvania has established very specific guidelines, regarding cell phones, during the administration of PSSA tests. These rules and policies apply to the administration of the PSSA.

All cell phones, smart phones, and other prohibited electronic devices are to be collected as students enter the testing site. Thus, school districts and schools should do the following:

- \* Inform parents and students before testing that cell phones are not allowed during the test administration.
- \* Inform parents and students that the consequence for using and/or having a cell phone or other electronic device during the test administration will result in the application of a "Do Not Score" label on his/her test booklet or appropriate notification to not score on the online version, and the student will not receive a score.
- \* Inform parents and students that, if the student uses a cell phone or electronic device in any manner during the administration of the test, the phone or electronic device will be confiscated until such time that the parent or guardian can come to the school, and in the presence of the parent or guardian, the cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present;
- \* Inform parents and students that violation of the no cell phone or other electronic device rule will result in discipline and that discipline will vary depending on whether test material has been compromised.

### ● VISITORS POLICY

All visitors must first report to the Main Office and sign in. Upon signing in, a visitor's pass will be issued. This pass must be worn at all times. Anyone wishing to visit classes must get permission from the elementary principal.

Doors will be locked at all times, and visitors must register with the secretary before entering the school.

Kindergarten parents may walk their child to class the first day only.

Visitors are limited to pre-designated areas in the building and may not visit other areas beyond those requested at entry. Classroom visits must be pre-arranged. Visitors who are not approved volunteers will be escorted by a staff member or approved volunteer at all times. **Students are not permitted to bring friends or younger family members in as guest visitors.**

### ● WEAPONS (Policy # 218.1)

- |   |   |
|---|---|
| 1. Purpose                                  | The Board shall recognize the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.   |
| 2. Definitions<br>SC 1301-A,<br>1372.2      | <b>Weapon</b> - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.<br><b>Possessing</b> - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school. |
| 3. Authority<br>SC 1317.2<br>Pol. 218       | The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school-sponsored activity, and onto any public conveyance providing transportation to school or a school-sponsored activity or while the student is coming to or from school.   |
| SC 1317.2<br>Pol. 233                       | The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.  |
| 20 U.S.C.<br>Sec. 1400 et seq<br>Pol. 113.1 | In the case of an exceptional student, the district shall take all necessary steps required to comply with the Individuals with Disabilities Act and Board policy.  |
- \*\*\*Please note, if a child unintentionally brings a contraband item to school and reports it immediately to a teacher or the principal, the principal has the ability to waive consequences.

### ● THREAT ASSESSMENT PROCEDURE

The CASD threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration. The team members include: Mr. Wells, Mrs. Repard, Mr. Jacopetti, Mr. Jannone, Dr. Martell. Ad Hoc members crisis team: Mr. Loomis and Mrs. West. Threat assessment team members are provided individual and/or group training annually on the following:

- Responsibilities of threat assessment team members.

- Process of identifying, reporting, assessing, responding to and intervening with threats.
- Identifying and avoiding racial, cultural, or disability bias.
- Confidentiality requirements under state and federal laws and regulations, and board policies.
- Safe2Say Something

Any report associated with a risk of violence is immediately investigated by the administration. The student is removed from the class and a thorough search of their person, property, and vehicle (if applicable). A threat assessment developed in conjunction with the Department of Homeland Security is conducted to determine the threat level. Parent communication is initiated, and discipline is issued if applicable. Other agencies such as CYS and/or law enforcement notification follow if applicable.

- **USE OF TOBACCO POLICY**

"USE OF TOBACCO" is an established health hazard. The Canton Area Schools are a tobacco free campus. Smoking/smokeless tobacco is not permitted anytime. Student use of tobacco presents a health risk for those students with respiratory problems, a clear and present danger of fire/safety to all who must live and work in the building and a sanitary/custodial problem.

- **RETENTION POLICY**

At the elementary level, retention is an individual matter which depends on scholastic, developmental, health, and attendance factors. Teachers will notify parents of the possibility of retention as soon as it becomes apparent. A final decision regarding retention will be made by May 30 following a conference between the teachers, parents, and principal.

- **STUDENT/SUBSTITUTE TEACHERS**

Student teachers and substitute teachers are to be recognized as having the same authority as a regular member of the faculty. They are vested with the same powers to make assignments, award marks, etc. as a regular member of the staff. It is readily understood that substitutes face out-of-ordinary situations in taking up assigned class work on relatively short notice and teaching students with whom they have not had an opportunity to become acquainted. Your total cooperation is expected.

- **HAZING**

Hazing occurs when a person intentionally, for the purpose of initiating, for the purpose of continuing or enhancing membership or status in an organization, cause, coerces, or forces a student to do any of the following: violate law, consume any food or drink that could cause harm, endure brutality of a physical, mental, or sexual nature, or endure any activity that could cause bodily injury. The school board prohibits hazing in connection with any student activity on or off school property.

## VI. LEARNING SUPPORT SERVICES

- **SPECIAL EDUCATION SERVICES**

The Canton Area School District offers several program services to the students of the district. Those students identified as falling under the guidelines for Academic Learning Support for Specific Learning Disabilities and Intellectual Disabilities, Speech and Language Disabilities, Visual Impairment, Hearing Impairment and Physically Disabled will receive services if eligible. Students requiring the more intensive services for Life Skills Support and Emotional Support are served within the district whenever possible but may be assigned to inter-district classes which are age/grade-appropriate through contractual agreements with neighboring school districts.

- **GIFTED SUPPORT SERVICES**

Gifted support students are served in a variety of settings within the elementary school. Screening procedures are in place to assist in the identification of students for these services. Also, students who are thought to be Gifted may be referred to the principal by a regular education teacher as well as by a parent or guardian.

- **SECTION 504/ADA STUDENTS**

When a student's medical disability requires specific accommodations in the regular education classroom, parents may request that a 504 Accommodation Plan be written.

## **VII. INFORMATION ON DISCIPLINARY PROCEDURES/CONSEQUENCES**

Student misbehavior will be addressed using a hierarchy of interventions appropriate for the infraction using a progressive discipline approach. Classroom behavior will be addressed by the classroom teacher except in cases of repeated infractions or serious school behaviors. Following is a list of interventions considered to correct inappropriate student behavior.

- ❖ Proactive measures
  - Classroom management plan
  - Routines and procedures
  - Specific school-wide expectations
- ❖ Teacher intervention response
  - Student conference
  - Classroom consequences
    - Re-teaching sessions
  - Parent contact/conference
    - Minor ODR (Office Discipline Referral)
- ❖ Supports
  - SAP/ Behavior Support Team referral
  - School and Community Based Mental Health referral
  - Guidance referral
    - Counseling
    - Individual behavior plan
    - Parent conference
  - Major ODR (Office Discipline Referral)
    - Student conference
    - Student/Parent/ Teacher/Team meeting
    - Parent contact
    - After school detention
    - In-school detention
    - Referral to police
    - Out of School Suspension
    - Retraining with the principal

Parental support is the most effective measure in correcting behavior. It is the goal of the school to work together with the parent to develop your child's ability to make good behavioral choices, develop healthy work habits, and become self-disciplined. It is also the goal of the school to provide and maintain a safe learning environment for all children

● **SOCIAL MEDIA**

Posting on social media can be an effective way to communicate information to a large number of people very quickly but can also cause issues within the school setting. If postings disturb the educational process, they will be dealt with accordingly. This could include postings from students, parents, or other adults. Posting negative and hurtful comments about individuals is not an acceptable usage of social media and will be addressed.

● **INFORMATION FOR SCHOOL CLOSING**

When storm conditions are of such severity to make the holding of school unsafe or impractical, there will be an early morning automated phone call. The phone number listed as your *primary number* will be the number that will receive the phone call. Parents can also listen/watch one of the following stations for such an announcement to determine if school is being held: Radio: WHGL (wiggie radio), WILQ, WJSA, WGRC, KC101, WNKZ TV: WNEP (16), WETM (18), WBNG (12), WYOU (22), WBRE (28) WENY (36). **Information regarding school closings, delays, early dismissals, make up days, etc. will also be posted on the district website at [www.canton.k12.pa.us](http://www.canton.k12.pa.us).**

If weather conditions appear to be improving or roads may be plowed momentarily; the decision may be made to start school later in the morning. In such a case, buses and classes will start two (2) hours later as announced at that time. This, of course, would mean that the students would not have to make up the day as is the case when schools are closed. In event of make-up days due to weather cancellations, please refer to the District Website for revisions.

**An automated call will be made to all primary contacts of our students to indicate a closing, delay, or early departure from school.**

Should an emergency occur during school hours which necessitate the closing of school, such a dismissal will be authorized. Attempts will be made to also broadcast such announcements. An automatic call will go home to all contacts for each student. Bus drivers will be notified. Please do not call the television or radio stations.

Any notice of school closing should be considered as only for one day, with school to resume the next day, unless parents are notified otherwise.

**HEALTH SERVICES**

**NURSE'S OFFICE**

The nurse's office is provided so that every student can benefit from its services. The following is necessary in order to provide efficient medical attention:

- Every student must have an emergency information card updated, completed and on file.
- Any student with a health problem (e.g. allergies, asthma, diabetes, epilepsy) should have their parent/guardian notify the school nurse with specific requirements for treatment.
- If a student becomes ill, they must ask the teacher to be seen by the school nurse. A staff member will escort the student to and from the nurse's office.
- No student will be excused to go home when ill without permission from the principal or designee, as well as permission from parents.
- If the school nurse is not available, a student is to report to the main office.
- No student is permitted to make false statements about medical conditions they may or may not have. This would include pregnancy, skin irritations, contagious diseases and any other alarming false medical statements.

**HEALTH EXAMINATIONS / SCREENINGS (Pol. 209)**

The legally mandated School Health Program of the Commonwealth of PA requires that school districts provide nursing services to school children. A school nurse is responsible for assessing the health needs of students and school personnel, as well as evaluating, planning, and implementing health plans within the school. Health records are transferred from the home school district and maintained by the school nurse. The following chart highlights yearly mandated health services to be provided by schools:

Service	K-1	2	3	4	5	6	7	8	9	10	11	12	SE
Vision	X	X	X	X	X	X	X	X	X	X	X	X	X
Growth	X	X	X	X	X	X	X	X	X	X	X	X	X
Hearing	X	X	X				X				X		A/N
Physical Exam	X					X					X		A/N
Dental Exam	X		X				X						A/N

Scoliosis Screen						X	X						
Immunization Assessment	X	X	X	X	X	X	X	X	X	X	X	X	X

For kindergarten admission the following must be provided:

- Proof of residence
- Required immunizations (or Statement of Exemption to Immunization Law)
- Valid Birth Certificate

The present school immunization minimum requirements are as follows:

Children in ALL grades (K-12) need the following vaccines:

- 4 doses of tetanus, diphtheria, and acellular pertussis\*  
(1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday)
- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 dose of varicella (chickenpox) vaccine or history of disease

Students that are entering 7th GRADE need the following vaccines:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade

Students that are entering 12th GRADE need the following vaccines:

- 1 dose of MCV on the first day of 12th grade. If the one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

ON THE FIRST DAY OF 7th or 12th GRADE, unless the student has a medical or religious/philosophical exemption, a student must have had above vaccines. **State Regulations change 2023: without the exemption or proof of vaccines students risk exclusion from school.**

- Proof of immunization means a written record showing the dates (month, day, year) that the child was immunized.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend Canton Area School District, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent, in consultation with the district of residence, after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.

Parent(s)/Guardian(s) are asked to inform the school of any health conditions. State law requires that any student who does not meet the immunization requirements must be excluded from school, unless meeting the medical or religious exemption specifications. Please refer to the *Pennsylvania School Code, Subchapter C. Immunizations.*

A family who does not have medical insurance for their child can contact the school social worker or the school secretary to obtain information regarding Pennsylvania's Children's Health Insurance Program (CHIP). *\*Please reference CASD Board Policy 211 - Student Accident Insurance / CASD Board Policy 209 - Health Examinations / Screenings*

### COMMUNICABLE DISEASES (Pol. 203)

Canton Area School District shares with others a responsibility to safeguard the welfare of all students and employees. In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that the established policy and guidelines of the member school district concerning communicable diseases and immunization be followed for students admitted from that district into programs of the Canton Area School District (CASD). Therefore, CASD will review each diagnosed case of communicable disease to determine how each student's educational needs can best be met and how to protect the health and welfare of all students and employees with whom they might come in contact. *\*Please reference CASD Board Policy 203 – Immunizations and Communicable Diseases*

## **STUDENT MEDICATION (Pol. 210)**

Parent(s)/Guardian(s) have the primary responsibility for the health of their child. Although the Canton Area School District strongly recommends that medication be given at home, we realize that the health of some children require that they receive medication while in school. In order for any prescription or non-prescription medication to be administered in school, the CASD Authorization Form must be completed by the student's parent(s)/guardian(s). This form along with a copy of the physician's original order(s) must be provided to the school nurse.

- **No medication will be given without an order from the child's doctor.**
- **All medication must be brought to the school in the original container by the parent or designated adult.**

During school hours, the school nurse or parent/guardian will administer the medication as directed by the student's physician. A student will be permitted to self-administer (in the presence of the school nurse) their medication only when the family physician specifies this in their orders. The person administering medication will record the name of the student; the prescribing physician, dosage, and the time the medication is given. This person will sign or initial the medication log.

### **Prescription Medication**

When it is necessary for the nurse to dispense prescription medication to a student, the following procedure will be followed:

- The parent/guardian completes and signs the *CASD Authorization to Administer Prescribed Medication (AAPM)* form.
- The parent/guardian attaches the physician's order to the CASD AAPM form.
- Parent/Guardian (not the student) must provide any medication that is to be given during school hours directly to the nurse, principal or designee in its original container. **Any ordered medication must be counted when provided, and the correct number verified and documented by both the adult supplying the medication and the nurse or designee.**
- A prescription medication log is kept for any child receiving prescription medicine during school hours.

### **Non-Prescription Medication**

When students need non-prescription medication, the following procedure is strictly enforced:

- A student is not permitted to carry non-prescription medications to school.
- Parent/Guardian must bring any non-prescription medication to the school in its original container along with specific orders from the family physician.
- The person administering the medication will record non-prescription medications taken at school in the medication log.

### **Student Self-Administration**

With written permission, students may carry and self-administer medications such as hypoglycemic agents, asthma inhalers, and epinephrine auto-injectors according to the procedures stated in Policy 210.1. Medications, other than stated above, shall not be in a child's possession. Violations will be addressed by the school's drug and alcohol policy.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

The nurse will evaluate each request for exceptions to this policy based upon medical need, receipt of supporting written orders and documentation of the student's correct procedure/technique by the student's licensed prescriber, and receipt of written parent/guardian request. Examples could include inhaler/discuss, emergency anaphylactic kit, and diabetic insulin pump. Specific plans may be developed considering individual student health needs.

Refer to CASD Board policies # 209 – **Health Examinations / Screenings** and # 210 **Use of Medications**.

## **STUDENT ILLNESS GUIDELINES**

The following guidelines are used by the Campus at McMurray for student illnesses and are recommended if your child is ill:

- If your child's temperature is **100.4** degrees or higher, the child should stay home. Children should be fever free for 24 hours **without the use of fever reducing medications** before returning to school.
- If your child vomits or has diarrhea, the child should stay home for 24 hours from the last episode.
- If your child's eyes are red, swollen, itchy, have drainage, or have a crusty appearance on awakening, the child should stay

home and be seen by the doctor.

- If your child has a productive cough that cannot be controlled with medication, the child should stay home and be seen by a doctor.
- If your child has been diagnosed with a communicable illness such as head lice, impetigo, ringworm, or chicken-pox, the child should stay home and the school nurse should be called.
- If your child receives a serious injury or appears obviously ill, the child should be seen by the doctor.

**If your child presents with any of the above symptoms during the school day, you will be called to pick up the child in a timely manner.** The United States Centers for Disease Control and Prevention has shared information on [Preventing Spread of Infections in K-12 Schools | CDC](#) (updated May 17, 2024).

### **HEAD LICE (Pol. 203, 203-AR-1)**

At any time throughout the school year, the school nurse, principal, or appointed designee may examine any student(s) for lice. If live lice are identified during the examination the following procedure will be implemented:

1. Your child will remain in the classroom until the end of the day but discouraged to have close head contact with others.
2. On the day of lice identification, the school nurse, principal or appointed designee will contact you and counsel you on the proper treatment for this condition.
3. Your child may return to school following the first treatment.
4. You will have UP TO TWO CONSECUTIVE days to treat your child (THIS INCLUDES WEEKENDS AND HOLIDAYS). Absences starting on the third day will be considered unexcused.
5. Seven days following the first treatment, the school nurse, principal, or designee will again assess your child for evidence of live lice. If lice are identified, the above steps will be followed again.
6. A student who continues to have a chronic issue with lice infestation will be referred by the school nurse, principal, or designee for further treatment.

### **DIABETES MANAGEMENT (Pol. 209.2)**

Diabetic management in the school setting is crucial to the immediate safety and long-term health of a student with diabetes. The school staff, nurse, and the student's family must be in close communication to ensure the student is ready to learn and participate fully in school activities. Proper management during school hours will minimize the possibility that emergencies related to diabetes will occur and not disrupt the student's classroom activities.

Parents/Guardians will provide the school nurse with physician orders and written authorization for care and instructions from the student's health care practitioner. In addition, any rescue medication, snacks, and blood glucose testing equipment will be provided by the student and available during the school day. Any changes in the student's care plan, level of self-management, or school circumstances need to be updated via a written statement from the physician. The student's Parent/Guardian must complete and sign the CASD Authorization to Administer Prescribed Medication Form (AAPM) every school year.

*Refer to CASD Board policy 209.2 – [Diabetes Management](#)*

### **FOOD ALLERGY MANAGEMENT (Pol. 209.1)**

Our school district is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. Parents/Guardians should alert the school nurse of any food related allergies their student has. The student must have a written medical statement signed by a medical provider identifying the medical or special dietary condition which restricts the student's diet, the food(s) to be omitted from the student's diet, and the food or choice of foods to be substituted. This information will also be provided to the cafeteria supervisor. A Medical Plan of Care for School Food Services document must be completed. The nursing staff have these forms available at both schools. The district will make appropriate accommodations, substitutions, or modifications for students with special dietary needs. If the student requires an Epi-pen, the medication will be provided by the student along with a medical provider's order. *Refer to CASD Board policy 209.1 – [Food Allergy Management](#)*

### **POSSESSION / ADMINISTRATION OF ASTHMA INHALERS / EPINEPHRINE AUTO-INJECTORS (Pol. 210.1)**

Before a student may possess or use an asthma inhaler or epinephrine auto injector in the school setting, there must be an order from a medical care provider for the medication stating the student may self-administer. Parents/Guardians must also provide their signature of acknowledgement. In addition, the student must demonstrate to the school nurse that s/he is capable of self-administering the medication. The student is required to report to the nurse immediately following each use of their medication. This privilege may be withdrawn at the discretion of the school nurse or administration if the student is not in compliance with policy. *Refer to CASD Board policy 210.1 – [Possession / Administration of Asthma Inhalers / Epinephrine Auto-Injector](#)*



## **HIV INFECTION & BLOODBORNE PATHOGENS (Pol. 203.1)**

The school district will safeguard the health and well-being of students and staff while protecting the rights of the individual. All employees shall be required to consistently follow universal precautions / infection control for exposure to bodily fluids in all settings. All employees will maintain a respectful school climate and prohibit any physical or verbal harassment of any individual or group, including infected students. The school nurse should be advised of any student with HIV infection. District employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/guardian. *Refer to CASD Board Policy 203.1 - HIV Infection*

## **CONCUSSION MANAGEMENT (Pol. 123.1)**

A concussion is a type of head (brain) injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly. Consequences of severe brain injury (including concussion) include problems with thinking, memory, learning, coordination, balance, speech, hearing, vision, and emotional changes.

**What are the signs and symptoms of a concussion?** You cannot see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you as an athlete or your child or teen is acting or feeling, if symptoms are getting worse, or if you/they just "don't feel right." Most concussions occur without loss of consciousness. If the child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

These are some SIGNS of concussion (what others can see in an injured athlete):

- Dazed or stunned appearance
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior or personality changes
- Loss of consciousness (even briefly)
- Repeats questions
- Forgets class schedule or assignments

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred.

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it is OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):

- Headache
- Nausea or vomiting
- Dizzy or unsteady
- Sensitive to light or noise or blurry vision
- Difficulty thinking clearly, concentrating, or remembering
- Irritable, sad, or feeling more emotional than usual
- Sleeps more or less than usual

If you or your child or teen has signs or symptoms of a concussion. Seek medical attention right away. A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe to return to normal activities, including physical activity and school (concentration and learning activities).

After a concussion, the brain needs time to heal. Activities may need to be limited while recovering. This includes exercise and activities that involve a lot of concentration. *Refer to CASD Policy 123.1 Concussion Management*

## **PAYS SURVEY**

CASD participates in the bi-annual Pennsylvania Youth Survey (PAYS) sponsored by the Pennsylvania Commission on Crime and Delinquency, the Pennsylvania Department of Education, and the Pennsylvania Department of Drug and Alcohol Programs. The survey asks questions about the behaviors of students in the 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grades, including questions about school climate, violence, depression, bullying, and substance abuse.

The information we receive will assist us and our community partners in working to prevent adolescent drug use and other problem behaviors. We want to ensure that all parents and caregivers are notified that the survey is being conducted and provide you with as much information about the survey as possible. As a parent or caregiver, you have the right to prohibit your child's participation. The following facts about the survey will help you make an informed decision about your child's participation: Participation in this survey is completely voluntary. Students will be instructed by their proctor that they can skip any questions they do not understand or choose not to answer. If they have any questions or concerns after taking this survey, they are instructed to talk with their school counselor or a trusted adult. The survey is designed to protect each student's privacy. It is anonymous and confidential. Students will not put their names on the survey, and no student will ever have their individual responses reported.

The survey will be administered during the school day and will take one class period to complete. A letter will be sent prior to conducting this survey. If you do not want your child to participate, you may opt them out of the survey by contacting the Principal in writing either via letter or by email.

The full student handbook can be found at <https://www.canton.k12.pa.us/parent-information/>