



Fairview Elementary

***Student/Parent
Handbook***

2019-2020

**Fairview Student/Parent Handbook
2019-2020
Table of Contents**

FCASD Vision/Core Values.....	5
Fairview Theme.....	7
Principal Letter.....	8
Accident Insurance.....	9
Arrival and Dismissal.....	9
Assemblies.....	11
Attendance.....	11
Beechwood Farms/Environmental Program.....	14
Before and After School Child Care.....	14
Breakfast-Lunch Programs.....	15
Building Entry.....	18
Building Usage.....	18
Bullying/Cyberbullying/Creating a Caring Community.....	18
Bus Riding-Transportation To and From School.....	20
Cell Phones and Other Communication Devices.....	20
Classroom Assignments.....	21
Classroom Celebrations, TAG, and Music Box Presentations.....	21
Confidentiality.....	22
Discipline Plan.....	23
Dress Code.....	24
Drug Abuse Resistance Education (DARE).....	25
Early Dismissal by Parent Request and District.....	25

Educational Services.....	26
Emergencies.....	27
Fairview Parent Teacher Organization (FPTO).....	28
Field Trips.....	29
Heartwood Character Education Program.....	29
Health Services.....	30
Home Learning.....	32
Instrumental Music.....	33
Internet Use.....	33
Morning Announcements.....	34
Non-School Sponsored After School Activities (i.e. Brownies).....	34
Parent Resources.....	35
Parents Teacher Conferences.....	35
Parent Volunteers/Clearances.....	35
Parking.....	37
Parking-Evening Events.....	38
Peer Helpers.....	38
Recess.....	38
Recording by Videotape, Audiotape, Photography, Electronic Media.	39
Report Cards/Reporting of Student Progress.....	39
Room Parent.....	40
Safety Drills.....	40
School Closings, Delays, Weather Emergencies, Emergency Evacuations/Dismissals.....	41
School Communication (PowerSchool and Friday Folder).....	42
School Messenger Emergency Parent Notification System.....	43

Site-Based Management Team (SBMT).....	43
Use of School Grounds.....	44
Visitors.....	44
Weapons.....	45
Weather Emergencies.....	45
Wellness- Food Allergies.....	46
Withdrawing a Student from School.....	47
Siblings at School.....	47
SUCCESS!.....	48
Student/Parent Handbook Review Acknowledgement Form.....	49
FCASD Policy: Attendance.....	51
FCASD Policy: Bullying.....	56
FCASD Policy: Hazing.....	55
FCASD Policy: Nondiscrimination in School and Classroom Practices:	59
FCASD Policy: Nondiscrimination- Qualified Students with Disabilities:.....	64
FCASD Policy: Nondiscrimination in Employment Practices:	69
FCASD Policy: Public Attendance at School Events.....	73
FCASD Policy: Tobacco-222.....	74
FCASD Policy: Tobacco-323.....	75

***FOX CHAPEL AREA SCHOOL DISTRICT
VISION***

The Fox Chapel Area School District will be recognized as one of the top performing public school districts in the nation. We will:

- **Challenge each student to reach his/her maximum potential level of achievement.**

- **Provide scholarly experiences that deepen understanding, creativity, critical thinking, problem solving, innovation, and collaboration.**
- **Provide an environment that promotes inclusiveness and embraces diversity.**
- **Foster a culture that encourages student involvement in the community and raises awareness of civic responsibilities.**
- **Build relationships with post secondary institutions, businesses, and industry to create and sustain programs that prepare students to excel beyond high school.**

***THE FOX CHAPEL ARES SCHOOL DISTRICT
CORE VALUES***

***The Fox Chapel Area School District:
Building Pride and Unity
Through
Respect, Responsibility, and Integrity***

Respect:

Valuing self and others

Caring for one's environment
Pride in positive actions

Responsibility:

Accountability
Taking ownership in what you do
Listening and following through

Integrity:

Do the right thing (even when no one is watching)
Honest with self and others
Trustworthy in thoughts, words and actions

FAIRVIEW THEME

2019 – 2020

Take Time to Think

Discover
Plan
Connect
Reflect
Act



Dear Fairview Families and Students,

Welcome to Fairview Elementary School where teachers, students and families join together to enrich children's lives. Each school year provides us with new opportunities for growth and development as we work toward success for all of our children. We do this through the exceptional curriculum adopted by the Fox Chapel Area School District, the exemplary faculty and staff at Fairview, our caring and supportive families, and by forming strong partnerships among home, school, and community.

This handbook was developed to facilitate home and school communication by informing students and families of the policies, practices, and procedures in place in the Fox Chapel Area School District and at Fairview Elementary School. By outlining our practices, procedures, and expectations, we provide safety, stability, and consistency for our children, as we create a respectful environment that is conducive to learning.

Once again, Fairview greets new and returning students and families to our learning community. May our mutual goal of academic excellence through positive intervention enrich the connections between home and school as we pursue the journey of life-long learning.

Our local community abounds with expertise and culture and we are pleased to be able to take advantage of the learning resources that can be brought into our school. We express our sincere appreciation to our dedicated and caring staff and parents for their on-going support and tireless efforts in making all of our goals possible.

Wishing all of you good health, success, and happiness in the 2019-2020 school year.

Principal, TBD

Every new day begins with possibilities.

It's up to us to fill it with the things that move us toward progress and peace.

Ronald Reagan

Accident Insurance

A limited student insurance policy is available at parental expense. This insurance coverage (which would help to pay doctor, hospital, and dental bills resulting from accidental injury) covers the hours and days when school is in session and also covers the child while he or she attends school-sponsored and supervised activities and trips during the school year, while on school premises, and during travel to and from school. A 24-hour insurance coverage is also available for purchase.

Alone we can do so little. Together we can do so much.

Helen Keller

Arrival and Dismissal

Arrival

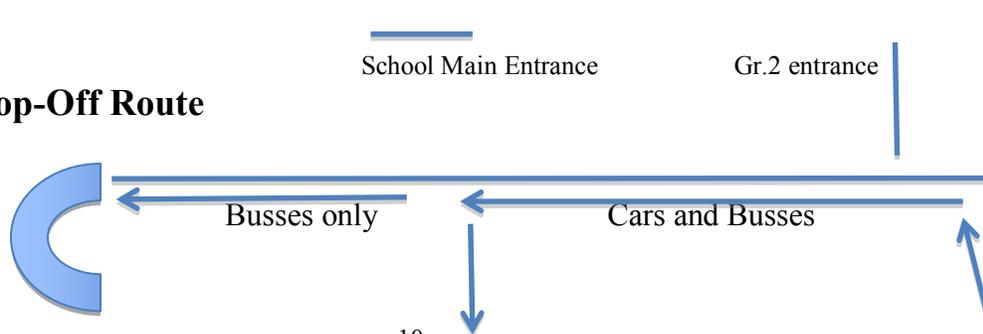
School officially starts at 9:00 A.M. with announcements beginning at 8:55. Buses arrive and students may begin entering the building at 8:40 A.M. **Students may not arrive prior to 8:40 as there is no supervision for early arrivals.** Please note that there is no YMCA morning daycare service provided at Fairview. The YMCA program held at O'Hara Elementary provides busing to and from Fairview.

School buses and car riders are to arrive between 8:40 and 8:50 A.M. Students enter the building through one of the two front entrances: second grade doors and the front entrance doors. Students should proceed directly to their classrooms. **Please note that announcements begin at 8:55 A.M. and the instructional day begins promptly at 9:00 A.M.**

Parents who choose to drive their children to school are expected to adhere to the morning drop-off rules, regulations and procedures. Please note that:

- All cars and busses enter via the main driveway entrance.
- **For student and driver safety, from 8:40-9:00 a.m. no cars may exit out of the main driveway entrance. No cars may sit or park along the front curb by the side of the building closest to the main driveway entrance.** If you choose to walk your child to an entrance, please be mindful to park only in a designated parking space.
- Both cars and busses will follow one lane of traffic along the front curb of the school towards the drop-off area.
- **Cars should proceed in the parent drop-off line. Any cars stopped along the sidewalk should allow their child/children to immediately exit the right side of the car. Please have your child prepared to exit the car promptly and do not wait to reach a particular school entrance, as traffic will accumulate behind you and cause a line of traffic on Dorseyville Road.** Students may enter the building via the second grade wing or the main entrance to the school.
- Cars should then proceed to the posted exit sign and then immediately turn left in front of the exit signs and exit out of the upper driveway exit.
- Busses will continue to drive forward and drop off students at their current drop-off locations. Only busses will be permitted to follow the parking lot loop to exit the school.
- Busses will now stop at a stop sign that is on the right side of the driveway exit. We ask for driver courtesy in allowing busses to take turns with exiting cars for a safe exit to Dorseyville Road.
- Failure to adhere to these regulations could result in legal action.

Morning Drop-Off Route





Dismissal

Bus Dismissal begins at 3:40 P.M. The parents of car riding students are required to send a note to the classroom teacher in the morning and to sign-in at the office before the buses are called at 3:40. Please address in the note whether the pick-up is for a specific date or dates, or every day. Parents must be prompt in arriving for car riders, since students riding home with parents will be called to the front hallway a few minutes before buses are called. A staff member will visually identify the parent, confirm parent sign-in, and then release the student to the parent/guardian/authorized pick-up. **If a teacher or office staff member is not notified in writing that the student will be picked up by car or ride the Boyd or YMCA bus, the student will be sent home on the school bus.**

Please note that there are no exceptions to bus riding assignments. Students must ride their district assigned buses to and from school at all times and therefore may not ride home on another student's bus.

If there is an unexpected change of transportation due to an emergency, please call the school office directly at 412-963-9315. Please indicate to the secretary that your message is urgent and timely and must be delivered immediately and directly to the classroom teacher. Do not leave an emergency change of transportation message or any timely information on a teacher's email or voice mail since teachers are not always able to check their voicemail or email mail prior to student dismissal. When possible, please notify the school of any sudden need for transportation changes prior to 2:45 p.m., as the office becomes very busy after this time and we want to be sure the teacher and child/children are notified prior to dismissal.

Bus riding students will be called to their buses via the public address system and will board buses at the main and side entrances. Students are expected to walk through the hallways and comply with adult supervision.

Parking along the yellow line (the fire lane along the front of the building) is illegal and never permitted. No one anticipates a school emergency. Cars parked on the yellow line

create a hazard by preventing access for emergency vehicles in an urgent situation, and they deter the efficient movement of school buses. No parking is permitted along the side of the building or along the driveway loop. Please maintain the safety of our students, staff, and building, by parking in the front, lower, and side lots. **This procedure is to be followed AT ALL TIMES - during student arrival and dismissal, throughout the school day, and during afterschool and evening events.**

There are no problems we cannot solve together, and very few we can solve by ourselves.

Lyndon Johnson

Assemblies

Assemblies are scheduled throughout the school year. These assemblies are funded by The Fairview Parent Teacher Organization (FPTO) and are planned by the FV Learning Team, a sub-committee of the Site Based Management Team. District-related performances are scheduled through the principal. The announcement of school assemblies will be noted on school calendars and weekly school forecasts.

When schools and families team, we offer the best opportunity for student success.

Attendance

Regular attendance in school is extremely important and should be established early. Children achieve more and feel better about themselves when instruction is continuous and when a sense of belonging is established within the classroom. *Those who learn the importance of regular attendance tend to stay more actively involved and do better in school.* However, we understand that children may become ill. If your child is ill, please call the school office between 8:00 and 8:30 A.M. at 412-963-9315 to report your child's absence. The automated SchoolMessenger System will call parents to verify student absences and remind parents to send an excuse the day the child returns to school. Please note that pre-approved Educational Tour and Trip requests do not receive the SchoolMessenger absence verification call. They also require a written excuse upon the child's return to school.

Pennsylvania public school attendance law requires that all absences be treated as unexcused/unlawful until the school district (school) receives a written excuse indicating the reason(s) for the student's absence. Parents/guardians must submit a written excuse within three calendar days of an absence and will be informed if they fail to provide a written

excuse within that time frame. Please note that absences without excuses will be permanently recorded as unexcused/unlawful, and that medical excuses are required for absences of five (5) or more consecutive days and after ten (10) cumulative days of absence. Children under a doctor's care for a contagious disease or those with chronic absences may also be required to submit an excuse from a physician. Pennsylvania school law identifies excused/lawful absences as those related to:

- illness of the pupil
- death of an immediate family member
- medical/dental appointments
- bona fide religious holiday
- quarantine
- pre-approved educational travel
- weather so inclement as to endanger student's health or safety (impassable roads)
- court hearings related to student involvement with county children and youth or juvenile probation office agencies
- authorized school activities (field trips)

Excuses other than those listed above are unexcused/illegal. The parents of chronically absent students may receive a call or visit from Fairview and/or district personnel. Continued concern may result in required excuses from a physician, parental appearance before a magistrate, and/or referral to Children Youth and Family Services.

Please be advised that when there is a scheduled half-day of school on the calendar and a student is absent, he/she will be charged a full day absence.

Educational Tours and Trips, Not School Sponsored

Upon written request, Fox Chapel Area School District policy allows for student absence to participate in an educational tour or trip that is of educational significance to the student. Tours and trip approvals are not intended for trips to local interest, attendance at sporting events, hunting, fishing or shopping trips, or solely to accompany the family on vacation. Parents requesting to take their child on an educational tour/trip may acquire an *Educational Tour and Trip Request Form* from the school office, or downloaded from Fairview's website page under the category "Resources" and then "District Forms" so that the absence is recorded as legal and

excused. *Educational Trip and Trip Request* forms are to be submitted **at least two weeks prior to the trip** in order to process the form and to provide teachers with ample time to compile student assignments. Parents will only be notified if a tour or trip is NOT approved. Students are required to make up work missed during educational trips. Parents are urged to restrict travel on school days since the lack of continuity disrupts instruction for the absent child as well as for the class. Extended trips may require parents to withdraw, and then re-register, students prior to the student's return to school. **In addition, trip requests are strongly discouraged during CoGAT and PSSA (Grades 3-5) testing weeks. If an Educational Tour/Trip Request is submitted and extends into a testing window with time not available for make-up, the request may be denied. Refer to the district calendar, or the following standardized testing schedule, prior to scheduling family tours and trips.**

2019-2020 State and Local Testing Dates

(please refrain from scheduling family tours/trips during these testing windows)

October 14-18, 2019	CoGAT (grade 4 only)
April 20-24, 2020	PSSA ELA (English Language Arts) (grades 3-8 only)
April 27-May 1, 2020	PSSA Math (grades 3-8 only)
April 27-May 1, 2020	PSSA Science (grades 4 only)
May 11-15, 2020	CoGAT (grade 1 only)

When students return to school after any absence (including pre-approved tours/trips) or late arrival, or leave for an early dismissal, they **must bring a written excuse signed by their parent/guardian stating the date(s) of absence(s) and reason(s) for the absence(s).**

Absences without excuses (or excuses for reasons other than those approved by Pennsylvania School Law) are recorded as unexcused/unlawful.

Tardiness

Morning procedures are important to a child's success at school; therefore, it is imperative that students arrive before the official start time. Buses arrive and students may begin entering the building at 8:40 A.M. **Please note that announcements begin at 8:55 and the instructional day begins at 9:00 A.M. promptly. Students arriving after the 9:00 A.M. start time are tardy.**

We recognize that early appointments and family emergencies do arise. **However, students arriving after the 9:00 A.M. start, regardless of the reason, are tardy and must bring a written excuse indicating the reason for tardiness and be signed in at the office by an**

adult before proceeding to their classrooms. Failure to report to the office after entering the building will result in an unexcused absence being recorded for the day. Each group of three (3) tardies shall be considered as one (1) unexcused absence from school. The parents of chronically tardy students may receive a call, letter, or visit from Fairview and/or district personnel. Continued concern may result in required excuses from a physician for all absences and tardies, parental appearance before a magistrate, and/or referral to Children Youth and Family Services.

Dads don't need to be tall and broad-shouldered and handsome and clever. Love makes them so.

Pam Brown

Beechwood Farms/Environmental Program

In collaboration with Beechwood Farms, all K-4 Fairview students have the opportunity to experience "nature walks." Fifth grade students have the opportunity to experience their "nature walks" during a four-day, three night environmental camp experience. Cooperatively organized by Beechwood Farms and the FCASD, this fifth grade overnight environmental camp experience strives to foster a life-long understanding and appreciation of nature as it enables us to meet the PA academic standards for science.

Any mother could perform the jobs of several air traffic controllers with ease.

Lisa Allther

Before and After School Childcare

Before and after school childcare is not available at Fairview. The YMCA Program at O'Hara Elementary School provides busing to and from Fairview. YMCA Childcare arrangements are made directly with the YMCA at 412-934-9622.

Mankind owes to the child the best it has to give.

UNITED NATIONS DECLARATION

Breakfast-Lunch Programs

Breakfast and lunch are served daily in our school cafeteria. The 2019 -2020 daily lunch price is \$2.55 (a 5 cent per day discount is applied to weekly lunch purchases), milk is \$.75 and breakfast can be purchased at the daily rate of \$1.35. Application forms are available to determine

eligibility for free or reduced lunch and breakfast. Parents who choose to pre-purchase breakfast and/or lunch with cash or check for a specified time or amount may do so by bringing money (or sending money with their child) to the cafeteria manager before the 9:00 A.M. school start time. Discounted lunches are transacted on Monday (Tuesdays if the student is absent on Monday, or if school is not in session on Monday). Checks should be made out to the FCASD Cafeteria Fund.

A computerized Point of Sale (POS) system allows parents to pre-pay for meals by depositing money into a debit account for lunch, breakfast, milk, and snacks. To place money on an account, apply for free/reduced eligibility, place a note on your child's account, make payments, and to view all purchases including snacks, please sign up for the online system at www.schoolcafe.com. All students are assigned a Personal Identification Number (PIN) to be used for participation in the POS System. Student PIN numbers follow students to graduation. All students purchasing lunch, whether choosing to set up a pre-paid account or paying cash daily must enter their PIN number as they purchase meals. When a child purchases breakfast, lunch, milk, and snacks in the cafe, he/she enters his/her PIN number and the payment is automatically deducted from his/her account balance. The lunch monitors at Fairview assist children who forget their PIN numbers or children who have not yet utilized the point of sale system.

Snacks are offered in our cafeteria for purchase during the lunch periods 10 minutes after the start of the lunch period, and our food service strives to select healthy choices. Baked chips, low-fat ice cream, and fruit snacks are some of the choices. Most snacks are priced between \$.70 and \$1.00. Students are able to purchase an unlimited amount number of snacks, per the district nutrition center, thus it is helpful for parents to monitor snack consumption via the student's lunch account. Students in grades K-2 are permitted to purchase snacks on Fridays; students in grades 3-5 are permitted to purchase snacks Monday - Friday. Kindergarten students have classroom snacks arranged by teachers and parents. A "No Snack" day may be determined at the discretion of the café manager. If a student owes the cafeteria money, no extras will be allowed to be purchased until the account has money in it again.

Please review the Wellness section of the handbook regarding food allergies.

Additional details regarding the breakfast and lunch programs can be found on the district website www.fcasd.edu under the headings - Back to School – Lunch Program.

Fox Chapel Nutrition Center

Breakfast and Lunch Program

Free and reduced lunch applications may be completed and returned to school, or completed through the online system at www.schoolcafe.com. The application must be completed every

school year. All charges incurred before applying for free or reduced eligibility are the responsibility of the parent/guardian. One meal benefit application may be used for all eligible school children in the family. If you receive notification that you are on the direct certification list, you do not need to fill out an application.

For the Food Service Policy, access to all menus, free and reduced forms, and general information on the Nutrition Center please go to: <http://www.fcasd.edu/about-the-district/food-services.html>

Please contact the FCASD Nutrition Center Secretary, Sandy Stewart, for any questions regarding the school breakfast and lunch program or the free and reduced program at 412-967-4409 or Sandy_Stewart@fcasd.edu.

808-AR-3. STUDENT FOOD SERVICE CHARGES-DEBT

Due to the large number of students charging their meals, it is necessary to address the issue of delinquent food service accounts.

The Board of School Directors is required to provide healthy meals in accordance with current regulation and policy. The Board of School Directors shall permit students to incur what the Board or its designee considers reasonable charges and that parents/guardians shall be contacted for payment of said charges.

GUIDELINES:

The district shall inform, in writing, students and their parents/ guardians, who incurred a negative balance, of the district's policy regarding food service charges. The Food Service Department of the Fox Chapel Area School District adopted a Point of Service System (P.O.S.S.) for meal purchases in each building. Parents/guardians have the ability to prepay for meals by depositing funds to the students account. All students are issued a Personal Identification Number (PIN) upon entering grade K and will retain a PIN while enrolled in the Fox Chapel Area School District.

A written notice will be sent by mail to parents/guardians whose students have a debt greater than \$13.00, informing them of the balance; and that if the balance is not paid immediately, the student will be provided a qualified lunch at the cost of a school lunch, consisting of a cheese sandwich, fruit, and milk.

Students in grades K-5 and disabled students will always be provided a meal, regardless of their balance due.

Students incurring additional debt will be notified by certified mail of the current balance due, the school board policy, and that the district reserves the right to disallow student involvement in after school activities, as well as seek assistance from the proper agency for legal action, if payment is not remitted.

FCASD District Wellness Policy

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

To access the entire wellness policy please go to:

<http://www.fcasd.edu/about-the-district/food-services.html?showall=&start=5>

USDA Nondiscrimination Statement and Complaint Procedure

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are

prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form , (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) E-mail: program.intake@usda.govThis institution is an equal opportunity provider.

Loving a child is a circular business.

The more you give, the more you get, the more you want to give.

Penelope Leach

Building Entry

To enter Fairview during school hours, the entry camera system requires visitors to ring the doorbell to be identified by one of the secretaries and to provide a reason for entry into the school lobby. In an effort to enhance the safety and security of our students and staff, we utilize the Raptor Visitor Management System. The system tracks all visitors, contractors, and volunteers who come into the school and provides alerts or anyone who may jeopardize the safety of our students and staff.

All visitors must be buzzed in at each school and immediately report to the office window.

Visitors then must present a valid state-issued driver's license or ID, which is entered into the Raptor system. A badge is issued identifying the name of the visitor, the date, and the time of the visit. Visitors return the badge prior to exiting the building and the visitor is signed out of the system.

The safety of our students and staff is a high priority. The Raptor Visitor Management System is just one of the tools we use to make our school safer. For questions/comments/concerns, contact Mr. Joseph Kozarian, School Safety and Security Coordinator, at 412-967-2448 or joseph_kozarian@fcasd.edu. For more information on the Raptor Management System, visit

Raptor Technologies at www.raptortech.com. Thank you for accommodating the security measures in place that serve to enhance the safety of our children and staff.

Building Usage

Fairview Elementary is open after school hours for district activities, intramural programs, and for other uses per school board policy. However, Fairview school and student activities take precedence, and other activities may be cancelled if a school program is scheduled. Interested parties are required to complete a **Facilities Use Request Form** (available in the school office) at least two weeks prior to their need. Related rental costs and approvals are determined by the building and district. The party signing the request form is responsible to the district should any damage occur.

Teaching kids to count is fine, but teaching them what counts is best.

Bob Talbert

Bullying/Cyberbullying

Fairview is committed to providing a safe, enjoyable, positive learning environment for all students. Therefore, bullying/cyberbullying are never tolerated in the school, on school grounds, in school vehicles, at designated bus stops, or at school sponsored activities. Intentional acts of written, verbal, physical or electronic bullying/cyberbullying that are severe, persistent and/or pervasive create an atmosphere of fear and intimidation, detract from the safe and orderly environment necessary for student learning, and may lead to more serious violence. Each student is responsible for respecting the rights of others and for demonstrating behaviors conducive to an atmosphere free from any type of bullying.

Creating a Caring School Community

The elementary school guidance program and classroom interventions strive to develop a caring school community and work to positively address conflict and avert bullying. The guidance curriculum introduces and reinforces the following topics through developmentally appropriate lessons taught in grades Kindergarten through grade five:

Accepting Self and Others
Understanding, Identifying and Expressing Feelings
The Importance of Rules and Consequences
Making Responsible Choices
Identifying Bully Behavior

Ways to Handle a Bully
The Power of the Bystander
The Qualities of a Friend
Team Building - The importance of Cooperation
Gossip and Rumor
Conflict Resolution
Point of View

Core components of the program are implemented at the school level, the classroom level, and the individual level.

At the school level, the staff is trained to identify typical developmental and social behaviors of children, the difference between conflict and bullying, what characterizes bullying behaviors, how to assist victims, how to empower bystanders, and how to assist students identified as bullies to choose pro-social behaviors.

At the classroom level, teachers read and discuss stories from the Heartwood Character Education Program that exemplify positive social attributes. They review and reinforce the guidance lessons described above, hold classroom meetings, and intervene with children as needed.

The individual component includes interventions with individual children, teachers, and parents when conflicts or bullying situations occur. Classroom and special area teachers, the school counselor, school psychologist, school-based mental health professional, and/or principal may be called upon to assist in these efforts.

For the 2019-2020 school year, the FV counselor will be piloting a new program that focuses social emotional learning: Second Step. K-3 units of focus will include: Skills for Learning, Empathy, Emotion Management, and Problem Solving. Grades 4-5 units of focus will include: Empathy and Skills for Learning, Emotion Management, and Problem Solving. Please contact Mrs. Lipke, FV Counselor, for more information at stephanie_lipke@fcasd.edu.

*Children are our most valuable resources.
Herbert Hoover*

Bus Riding-Transportation To and From School

Bus riding, to and from school, is a service (and privilege) provided by the school district. Therefore, all students are expected to follow the bus rules and guidelines. There are three bus rules – SIT - SEAT BELTS - SIX INCH VOICES. Failure to follow rules may result in the loss of bus riding privileges. The bus drivers are responsible for the safety of students on the bus with help from 5th grade student patrols. Bus concerns and concerns regarding behavioral situations on the bus are directed to Mr. Anderson. Questions regarding busing can be answered by the school office (412-963-9315) until 4:30 p.m. or directly by the transportation office (412-963-9600).

*No man can possibly know what life means, what the world means,
what anything means, until he has a child and loves it.
And then the whole universe changes and nothing will ever again seem exactly as it seemed
before. - Lafacadio Hearn*

Cell Phones, Communication and Electronic Devices; Spinners

To ensure a distraction free educational environment, students are not permitted to possess communication, gps, or other type of electronic devices of any kind (including, but not limited to cell phones, iPods, Apple watches, Gyzmos, and other similar type device, cameras, etc.) in classrooms or lockers, on school grounds, or at school sponsored activities. Communication devices accidentally brought to school by students will be kept by the teacher or sent to the office for safe keeping until retrieved by a parent or guardian.

In the event that the classroom teacher would like to permit students to bring their own devices for a specific academic activity, the teacher will provide a separate permission letter that designates the time period and requires parental permission. This permission letter will limit the time frame for use and outline the guidelines regarding student responsibility for use. The district is not responsible for loss, damage, or misuse of any electronic device brought to school by a student. Violations of the guidelines by a student will result in disciplinary action and may result in confiscation of the electronic device.

Spinners and similar type toys may not be brought to school.

*It's great to be great, but it's greater to be human.
Will Rogers*

Classroom Assignments

It is with great care that classroom assignments are determined with input from the grade level teachers and other professional staff members who know and work with our children. This professional team takes thoughtful consideration in appropriately placing students in an effort to create heterogeneous classrooms that balance academic and social structures. Among our considerations are gender, and the support and enrichment needs of our students for services that include, but are not limited to, learning, speech/language, acceleration, gifted and instrumental music programs. While your input is very important to us, parental requests for specific teachers limit our professional staff in making the best educational decisions for our students. **Therefore, parent written or verbal requests for specific teachers are not considered in the classroom assignment process.** Information about your child's individual learning profile, that may help us in our work, may be addressed to the principal in writing by **May 1**. Please note that, while important, parental input is one piece of the multi-faceted process of creating balanced classrooms, it is not the sole factor. Written input submitted from parents regarding a child's learning profile will be shared with the assigned teacher.

Classroom Parties/Celebrations, TAG and Music Box Presentations

Classroom teachers and parent volunteers coordinate classroom celebrations for three holidays: Halloween, the last day of school before the December break, and Valentine's Day. Parents may volunteer for one or all three holiday parties. However, they **MUST SIGN UP as a party volunteer and have the appropriate clearances** prior to the party day. To maintain the safety and well being of our students, **NO ONE** is allowed to be a 'last minute volunteer' or 'stop in' a classroom to say "hello" or 'visit' a holiday party. All party volunteers must contact the homeroom parent by the designated deadline in order to acquire a nametag and be permitted entry to the school/classroom on the day of the event. In addition, parent volunteers and classroom teachers schedule classroom lessons through the school and FPTO sponsored programs. Since the activities planned for these events/lesson/programs are specifically designed to address the age, interest and developmental level of the grade involved, they are not appropriate for siblings. Therefore, we are unable to welcome siblings to accompany volunteers to events held during the school day. Volunteers must have all clearances on file with the district office and a volunteer badge at the Fairview office, issued by the district office.

Fairview Elementary School recognizes proper nutrition as a key component of overall well-being and readiness to work and learn, and, as a result, food items will not be served during classroom parties or celebrations. Classroom parties and celebrations provide students the privilege of participating in social functions apart from the normal academic program and instructional day,

and, as such, are intended to focus on the interactional social benefits offered. Food items are not to be offered or made available for consumption by students or staff during classroom celebrations, thus allowing socialization activities, rather than food, to be the focus.

Confidentiality

Respecting confidentiality is crucial to Fairview Elementary School as it acts to protect the rights of every student. Volunteers at school may notice a student involved in a disciplinary matter or may observe student academic performance in the classroom. These circumstances should be treated confidentially and are not for discussion in, or outside, the school. It is extremely important that volunteers respect the privacy rights of all members of the Fairview community. If volunteers or visitors have concerns about something seen or heard at Fairview, they should speak privately to the appropriate teacher or to the principal. In addition, parent copy volunteers are required to maintain confidentiality about the items (papers, tests) that they copy for teachers and about what they see and hear while working in the school or in the office area.

*There are two types of education...one should teach us how to make a living,
and the other how to live.*

John Adams

If you want to lift yourself up, lift up someone else.

Booker T. Washington

Discipline Plan

Responsibility Training

The Responsibility Training philosophy enables students to learn self-discipline and to accept responsibility for their behavior by teaching them to evaluate what they are presently doing and to decide whether to continue the present behavior or to make a more responsible choice.

Responsibility Training is the basis for our guidance curriculum and our school discipline plan. It allows individuals to choose behaviors that meet their needs for belonging, success, freedom, and fun.

In order to be consistent, every member of the staff uses the same set of rules, the “Fairview Five.” If a student’s behavior choice does not follow the rules, is not responsible, or is not effective, the student will be asked to evaluate the choice and plan how to make a more effective, responsible choice in the future. Afterward, the staff members involved help the student to be accountable for the plan that was made.

Sharing the load makes anything possible.

Author Unknown

The Fairview Five

In order to maintain the best possible learning environment, the staff has developed the **Fairview Five**, which are behavioral expectations for each child. These include:

1. **Demonstrating respect for all people and property.**
2. **Following directions on the first request.**
3. **Using appropriate language, gestures, and tone of voice.**
4. **Keeping hands, feet, and all objects to oneself.**
5. **Walking quietly in our building.**

If behavior is unacceptable, students may be sent to the time-out room to be supervised in writing a plan for improvement. Appropriate consequences for the behavior may be determined as well. The goal of Fairview’s discipline plan is to help each child choose responsible behavior.

The Time Out Procedure

The Time Out Procedure is an outgrowth of our Fairview Five Discipline Plan. Anyone who has played or watched sporting events knows that a time-out is called when things are not going well or when the team or an individual player needs to stop, regain control, and come up with a new plan of action. The Time Out Procedure in school is designed to teach students to do the same thing. Students are sent to Time Out to remove themselves from a situation where a Fairview Five Rule was broken, to think and write about what they were saying or doing that caused the rule to be broken, and to create a plan for making a more responsible choice in the future. Consequences are assigned based on the nature or severity of the behavior or situation. Fairview’s formal disciplinary procedures are implemented only after individual classroom procedures are followed or if a serious circumstance occurs.

Students move through sequential steps for repeated offenses of like behaviors and discipline will be assigned per the level of infraction and appropriate step. Minor offenses such as disrespectful behavior toward others may result in automatic movement to step 2. Major offenses, such as fighting, stealing, threatening others, physical harm, and harassment may result in automatic movements to higher levels of the plan. Severe offenses will be handled in accordance with district, state, and federal guidelines. Weapons, gestures resembling weapons, or drawing of weapons or violence are prohibited for the safety and well-being of all students, staff, building volunteers, and school visitors. The consequence grid as approved by the FV Site Based Management Team (SBMT) outlines the discipline plan at FV and is available for review in the main office.

When love and skill work together, expect a masterpiece.

John Ruskin (English writer)

Dress Code

Students at Fairview Elementary School are expected to dress in a manner that is conducive to a safe, friendly, learning environment for students and teachers. Therefore, students have the responsibility of wearing clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste, and does not distract from the educational process.

In addition, students are required to wear gym-appropriate shoes to climb on the playground equipment. Backless shoes and sandals (flip-flops, clogs, mules, etc.) and heeled shoes and boots with leather soles prohibit safe footing on the climbing apparatus and have been the cause of slipping and sliding accidents; therefore, students wearing them during recess will not be permitted on the playground equipment. Changing into playground appropriate shoes before recess is permitted.

Drug Abuse Resistance Education (DARE)

An officer from the Indiana Township Police Department works with Fairview students in the DARE Program. The primary emphasis of this program is to assist students in recognizing and resisting the pressures that influence them to experiment with drugs and alcohol. The officer meets with students in Kindergarten through grade five. The DARE curriculum builds student

self-esteem and teaches students how to say “no” to the social influences that promote the abuse of drugs and alcohol, as it presents positive alternatives.

Teach children responsibility by offering them the opportunities to be responsible.

Author Unknown

Early Dismissal and Late Arrival by Parent Request

Please note that the instructional day at Fairview begins at 9:00 and ends at 3:40 P.M., and that educational activities begin promptly and continue until dismissal. Obviously, some appointments on school time cannot be avoided, and family emergencies do arise. **However, be advised that late arrivals and early departures are reserved for extenuating circumstances only.** Please arrange routine appointments and schedules to respect the integrity of Fairview’s instructional day. By complying, your child’s educational day will not be curtailed, and the education of your child and his/her classmates will not be disrupted.

No child will be excused at any time other than the regular dismissal time without written parent permission.

If an unusual situation should arise that requires a student to leave the school at any time other than the normal dismissal time, the parent or guardian must send a note to the homeroom teacher. All students leaving early must be signed out at the office by the parent or guardian. If the student is to be picked up by someone other than the parent/guardian, the written request for the early dismissal must include the name and the relationship of the person who is picking up the child. The presentation of identification will be requested. For the safety of your child, students are not permitted to leave the building without written notification to the teacher and approval from the principal. As with chronically tardy students, the parents of students with repeated early dismissals may receive a call, letter, or visit from Fairview and/or district office personnel. Continued concern may result in a parental appearance before a magistrate, with a possibility of fines and/or referral to Children and Youth Services.

A mother is not a person to lean on but a person to make leaning unnecessary.

Dorothy Canfield Fisher

Early Dismissal by District Calendar

Periodically, students are dismissed early from school to allow for teachers and staff members to attend a variety of professional development sessions. These sessions are built into the school calendar to allow teachers and staff to enhance their knowledge base by acquiring new ideas and teaching strategies to meet the needs of all of our children.

Educational Services

The special education team at Fairview works as an inclusive model. The Learning Support staff offers support to students in classrooms as well as in the Learning Lab and the Speech/Language Room. The Quest (gifted program) teachers plan and implement activities to assure that the needs of qualifying gifted students are met.

Learning Support and/or Speech/Language Services may be accessed in several ways. After viewing test scores and classroom performance, a teacher or the principal may request a parent meeting to review data and to plan interventions or further assessments. Parents may request services through the classroom teacher, the Response to Instruction and Intervention (RtII) facilitator, the school counselor, and/or the principal.

Response to Instruction and Intervention (RtII) is a process that fosters systemic research-based instruction and interventions for all learners. Instruction and interventions are matched to student needs, and the monitoring of progress is continuous. Teachers regularly collect and analyze student assessment data to measure whole group and individual student progress related to grade level benchmarks and to plan and implement classroom and support interventions. At any time, parents may be invited to discuss their individual child's growth. This approach to monitoring student progress promotes success for all students.

Quest services are processed in a similar manner. After reviewing standardized tests, classroom performance, and grades, the classroom teacher, and/or the principal may request further testing to determine if specialized instruction is necessary to meet the needs of the child. Parents may send a written request for evaluation to the school counselor, Quest teacher, or principal. After receiving parental permission for formal testing, a school psychologist will administer an individual battery of tests. Data from these assessments, as well as several performance indicators, become part of a Gifted Written Report, which is discussed at a team meeting.

Multiple criteria for placement in the Learning/Speech/Language Support or Quest programs include information from parent and teacher questionnaires, along with classroom, district, state and nationally standardized assessments.

Compliance Statement
Title IX: Section 504 and ADA

The Fox Chapel Area School District is an equal rights and opportunity school district. The school district does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation ancestry, national origin, or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

When you look at your life, the greatest happinesses are family happinesses.

Dr. Joyce Brothers

Emergencies

The Fox Chapel Area School District has implemented the **SchoolMessenger** notification system) to provide timely communication to parents and staff members on matters such as district emergencies. The system automatically calls parent/guardian phone numbers, cell numbers or sends a text message to a cell number programmed by parents/guardians into the system to alert them to emergencies. For more details, - see **SchoolMessenger**.

Emergencies will also be made known over local radio and television stations. The following radio and/or television stations provide information regarding delays, cancellations, or early dismissals:

Radio Stations

KDKA (1020 AM)
KQV (1410 AM)

Television Stations

KDKA-TV
WPXI-TV
WTAE-TV

In addition, there will be an announcement on the district's telephone information line at 412 - 967-2500 and on the district's Web site at www.fcasd.edu whenever school delays, cancellations, or early dismissals are enacted.

In the event of a severe storm forecast or other emergency when children are already at school, an early dismissal may occur. Parents/guardians who work or are not at home should plan with their child (children) where to go should such a situation arise. This information will be requested from parents early in the school year on the Student Pick-Up Authorization Form. This form also

designates persons to pick up your child (children) for all instances when the student is released from the school. Please ensure that only those persons listed on the form are available to pick up your child (children) in the event of an emergency. Anyone picking up a student will be required to produce photo identification and sign a release form.

In the event your child (children) has a personal means of transportation at school at the time of the emergency or evacuation, your consent is also required before the student will be permitted to leave with their own mode of transportation.

What soap is to the body, laughter is to the soul.

Yiddish Proverb

Emergency Evacuation

Should Fairview students and staff need to evacuate the building for an extended period of time, students and staff will either walk to Beechwood Farms or will be taken by bus to O'Hara Elementary School, depending on the severity of the situation or the length of time needed for evacuation. *In the event of an evacuation, please do not drive to Beechwood Farms to pick up your child; doing so will cause a major traffic jam and limit district personnel or local law enforcement's ability to access the location and assist our efforts in accounting for all children and their safety.*

Fairview Parent Teacher Organization (FPTO)

The FPTO automatically includes all parents, teachers, and the principal. There are no dues or membership fees. Monthly meetings during the school year (with the exception of December) are held at the school, at which time the members are apprised of the various committee activities and any required voting is done. Occasionally, speakers are invited to attend these sessions. Fundraising activities are held by the FPTO each school year. The proceeds from FPTO fundraisers are used for general activities and for special school programs (speakers, assemblies, cultural diversity events, and class picnics or outings.) The FPTO also coordinates many parent volunteer activities at Fairview and sponsors several family oriented events through the year (Holiday Fair, Science Fair, Fun Fair). All parents are encouraged to participate in FPTO activities. Many of our student activities would not be possible without the support of our FPTO. FPTO officers and all volunteers (those not always under the direct supervision of a principal or professional staff member – field trips, homeroom helpers, field days, etc) must submit copies of three clearances (Criminal Record Check, Pennsylvania Child Abuse History

Clearance, and FBI Criminal History Record) to the district office for approval in order to receive a volunteer badge. Clearances must be submitted by the district determined deadlines before you plan to volunteer. For more details, see **Parent Volunteers** – page 31.

Field Trips

The Fox Chapel Area School District and the Fairview Parent Teacher Organization provide the fees for TAG, Music Box, Carnegie Art Museum, PSO school concerts, and in-school field trips with field trips generally scheduled by teachers. These trips are arranged to enhance and supplement the elementary curriculum. Parents are required to sign a permission slip for field experiences. Children may not participate in out-of-school field trip experiences without written parental permission. Occasionally, there is a nominal fee for some field trips. If payment of the fee is a concern, please contact the principal or school counselor for confidential financial assistance.

“I learned long ago that those who are happiest are those who do most for others.”

Booker T. Washington

Heartwood Character Education Program

The district adopted, literature-based, Heartwood Character Education program enhances the district’s core values of respect, responsibility, and integrity. The seven universal attributes of the Heartwood program (love, loyalty, courage, respect, hope, honesty, justice) are presented in multicultural stories that stimulate rich classroom discussions and activities. Cognitive research confirms that our minds and hearts respond to, remember, and learn from good stories. The read-aloud children’s books and follow-up discussion further support and reinforce the guidance curriculum. Children learn how to apply the universal attributes in their daily lives allowing us to realize our goal of creating a caring school community.

We must remember that one determined person can make a significant difference, and that a small group of determined people can change the course of history.

Sonia Johnson

Health Services

The certified school nurse is an integral part of the educational team, providing guidelines for school personnel so that specific health needs of students are met. The certified school nurse assesses the seriousness of illnesses or injuries that occur during the school day. The certified school nurse also provides, performs, administers, and/or supervises all necessary treatment

procedures required by the student population. The certified school nurse will administer minor first aid to students with injuries or illnesses that occur at school. However, serious injury or illness may necessitate parental notification and possible outside medical attention. These decisions are at the discretion of the nurse, with consideration for the needs of the student.

Each fall, an emergency care card is sent home. Please take the time to carefully complete the card. It should contain not only the business telephone numbers of parents, but also telephone numbers of two people who would be available during the day to assist with your child's illness or injury, should one occur. Please sign the reverse side of the emergency care card and list all health problems that your child might have, including allergies. If, at any time during the school year, the information on the emergency card changes, please notify the school nurse immediately. The emergency card is of vital importance, giving school personnel access to information needed in the event of a student's illness or injury.

Medications should be given at home. Should the need arise for a student to be given medications during school hours, these procedures must be followed:

1. Written instruction signed by a physician with the diagnosis, medication, dosage, length of time to be given, possible side effects, and parent signature are required for all types of medication. Forms are available from the certified school nurse or her designees.
2. It is the parent's responsibility to maintain an adequate supply of medication throughout the school year.
3. Medication must be brought to the school nurse by the parent/guardian in the prescription-labeled container, which must remain at school.
4. If the school nurse is not available, the building principal or designees will accept and sign for the medication.
5. Over-the-counter medications, including cough drops will not be administered, unless prescribed by a physician.
6. The certified school nurse will review all new medication requests.
7. The first dose of medication: When a child has been prescribed a new medication it is the parent's responsibility to give the first dose when the child is at home to ascertain the child's reaction to the medication.
8. Medication will be discarded one week following the expiration date, or at the conclusion of the school year, unless the parent requests return of the medication. Medication will be returned to the parent or an adult designee only.

Exclusion from School

The Pennsylvania and Allegheny County health departments require exclusion of all students who are suspected of or have been diagnosed as having the following communicable diseases:

Illness	A student may return to school
Strep Throat and Scarlet Fever	24 hours after beginning appropriate treatment
Conjunctivitis (Pink Eye)	When judged not infective by a physician or school nurse.
Chicken Pox	When all vesicles (sores) are crusted; approximately five days from eruption of last crop of vesicles.
Pediculosis (Head Lice)	After appropriate treatment has been instituted and child is "nit free" (as judged by the school nurse).
Scabies	After completion of appropriate treatment and judged not infective by a physician or school nurse.
Ringworm	After the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
Impetigo	24 hours after beginning appropriate treatment.

The certified school nurse should be consulted if there are any questions or concerns regarding readmission to school.

Sickness and Injuries

Students should **not** be sent to school if they have:

- a fever of 100 degrees or more (students should be fever free without fever reducing medications for 24 hours before returning to school)

- vomiting or diarrhea within the last 24 hours
- a suspicious rash
- a stomachache or fatigue, accompanied by a fever and/or vomiting
- a headache lasting one-two days, or recurring
- red, irritated eyes with pus-like or excessive watery drainage; and/or
- persistent, uncontrollable coughing and sneezing

When children become ill at school, it is the parent's responsibility to provide transportation from school to home. Emergency care cards, completed by parents annually, ensure that children receive the best, and most expedient, care in the event of an emergency or illness at school. Further information on the state mandated services, first aid, immunizations, etc. can be found in the School Health Services Handbook, which can be requested through the school nurse.

Home Learning

Home learning assignments are designed to:

- Provide essential practice in needed skills
- Establish good work habits
- Afford an opportunity for increasing self-direction
- Enrich and extend the in-school learning experience
- Help students learn to budget their time
- Bring students in contact with out of school educational resources

Parents can support this endeavor by providing a quiet, well-lit area for their child to work. It is important for parents to encourage and support their child's/children's learning in and outside of school. Home Learning assignments should take about 10 minutes per grade level (ex. Gr. 2 parents should expect about 20 minutes of homework per night excluding weekends). In addition, students are encouraged to read every evening.

You learn many things from children-how much patience you have for instance.

Franklin P. Jones

Instrumental Music

Beginning in third and fourth grade, instrumental music lessons (string and band respectively) are offered to individuals and small groups of students under the direction of the music department faculty. Elementary string students perform in a winter concert and in the annual String Orchestra Tour. Band students perform in the spring for Fairview students and parents. Rehearsals are in

the morning before school on designated days. Interested students and parents may contact one of the instrumental music teachers for specific details regarding participation.

Internet Use

Student Network/Internet User Agreement and Parent Permission Form

In order to use networked resources in the Fox Chapel Area School District, students must sign and return a Student Network/Internet User Agreement - those under age 18 must obtain parental permission. The Internet User form is included with the entry registration packet.

Network activities that are not permitted include (but are not limited to):

- > Sending or displaying offensive messages or pictures
- > Using obscene language
- > Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- > Harassing, insulting, or attacking others
- > Damaging or modifying computers, computer systems, or computer networks
- > Violating copyright laws
- > Using others' passwords
- > Trespassing in others' electronic folders, work, or files
- > Employing the network for commercial purposes, financial gain, or fraud
- > Installation of non-approved software
- > Chat/Instant Message/Blog/Wiki Programs that are not part of classroom instruction
- > Modifying Software Settings
- > Loading or use of unauthorized games, programs, files, or other electronic media

Networking violations may result in the loss of technological access, as well as other disciplinary or legal action as applicable. In addition to the consequence grid below, students will engage in reteaching activities for learning purposes.

Fairview Elementary Technology Consequence Grid

Behavior	KDG – 1st Grade	2nd Grade – 3rd Grade	4th Grade – 5th Grade
Level 1: <ul style="list-style-type: none"> • Modifying Software Settings • Loading or use of unauthorized games, programs, files or other electronic media • Damaging computers, computer systems, or computer networks 	Loss of ALL electronics for 1 week	Loss of ALL electronics for 4 weeks	Loss of ALL electronics for 7 weeks
Level 2: <ul style="list-style-type: none"> • Violating copyright laws • Using other's passwords • Using obscene language • Trespassing in other' laptops, electronic folders, work and files • Chat/Instant message/Blog/Wiki programs that are not part of instruction 	Loss of ALL electronics for 2 weeks	Loss of ALL electronics for 5 weeks	Loss of ALL electronics for 8 weeks
Level 3: <ul style="list-style-type: none"> • Harassing, insulting or attacking others (i.e Cyberbullying) • Sending or displaying offensive messages or pictures • Giving personal information or personal information of others, such as a complete name, phone number, address or identifiable photo, without permission (ie credit card application) • Employing the network for commercial purposes, financial gain or fraud 	Loss of ALL electronics for 3 weeks	Loss of ALL electronics for 6 weeks	Loss of ALL electronics for 9 weeks

*Character is what you do when no one is looking.
Author Unknown*

Morning Announcements

Morning announcements begin at 8:55 every morning. Under the direction of the librarian, all Grade 5 students have an opportunity to do the morning announcements using the public address system in the library. Student announcers introduce themselves, give the date, share the lunch entrees, give the recess report, announce pertinent school information, and start the Pledge of Allegiance. All persons in the building during announcements are asked to wait quietly until the completion of the morning announcements. Staff and visitors are asked to stop movement and talking in the classrooms and hallways during the Pledge of Allegiance, so as to set a good example for our children.

*Safe, for a child, is his father's hand, holding him tight.
Marion C. Garretty*

Non-School Sponsored After-School Activities (i.e. Scouts, Chess, etc)

The parent leaders of each after-school activity will create and distribute permission slips for each session and will take regular attendance. **Parents of participating children are to submit, and**

have their child return to the teacher, a permission slip for each session that indicates a phone number where the parent can be reached between 3:30 pm and 5:00 pm on that day.

If a parent forgets to send a permission slip when a child is scheduled to attend a session or meeting, the parent is to call the office and ask the secretary to alert the teacher, AND the parent is to also call the activity leader directly to alert the leader that a note was forgotten. To ensure that no child goes home to an empty house, **children with no note and no parental call** will be sent to the activity or meeting. Following these procedures allows us to alert buses and have children brought back to the school in the event that a child inadvertently gets on a bus when he/she is scheduled to be at an after-school activity.

Parent Resources

Our elementary school counselor is available to support parents. A number of books, tapes, and pamphlets pertaining to various parenting topics are housed in the counselor's office and school lobby and are available for loan. Parents may borrow school materials from the counselor, or parents are welcome to contact the school counselor to locate information on a specific topic(s).

The capacity to care is the thing that gives life its deepest meaning and significance. Anonymous

Parent Teacher Conferences

Parent Teacher Conferences are held during the month of November. However, parents are welcome to arrange additional conferences, as necessary, throughout the year. These additional conferences can be scheduled by contacting the child's classroom teacher through the teacher's individual voice or e-mail or through the school office.

During the November Parent Conference week, students are dismissed early to provide time in the afternoon and early evening for parents and teachers to meet. Conferences are scheduled before school, in the afternoons, and during early evenings after student dismissal.

It is our choices that show that we truly are far more than our abilities.

J.K. Rowling

Parent Volunteers

Fairview Elementary School seeks to utilize parent and community human resources to enhance, expand, and support the educational process at Fairview. We, at Fairview, continually extend

ourselves to reach the goal of success for all of our children as we recognize the importance of partnerships with parents, the community, and the broader context of the world. These connections help students to understand their role as citizens, and to recognize how the community cares for, and about, their education. Parent volunteers are an essential part of life at Fairview and provide valuable contributions to our educational program. Parent volunteers coordinate assemblies, fundraisers, classroom celebrations, the Great Expectations afterschool enrichment program, Math Pentathlon, Multi-cultural Night, and our Holiday, Science and Fun Fairs. Additionally, parent volunteers support the Traveling Art Gallery (TAG), Music Box, Book Fair, Book Room, and share work and hobby experiences with classrooms.

Clearances

For the safety of our children, all school volunteers are required to obtain three (3) clearances: PA Criminal Record Check, PA Child Abuse History and the FBI Criminal History Record. Volunteers **MUST** provide copies of the three clearances listed above prior to volunteering in our school. Copies of the Request for Criminal Record Check, FBI Criminal History Record, and Pennsylvania Child Abuse History must be on file at the district office prior to volunteering effective 2015. **No exceptions** will be made regarding clearance information. Once the district office verifies clearances, a Fairview Volunteer Badge will be provided to the school office. Each approved volunteer is required to display his/her badge while volunteering at the school. Volunteer clearances are valid for five years. Volunteers with current clearances within the past five years may submit the current clearances to the district office.

Examples of volunteer responsibilities and activities include:

- PTO/PTA officers
- Junior Great Books
- Great Expectations
- Chess
- Book Fair
- Math Pentathlon
- Yearbook
- Market Day
- Field trip chaperones
- Multiple Intelligence Day
- Guest Speakers

- Assembly/in-school field trip performers
- Traveling Art Gallery (TAG) and Music Box presenters
- Birthday readers
- Classroom Party Coordinator
- Other activities as determined by the building principal

Confidentiality when volunteering

Respecting confidentiality is crucial at Fairview Elementary School as it acts to protect the rights of every student. Volunteers at school may notice a student involved in a disciplinary matter or may observe student academic performance in the classroom. **These circumstances should be treated confidentially and are not for discussion in, or outside, the school.** It is extremely important that volunteers respect the privacy rights of all members of the Fairview community. If volunteers or visitors have concerns about something seen or heard at Fairview, they should speak privately to the appropriate teacher or to the principal. Information (papers, tests) copied for teachers by parent volunteers must remain confidential. The sign-in and badge wearing procedures outlined in the **Visitor** section of this handbook applies to all parent volunteers, as well.

You never stand so tall as when you bend down to help a child.

Author Unknown

Parking

We understand that parking at Fairview can be challenging at times. **HOWEVER, Parking along the yellow line (the fire lane along the front of the building) is illegal and never permitted.** Please do not park on the grass. Parking is also not permitted at the local businesses. No one anticipates a school emergency. Cars parked on the yellow line create a hazard by preventing access for emergency vehicles in an urgent situation. Please maintain the safety of our students, staff, and building by parking in the front, lower, and side lots. This procedure is to be followed at ALL TIMES - during student arrival and dismissal, throughout the school day, and during afterschool and evening events. Police officers and school district officials may periodically monitor our grounds for compliance.

Education is simply the soul of a society as it passes from one generation to another.

G.K. Chesterton (English Writer)

Parking During Evening Events

Parking for evening events at Fairview is at a premium. The parking lot at Beechwood Farms and Hartwood Elementary are usually available for our whole school evening events. When these lots are being utilized for overflow parking, a parking shuttle will transport Fairview families to and from the school. An event specific flyer or written notification will indicate the exact alternate parking lot location(s).

Let us put our heads together and see what life we will make for our children.

Chief Sitting Bull

Peer Helpers

The Peer Helpers Program provides opportunities for fifth grade students to help other students during fifth grade recess. Under the direction of the school counselor, peer helpers may assist younger students with spelling words, math facts, or an upcoming test. In addition, peer helpers may assist teachers by organizing materials, putting up new bulletin boards, or helping with projects, games, grading papers, etc.

To become a father is not hard; to be a father is, however.

Wilhelm Busch

Recess

Since outdoor activity and fresh air are integral to student growth and well-being at school, students will go outdoors for recess except during very serious weather conditions. **Therefore, students should be properly dressed and prepared for outdoor recess each day by wearing (or bringing) coats, hats, scarves, gloves or mittens, and rubber-soled shoes or boots.** It is advised, particularly during winter months, that students keep a change of clothing and shoes in their lockers. Students are required to wear gym-appropriate shoes to climb on playground equipment. Backless shoes and sandals (flip-flops, clogs, mules, etc.) and heeled shoes and boots with leather soles prohibit safe footing on the climbing apparatus and have been the cause of slipping and sliding accidents. Therefore, students wearing them during outdoor recess will not be permitted on the playground equipment. Changing into playground appropriate shoes before recess is permitted. The recess period is 30 minutes daily and students are required to remain outside for the entire recess period unless they have a doctor's excuse.

Play is the work of children.

Friedrich Froebe

Recording by Video-tape, Audio-tape, Photography, Electronic Media

Students, school events, and educational programs are often made the subject of videotape, audiotape, photography, electronic media and the like for use in improving instructional practices and for legitimate public and media purposes. Throughout the school year, your child may be recorded, interviewed, and/or photographed by representatives from newspapers, television or radio stations, as well as, district personnel, or their designees, and these items may be publicly displayed in print and/or electronically in places such as the district and school World Wide Web sites. Parents may object to this practice by submitting a written objection to the Coordinator of Communication, Fox Chapel Area School District, 611 Field Club Road, Pittsburgh, PA 15238. Questions regarding this practice may be directed to the Communications Office at 412-967-2452.

We are here to help one another along the path of life .- Author Unknown

Report Cards/Reporting of Student Progress

Report card information is accessible online using PowerSchool. Parents are able to view student grades/ratings at specified time periods following the quarters. *If needed, parents may contact the school secretary in writing to have a paper copy of the report card mailed home following each quarter.* Kindergarten students receive report cards three times per year, in quarters 2, 3, and 4. Grades 1 through 5 receive report cards in all four quarters. For descriptions of standards-based grading and the rating used by the FCASD, visit <https://web.fcasd.edu/reportcard>. More regular progress information of students in Grades 3-5 can be accessed in PowerSchool throughout each quarter.

Room Parent

This volunteer position, directed by the FPTO Room Parent Coordinator, enables a parent from each classroom to act as the liaison for the homeroom teacher by organizing holiday parties and to support the school by coordinating volunteers for special events like Multiple Intelligence Day and the Fun Fair.

Safety Drills

A variety of safety drills are practiced periodically to ensure student knowledge and comfort with hearing the sounds and participating in the drills.

FIRE DRILLS are held monthly to practice evacuating the building and moving to a safe distance in a timely and safe manner. Fairview students and staff exit the building through designated doors and assemble at a safe distance from the school.

BUS EVACUATION DRILLS are held twice a year to practice the emergency exiting of buses. Bus evacuation drills are generally held in the morning upon student arrival at school, wherein students exit the buses that morning through either the side or rear emergency doors. The bus driver and patrol sponsors assist students with this drill.

LOCKDOWN DRILLS are practiced several times a year, so that all students and staff know where to go and what safety precautions to take in the event of a crisis situation or an intruder either inside or outside of the building. *The procedures for lockdowns are not shared with parents or community members. We communicate to the students that the drills are for their safety in the event of an emergency, and that the greater the number of people who are aware of the procedures, the greater the safety risk to the students, staff, and visitors within the school. These drills are not ALICE drills. Only staff has been trained in ALICE and its practices.*

SEVERE WEATHER DRILL is mandated by the state in early spring each year. Students and staff practice going to a safe location in the building and getting into a safe physical position.

When available, Fairview's DARE officer may be on site to assist with our safety drills.

School Closings, Delays, Weather Emergencies, Emergency Evacuations/Dismissals

Please note the following **school closing**, **school delay**, and **emergency early dismissal** information.

SCHOOL CLOSINGS The Fox Chapel Area School District will cancel school if the health, safety or well-being of our students is threatened due to severe weather or unforeseen circumstances.

DELAYED SCHOOL OPENINGS The Fox Chapel Area School District may issue a "2 hour delay" when serious morning weather conditions (which are expected to moderate later in the day) occur.

When a "2 hour delay" is called, school buses will run two hours later than usual, and classes will begin two hours later than usual. Please note that breakfast **will not** be served on two-hour delay days. However, lunch **will be** served as usual and dismissal will follow its regular schedule. There will be no recess.

In the event that an emergency early dismissal is called due to poor weather conditions or unforeseen circumstances during the school day, we need to know where to send your child(ren). Since parents may not be at home when an emergency early dismissal is announced and phone lines may be very busy or unavailable, we request that you complete the “Student Pick-up Authorization Form” to ensure your child’s safety.

Since young children may feel insecure about changes in dismissal, we encourage you to plan, and periodically discuss, alternate dismissal arrangements with your child(ren). When planning, please note that elementary students may arrive home before middle school and high school students. If your “Student Pick-up Authorization Form” is dependent upon an older sibling, you may need to adjust accordingly.

Our goal is to ensure that all of our children have a parent or guardian waiting for them at home, or are comfortable with their alternate dismissal arrangement in the event of an emergency early dismissal. Therefore, we ask that parents complete the Student Pick-Up Authorization (included in the beginning of year packet) and return it promptly to their child’s teacher. Please inform us if your “Student Pick-up Authorization” changes during the school year, so that we may send you a new form to complete and return.

Weather and other emergencies affecting any or all of the Fox Chapel Area Schools will be made known to parents via the SchoolMessenger System. In addition, weather announcements are indicated on the district telephone information line (412-967-2500), the district web site (www.fcasd.edu), the school website (www.fcasd.edu/schools/Fairview), and announced on the following radio and TV stations:

Radio Stations

KDKA (1020 AM)

KQV (1410 AM)

Television Stations

KDKA-TV

WPXI-TV

WTAE-TV

Happiness lies in the joy of achievement and the thrill of creative effort.

Franklin D. Roosevelt

School Communication (PowerSchool and Friday Folder)

PowerSchool

PowerSchool is our primary source for student and class information. It is an internet platform

and online communication tool that serves as an extension to our school website, providing our families with up-to-date student and classroom information. Parents receive login information after their children are enrolled. PowerSchool enhances parent-teacher communication, saves teachers time, and serves as our primary source of specific student and class information. PowerSchool allows parents to keep track of their children's grades (beginning in grade 3) and receive school and class news, flyers, assignments and calendars. Teachers update PowerSchool pages weekly or as communicated per grade level teams. Parents should login regularly to access the most updated school and classroom information. Parents who have not received an authorization code for PowerSchool are asked to contact the school for assistance in setting-up their PowerSchool account.

Once you have activated your account, you can use PowerSchool to:

<ul style="list-style-type: none"> • Check attendance and grades 	<ul style="list-style-type: none"> • View your 'Combined Calendar' to see events from the school calendar and your child's own classes and activities.
<ul style="list-style-type: none"> • Check your child's latest progress (Grades 3-5) during the quarter. • K students receive report cards in quarters 2,3,4. • Gr. 1-5 receive report cards in all quarters. 	<ul style="list-style-type: none"> • Read announcements and classroom news
<ul style="list-style-type: none"> • You will receive email alerts when grades or attendance absences are posted. (You need to set email notification in PowerSchool in order to receive the reports.) 	<ul style="list-style-type: none"> • View teacher communication if posted.

How to Set Up your PowerSchool Account

Directions for setting up your PowerSchool Account can be found on Fairview's school website at <http://www.edline.net/pages/Fairview>. Click on the PowerSchool link.

Whenever you login to PowerSchool, you will see shortcuts in the main menu to his or her grades, attendance, calendar, and other helpful information. If you have any questions or experience technical problems, contact the community help desk (community_help@fcasd.edu), at 412-967-2588.

Friday Folder

Fairview's weekly Friday Folder packets provide school information and are posted on the Fairview Elementary School website each week. Monthly and weekly calendars, informational notes, and other important school information are included in the weekly Fairview Friday Folder

packet. The Friday Folder packet of information is posted on the school website each Friday (on Wednesday or Thursday during short weeks). Families without access to a computer can request a paper copy of the Friday Folder packet by calling the school office. FPTO and other school related notices must be submitted to the school office for approval by noon on Wednesday in order to be included in that week's packet.

Flyers from community groups are not included in the Fairview Friday Folder packet. District approved flyers are posted under the "COMMUNITY" link, located at the top of the FCASD website homepage, and then under the "Flyers" link.

FPTO offers an email reminder when the Friday Folder packet is posted to parents who request the service. A listing of all new community flyers that have been posted on the school website is also included in the Friday Folder reminder email.

SchoolMessenger Parent Emergency Notification System

The SchoolMessenger Parent Emergency Notification System quickly and accurately delivers emergency information to parents per their preferred method of notification. *PowerSchool offers directions for parents to change their SchoolMessenger mode of contact.*

It's not how you love. It's whose life you change in the wake of yours.

Anonymous

Site-Based Management Team (SBMT)

The SBMT is comprised of two representative parents, a community member, staff members, and the principal, who provide input and guidance to our school community. Standing committees research and recommend ideas and solutions to the SBMT. SBMT representatives also participate in the interviewing process of some staff members. Meeting once a month during the school year, the SBMT focuses on the district and building strategic plans and works with the principal to make and implement well-thought ideas and decisions for students and staff.

Coming together is a beginning. Staying together is a process.

Working together is success. - Henry Ford

Use of School Grounds

Safe and proper use of the playground and parking areas at Fairview Elementary School by community members is expected. In the best interest of all, the following guidelines must be adhered to:

- Children should be supervised by adults at all times
- Bike riding, roller blading, skating, or skateboarding must only be done on the asphalt/blacktop areas, not on the sidewalk or curbs
- Glass containers of any kind are not permitted
- Use of alcohol and tobacco are forbidden on school property
- Walking dogs on school grounds is not permitted
- School grounds will be considered closed at dusk except on occasions of school-sanctioned events
- Any illegal, dangerous, or destructive activity will not be tolerated and is subject to prosecution by the police
- Weekend parking on school grounds must receive prior approval from the principal

When we give it our all, we can live with ourselves-regardless of the results.

William Wordsworth

Visitors

As part of the Safe Schools Project, all parents, visitors, and volunteers must **sign in and out of the building** at the main lobby window indicating the reason for the visit. ***Visitors are required to provide their car keys to the office upon sign-in to obtain a visitor's badge; the keys will be returned upon receipt of the visitor's badge before exiting the building (this does not apply to celebration or program days).*** Volunteers will have a name specific identification badge. **Visitor and volunteer badges must be worn at all times while in the building.** We thank everyone in our community, in advance, for helping to make Fairview a safe place for our children and staff.

Don't be a drip - go with the flow.

John Blades, Motivational Speaker

Weapons

Federal, state, and local laws prohibit any type of weapons on school property or buses. Weapons include any knife, cutting instrument or tool, nunchaku stick, firearm, shotgun, rifle,

replica of a weapon, chemical agent, box cutter, kitchen knife, pen knives, keychain knives, or any tool or household item capable of inflicting serious bodily injury. School district policy prohibits students from possessing a weapon or replica of a weapon on the person of the student; in the student's locker; directly or indirectly under the control of the student while on school property or on property being used by the school; on any vehicle providing transportation to or from school or to or from a school sponsored activity. Please be sure that pen-knives and other types of cutting tools remain at home. **Halloween costumes and accessories must be school appropriate and may not include any type of weapon or cutting instrument, any replica of a weapon or any item resembling a weapon.**

What you think of me, I will think of me. What I will think of me, I will be.

Author Unknown

Weather Emergencies

Emergencies affecting any or all of the Fox Chapel Area Schools will be made known to parents via the School Messenger System. In addition, there will be an announcement on the district's telephone information line at 412-967-2500 and on the district's web site at www.fcasd.edu whenever there are school delays, cancellations, or early dismissals. In the event of a severe storm forecast or other emergency when children are already at school, an emergency early dismissal may occur. Parents who work or are not at home should plan with their children where to go should such a situation arise. Student Pick-up Authorization Form will be sent to parents at the beginning of school, and parents are asked to promptly return the form to the classroom teacher. (See Emergency Evacuation/PowerSchool).

The following radio and television stations list delays, cancellations, or early dismissals:

Radio Stations

KDKA (1020 AM)

KQV (1410 AM)

Television Stations

KDKA-TV

WPXI-TV

WTAE-TV

Wellness

Fairview Elementary School recognizes proper nutrition as a key component of overall well-being and readiness to work and learn, and, as a result, food items will not be served during classroom parties or celebrations. Classroom parties and celebrations provide students the privilege of

participating in social functions apart from the normal academic program and instructional day, and, as such, are intended to focus on the interactional social benefits offered. *Food items may not to be offered or made available for consumption by students or staff during classroom celebrations, thus allowing socialization activities, rather than food, to be the focus.*

Food Allergies - Peanut/tree nut allergy alert

There are children in our school who have serious allergies, particularly tree nut/peanut allergies. Tree nuts include but are not limited to almonds, Brazil nuts, cashews, chestnuts, filbert/hazelnuts, macadamia nuts, pecans, pine nuts (pignolia nuts), pistachios, walnuts. A child with a serious tree nut/peanut allergy can suffer a reaction merely by touching a food containing a tree nut or peanut. Therefore, the following guidelines are in effect:

- The certified school nurse will send letters to parents of students in the classrooms which may have a peanut or tree nut allergic child(ren).
- Classroom will refrain from classroom projects that involve peanut butter or peanut or tree nut shells.
- Parents are asked not to send in student projects that contain peanuts, tree nut and/or their shells.
- Do not include candy or other food treats as part of holiday cards.
- Students who eat peanut butter or tree nut or peanut products are to wash hands with soap **and** water after eating lunch. Similarly, we would appreciate you making sure that your child washes his/her hands with soap and water before leaving for school each morning.

Understanding the complexity of food-allergies in young children is a learning and growing process for all of us; we trust that you understand how deeply important it is for all of us to respect and adhere to these guidelines. Please contact the school nurse, school counselor, classroom teacher, or principal should you have questions or concerns about food-allergies in children or food-allergy related issues.

“The main thing is to keep the main thing the main thing.” - Stephen Covey

Withdrawing a Student from School

When a child is transferring from the Fox Chapel Area School District, the parent or guardian must complete an official student withdrawal form to notify the Fairview office of the new residence, the name of the new school district, and the date of transfer. For records to be

transferred to the new school, a release form must also be signed. A one-week notice is requested for completion of the related clerical work.

Siblings at School

Staff, classroom teachers, and parent volunteers coordinate during-the-school-day events for students throughout the school year, such as classroom celebrations, Grade 4 pumkin carving, Multiple Intelligences Day, and FPTO sponsored events such as TAG (Traveling Art Gallery), Music Box, Jingle Shop, Junior Great Books, and the Scholastic Book Fair. Since the activities planned for these celebrations, lessons, and events are specifically designed to address the age, interest, and developmental level of the grade/s involved, siblings attending these events may distract or interfere with volunteers' focus on supporting or working with students. Therefore, we are unable to welcome siblings to accompany volunteers at during-the-school-day events in which volunteers are supporting or working with students. However, volunteers are welcome to attend and/or support many other school events such as Open House, Multicultural Night, Science Fair, musical concerts, Fun Fair, etc.

Success

*To laugh often and love much:
To win the respect of intelligent people
And the affection of children:
To earn the approbation of honest critics
And endure the betrayal of false friends:
To appreciate beauty:
To find the best in others:
To give of oneself:
To leave the world a little better,
Whether by a healthy child,*

*A garden patch,
Or a redeemed social condition:
To have played and laughed with exultation:
And sung with exultation;
To know even one life has breathed easier
Because you have lived...
This is to have succeeded.*

Ralph Waldo Emerson

**FAIRVIEW ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK
ACKNOWLEDGEMENT FORM
2019 - 2020**

Dear Parent/Guardian:

We hope that the information outlined in Fairview's 2019-2020 combined Student/Parent Handbook/Directory provides you with the details and information needed for a successful school year. Please review the Student/Parent Handbook and discuss the applicable sections with your child(ren). Complete this form and return it to your child's teacher by Friday, August 30, 2019.

Please note that a separate signature form is needed for each child. Should you have questions or need additional clarification, please contact your child’s teacher or the school office.

We have read and understand the rules, regulations and procedures outlined in Fairview’s 2019-2020 Student/Parent Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

POLICIES

For access to all FCASD board policies, please visit <https://www.fcasd.edu/about-the-district/need-to-know.html>

Attendance - 204

Bullying - 249

Nondiscrimination in School and Classroom Practices - 103

Nondiscrimination – Qualified Students with Disabilities - 103.1

Nondiscrimination in Employment Practices - 104

Hazing - 247

Public Attendance at School Events - 904

Tabacco - 222

Tabacco - 323

ATTENDANCE - 204

Students

Adopted May 10, 2010

Last Revised August 14, 2017

See full board policy with footnotes at www.fcasd.edu

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[2][3][4][5][6][7]

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

Person in parental relation shall mean a:[9]

Custodial biological 1. or adoptive parent.

2. Noncustodial biological or adoptive parent.

Guardian of the 3. person of a child.

4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, and staff about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website.[1][11]

The Superintendent or designee, in coordination with the building principal and the Attendance Officer, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[12][13]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[5]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[2][5][14][15][16][17][18][19]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[6][7][20]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[5][21]
3. Students attending college who are also enrolled part-time 3. in district schools.[22]
4. Students attending a home education program or private tutoring in accordance with law.[5][17][23][24][25][26]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[5]
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[7]
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[7][15]

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]
3. Required court attendance.
4. Death in family.
5. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]
7. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.[27]
7. Nonschool-sponsored educational tours or trips.
8. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.[3][6]
9. The district may limit the number and duration of nonschool-sponsored educational tours or trip for which excused absences may be granted to a student during the school year.

Temporary Excusals

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[5][14][17]
2. Students participating in a religious instruction program, if the following conditions are met:[27][28]
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
2. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[20]

3. Parental Notice of Absence

Absences shall be treated as unlawful unless the district receives a written excuse explaining the absence. Any written excuse must be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[9]

Parental Notification

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[29]

The notice shall:[29]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes 2. habitually truant; and When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

3. The notice may include the offer of a School Attendance Improvement Conference.[29] If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[29]

School Attendance Improvement Conference

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[29]

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the School Attendance Improvement Conference:[9]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[29]

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[29]

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[29]

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:[30]

Shall refer the student to:

A school-based or community-based attendance improvement a. program; or

b. The local children and youth agency.

1. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[30]

2. When a student fifteen (15) years of age or older is habitually truant, district staff shall:[30]

Refer the student to a school-based or community-based attendance improvement program; or

1. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

2. District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[30]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[30]

Filing a Citation

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[31]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[31]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[32][33][34][35]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[32][33][35]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[29]

BULLYING - 249

Students
Adopted May 10, 2010
Last Revised November 12, 2018
See full board policy with footnotes at www.fcasd.edu

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

Substantial interference with

1. A student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

Authority

The Board prohibits all forms of bullying by district students.[1]

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the Safe School Report:[1]

Board's

1. Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][2][3]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively

responding to, intervening in and reporting incidents of bullying.[1][4][5]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][3][6]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

HAZING - 247

Students

Adopted May 10, 2010

Last Revised April 8, 2019

See full board policy with footnotes at www.fcasd.edu

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[1]

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.

Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

6. Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[2] the person acts with reckless indifference to the health and safety

1. of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service,

social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[6][7]

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.[8]

For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5]

[7][9][10]

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

Discrimination/Discriminatory Harassment

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks.[4]

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[7]

Complaint Procedure

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be

hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[13]

Referral to Law Enforcement and Safe Schools Reporting Requirements

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[14][15][16]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[14][15][17][18][19][20]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[14][20][21]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[15][20]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law.[13]

Students

If the investigation results in a substantiated finding of hazing, the investigator shall

recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[4][7][13][22][23]

A violation of this policy may result in:

The

1. imposition of fines;
2. The withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
3. The rescission of permission for the organization to operate on campus or school property or to otherwise operate under the sanction or recognition of the institution or secondary school; and/or
4. The imposition of probation, suspension, dismissal or expulsion.

Nonstudent Violators/Organizational Hazing

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[24]

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[4]

NONDISCRIMINATION in SCHOOL and CLASSROOM PRACTICES – 103

Adopted May 10, 2010

Last Revised January 8, 2018

See full board policy with footnotes at www.fcasd.edu

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17][18][19][29]

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity. The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated

promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

No person making a report of discrimination or participating in a related investigation or hearing, shall be subject to retaliation. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.[20][21][22][23][24][25]

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts, physical assaults or threats, intimidation, or other conduct that relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

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

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Deputy Superintendent as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.
2. Inform the student or third party about this policy including the right to an investigation of complaints of discrimination.
3. Obtain consent from parents/guardians to pursue an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately

report the incident to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[26]

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee shall be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.[26][27][28]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be

notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

If it is concluded that a student has knowingly made a false complaint under this policy, such student may be subject to disciplinary action.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

NONDISCRIMINATION - Qualified Students With Disabilities - 103.1

Adopted May 10, 2010

Last Revised January 8, 2018

See full board policy with footnotes at www.fcasd.edu

Authority

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board

recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.[1][2][3][4][5][6][7][8][9][10]

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[11][12]

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.[3][8]

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.[13]

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.[10]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Deputy Superintendent as the district's Section 504 Coordinator.[14]

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.[15][16]

Guidelines

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.[16][17]

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.[18][19][20]

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[20]

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[20]

1.The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

Have been validated and are administered by 1. trained personnel.

2. Are tailored to assess educational need and are not based solely on IQ scores.

3.Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.[13]

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.[13]

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.[18]

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily.

Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[21][22]

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

[21][22][23][24][25][26][27]

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.[13][19][20][28]

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

[29][30]

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[31][32]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[33][34][35]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[11][13][21][29][31][33][36][37][38][39][40][41][42][43][44][45][46]

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.[10][37][46][47]

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior. [13][38]

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[34][46]

PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.[28][48]

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.[19]

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:[28]

The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.

1. The district has failed to comply with the procedures 2. and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.[28]

Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[28]

Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[28][49]

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[28]

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.[10]

Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.[50]

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee shall be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.[10][50][51][52]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition, within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.

1. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
2. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

NONDISCRIMINATION in EMPLOYMENT PRACTICES – 104

Adopted May 10, 2010

Last Revised January 8, 2018

See full board policy with footnotes at www.fcasd.edu

Authority

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.[1][2][3][4][5][6][7][8][9][10][11][12][13][14]

The Board encourages employees and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

No person making a report of discrimination or participating in a related investigation or hearing, shall be subject to retaliation. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf. [8][15][16][17][18][19]

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts, physical assaults or threats, intimidation, or other conduct that relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability when such conduct is:

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

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, electronic, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or

3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Deputy Superintendent as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer shall be responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of nondiscrimination procedures in the following areas:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - Provision of training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Complaints - Monitor and provide technical assistance to building principals or designees in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from employees or third parties:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the employee or third party about this policy including the right to an investigation of complaints of discrimination.
3. Provide relevant information on resources available in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence and rape crisis programs, and community health resources including counseling resources.
4. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
5. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Complaint Procedure – Employee/Third Party

Step 1 – Reporting

An employee or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately

report the matter to the building principal.

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer. The complainant or reporting employee shall be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a discrimination investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place outside of school or school-sponsored activities, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person reporting the alleged discrimination, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

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4 of 6 1/29/18, 1:37 PM

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the

complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and any other violation of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different law or Board policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary. If it is concluded that an employee has knowingly made a false complaint under this policy, such employee may be subject to disciplinary action.

Disciplinary actions shall be consistent with Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

1. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
2. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

PUBLIC ATTENDANCE at SCHOOL EVENTS - 904

Community

Adopted May 10, 2010

Last Revised April 8, 2019

See full board policy with footnotes at www.fcasd.edu

Purpose

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.

Definitions

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[1]

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.[2][3]

Delegation of Responsibility

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.[4]

Guidelines

Tobacco/Nicotine

The Board prohibits use of tobacco, nicotine and nicotine delivery products by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[1][5]

This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adult members of the public in attendance at school events.

Reporting

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by any person on school property to the Office for Safe Schools on the required form.[6][7]

Additional Reports – Tobacco Only

The Superintendent or designee may report incidents involving the sale of tobacco to minors by any person on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO), or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [6][7][8][9][10][11]

Free Admittance

District personnel and School Board members will be admitted to all district-sponsored school events at no charge.

Service Animals

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.[12][13][14]

TABACCO - 222

Students

Adopted May 10, 2010

Last Revised April 8, 2019

See full board policy with footnotes at www.fcasd.edu

Purpose

The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definitions

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[1]

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[1][2][3]

The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[4][5][6][7][8][9]

Delegation of Responsibility

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco/nicotine policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.[1]

The Superintendent or designee shall develop administrative regulations to implement this policy.

Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[9][10][11]

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.[9][12]

Additional Provisions - Tobacco Only

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [9][10][12][13][14]

A student in violation of this policy may be subject to discipline, prosecution, or both.

TABACCO - 323

Employees

Adopted May 10, 2010

Last Revised April 8, 2019

See full board policy with footnotes at www.fcasd.edu

Purpose

The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definitions

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[1]

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board prohibits use of tobacco, nicotine and nicotine delivery products by administrative, professional and support employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[1][2]

Delegation of Responsibility

The Superintendent or designee shall notify employees about the Board's tobacco/nicotine policy by publishing information in handbooks, newsletters, posters, and other efficient methods such as posted notices, signs and on the district website.[1]

Guidelines

This policy does not prohibit the use of a patch, gum or lozenge as a smoking cessation product by any employee who has a written order by a physician.

Reporting

The Superintendent shall annually, by July 31, report incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products on school property to the Office for Safe Schools on the required form.[3][4]

Additional Provisions - Tobacco Only

The Superintendent or designee may report incidents involving the sale of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [3][4][5][6][7][8]