

Case Avenue Elementary Learning Community Handbook



2023-2024

Case Avenue Elementary School
Learning Community Handbook
2023-2024

Welcome to Case Avenue Elementary School! The following will provide you with important information for this school year:

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2023-24 IMPORTANT DATES

Tuesday 1:30 p.m. Dismissals

September 12
November 14
March 12
April 16
May 14 and 28



Act 80 Days (No school)

November 3
January 26
May 10

Case Avenue School Picture Day

October 27

End of Quarter/Report Card

1st Quarter - November 3
2nd Quarter - January 23
3rd Quarter - April 3
4th Quarter - June 6

Progress Reports

September 29
December 11
February 27
May 3

Please note: Report Cards and Progress Reports will be mailed after these dates.

Board of Education Meetings

The District Board meetings are held
on the 3rd Monday of each month at
the D.E.B. Educational Service Center
on Forker Boulevard in Sharon.

*Intelligence plus character--that is the goal of true education.
-Martin Luther King, Jr.*

MISSION STATEMENT for Case Avenue Elementary School

We are Here!
We are Ready!
We are Respectful!
We are Safe!

Mission: Case Avenue Elementary shares the motto: "We are family." This means we are "Pawsitively Proud" to be here, be ready, be respectful, and be safe.

We are a school family where the principal, staff, parents, and community members are stakeholders to assist all children to reach their highest academic potential. It is our mission that each and every day, when a child enters the Case Avenue doors, they know and feel that they are a part of something special by being a contributing member of the Case Avenue Learning Community.





I AM SOMEBODY

By Andreal Davis

I am somebody.
I am capable & loveable.
I am teachable & therefore
I can LEARN.
I can do anything when I try.
I'll be the best I can be.
Each Day.
Each Day.
Each Day
I will not waste time.
Because it is too valuable
And I am too precious &
bright.
I am somebody.
I **am** somebody.
I am **somebody**!

Positive Behavior Support: A District-wide Behavior Initiative

Be Here! Be Ready! Be Respectful! Be Safe!

Students will be immersed in lessons and instruction on all aspects of behaving appropriately throughout all areas of the school. They will practice and conduct themselves according to the instruction they've received, much of which may seem "common sense," but all of which is geared to optimize each student's feeling of self-worth, value, and esteem when he or she is in any of our district locations. More importantly, we believe that consistent and clear expectations will greatly enhance the learning environment and opportunities for each child.

There will be a fun "Paw Power" reward program also put in place in our building and students will enjoy being recognized by staff for their positive actions. We will also have assemblies and fun incentives for all the students throughout the school year.

Throughout the year, you will receive more information about this program. We welcome your questions or concerns as always. Please feel free to contact your child's teacher or any Case Avenue staff if you'd like to learn more.



CASE AVENUE SCHOOL STAFF

PRINCIPAL	Ms. Traci Valentino			
KINDERGARTEN	Mrs. Amanda Peagler	Mrs. Lynn Piccirilli	Mrs. Kimberly Lewis	
FIRST GRADE	Mrs. Dani Djakovich	Mrs. Deanne Wiesen	Ms. Kelly Tomko	
SECOND GRADE	Mrs. Jennifer Flynn	Ms. LuAnn Funk	Mrs. Amy Zolnier	Mrs. Alexandria Gilliland
THIRD GRADE	Mr. Doug McVehil	Mrs. Mary Jo Rahn	Mrs. Holly Bobby	Mr. Sheldon Bourdeau
FOURTH GRADE	Mrs. Norann Bianco	Mrs. Ericka Dungee	Miss Molly Schuster	Mrs. Heather Scullin
FIFTH GRADE	Mrs. Dawn Blaus	Mrs. Mindi Evans	Mrs. Karen Frazer	
SIXTH GRADE	Mr. Justin Everett	Mr. David Tomko	Mr. James Antel	
SPECIAL SUBJECTS	Art Band Strings Library Music Technology Physical Education	Mr. David Zahniser Mr. Brad Volek Mrs. Jennifer Shaffer Mr. Brian Weigle Ms. Bobbie Buttermore Ms. Tracey Csatlos Mr. Anthony Kosciuszko		
ADMINISTRATIVE SECRETARY		Mrs. Tracie Monoc		
HOME/SCHOOL LIAISON		Mrs. Traci Barber		
SCHOOL RESOURCE OFFICER		Chief Allan Nocera		
CAFETERIA STAFF	Mrs. Connie Bastide	Mrs. Heather Griffith	Mrs. Chris Campbell	
	Mrs. Amy Lesheski	Mrs. Debbie Szugye	Mrs. Agnes Kavanaugh	
CUSTODIANS	Ms. Bobbie Ser	Mr. Brian Shreffler	Mr. Chaz Chavara	Ms. Joann Slattery
LEARNING SUPPORT/ EMOTIONAL SUPPORT		Mrs. Heather Shuttleworth	Miss Kylie Luca	Miss Johnna Greenburg
		Mrs. Jill Burns	Mrs. Sarah Lehman	Mrs. Brittany Sanders
		Miss Samantha Mooney		
GUIDANCE		Mrs. Kelly Roys	Mr. Sam Schweiss	
HEALTH SERVICES		Mrs. Megan Metro		
QUEST		Mrs. Katie Olive		
SPEC. EDUC. AIDES	Mrs. Carol Palmer	Miss Megan Allen	Ms. Jessica Tofani	Mrs. Karen Lisi
	Mrs. Charity Heim	Mr. Cody Hosfelt	Miss Marissa Jennings	Mr. Brandon Znosko
	Mrs. Leslie Harrison	Miss Nuria Gomez		
SPEECH/HEARING THERAPIST		Mrs. Alissa Wallace		
TITLE I READING SPECIALIST		Mrs. Darcy Wiesen		
TITLE I AIDES	Mrs. Alisa McSherry	Mrs. Loretta Given	Ms. Judi Boland	
HEAD START	Mrs. Rakeisha Morrison			
TIGER SCORE	Mrs. Michelle Davidson	Mrs. Kelly Pagliarini	Mr. Ward McKinney	Mrs. Candice Chiccarino
	Mr. Aaron Lillibridge	Mrs. Kim Filardi		

CASE AVENUE ACADEMIC PROGRAMS

Case Avenue School is based on the belief that given time, opportunity, and expert instruction, all students can achieve high academic standards. Our learning community consists of students with unlimited potential and a responsibility to learn; a staff that is dedicated, accountable, and constantly learning themselves, and parents who are deeply interested in our students' learning and active in our school programs. Our goal is to provide all students with a rigorous educational program that sets high expectations for all students.

Our academic program reflects the rigorous PA Common Core State Standards adopted by the Sharon City School District Board of Education and are implemented in our classrooms. These standards drive our curriculum and instruction.

PA COMMON CORE STANDARDS

ENGLISH LANGUAGE ARTS STANDARDS

- 1.1 Foundational Skills
- 1.2 Reading Informational Text
- 1.3 Reading Literature
- 1.4 Writing
- 1.5 Speaking and Listening

MATHEMATICS STANDARDS

- 2.1 Numbers and Operations
- 2.2 Algebraic Concepts
- 2.3 Geometry
- 2.4 Measurement, Data Analysis, & Probability

SCIENCE CURRICULUM UNITS

- Physical Science Concepts
- Life Science Concepts
- Earth and Space Science Concepts
- Scientific Connections and Applications
- Scientific Tools and Technology
- Scientific Communication
- Scientific Investigation

SOCIAL STUDIES CURRICULUM UNITS

- Community
- Geography
- History
- Economics
- Culture
- Political Science

ADDITIONAL LEARNING EXPERIENCES:

Our students experience instruction and application in the areas of: Art, Library & Media, Music, Technology, and Physical Education.



CASE AVENUE SCHOOL HOMEWORK POLICY

The purpose for assigning homework is to give children the opportunity to extend lessons, practice skills, engage in critical thinking, and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family and teacher to share the responsibilities for homework. Homework is an important part of the student's academic year.

Student's Responsibilities:

- ☐ to understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions.
- ☐ to gather all materials necessary to complete assignments before leaving the classroom.
- ☐ to complete all assignments to the best of his/her ability.
- ☐ to return materials and assignments on time.
- ☐ to make up any missed homework that the teacher requires.

Family's Responsibilities:

- ☐ to provide a routine and environment that is conducive to doing homework (for example—a quiet and consistent place and time, necessary materials, etc.)
- ☐ to offer assistance to the student, but not do the actual homework.
- ☐ to check that your child has edited his/her homework for spelling (in first grade teachers may indicate that invented spelling is appropriate), punctuation, neatness, etc.
- ☐ to notify the teacher when the homework presents a problem.
- ☐ to read school notices and respond in a timely manner. Regular backpack clean-ups can be useful in helping students to organize materials.

Teacher's Responsibilities:

- ☐ to provide purposeful homework.
- ☐ to include clear directions and instructions.
- ☐ to implement a system for routinely checking homework.
- ☐ to communicate to the student and family what is expected for completing homework successfully.
- ☐ to communicate with families when students are not consistently completing assignments.



***Please do not request homework for your child unless they miss more than two (2) days of school.**

STUDENT ASSESSMENT

Our students' progress is assessed, monitored and recognized through a variety of formats which include:

- Student Work Displays in Each Classroom and Throughout Case Avenue School
- Running Records
- Nine Week Report Cards
- Pennsylvania State School Assessments (PSSA)-Grades 3-6
- Benchmark Reading Assessments – K through 6
- Formal Assessments
- Cognitive Ability Test – Grade 1
- Acadience Benchmark Testing – K through 6



*The above assessments are used when placing students in future Middle School classes.

SHARON CITY SCHOOL DISTRICT ELEMENTARY GRADING SCALE

93% -100%	4	Exceeding the Standard
84% - 92%	3	Meeting the Standard
74% - 83%	2	Progressing Toward the Standard
63%-73%	1	Not Meeting the Standard
51%-62%	F	Failure

CASE AVENUE SCHOOL HONOR SOCIETY

Case Avenue School has an Honor Society for students in **grades 4, 5, and 6**. Each nine week period, those fourth, fifth, and sixth grade students with a 3.5 or higher average (accumulated grade points of 21 or higher) in Reading, Writing, Word Study, Math, Science and Social Studies will be recognized during a breakfast celebration. The breakfasts will align closely with the report card dates and will be on the monthly calendars.



At the end of the year, all students in grades 4, 5, and 6 who qualified for recognition in all *four consecutive nine week grading periods* will be invited to attend an evening celebration with their family during the last week of school.

CASE AVENUE SCHOOL VOLUNTEER PROGRAM

We encourage parents to volunteer to assist the school in a variety of tasks. If you are interested, please call the school. **All parent volunteers must have the State required clearances on file in the office.**

Parent Volunteer Expectations:

- ☐ Upon arrival please sign in at the front office and indicate what room you will be attending.
- ☐ Please turn all cell phones to vibrate while working in classrooms and with students.
- ☐ Please do not bring younger siblings with you while volunteering in classrooms for academic help.
- ☐ If you are unable to attend a scheduled volunteer session, please call the office and they will let the teacher know you are unable to attend.
- ☐ If a student's behavior needs corrected immediately notify the classroom teacher to handle the situation. Please do not discipline any student for any reason.
- ☐ All interactions with students, teachers, and classrooms are to be kept confidential for various safety reasons.
- ☐ Please remain professional at all times.
- ☐ Please keep adult conversations positive and relative to the task that is being completed.
- ☐ Please do not go to classrooms unannounced for any reason.
- ☐ If parents are interested in attending a school field trip, they **must** have their clearances on file.

SHARON C.O.O.L PROGRAM

Children's Opportunities for Outside Learning



WHAT IS IT?

The Case Avenue C.O.O.L program is funded through the Pennsylvania 21st Century Learning Center Program to serve students in grades 5 and 6. This is a joint grant by Sharon and Farrell School Districts. The goal is to:

1. Provide academic support and homework help
2. Improve academic achievement in English Language Arts, Mathematics, and Science
3. Health and wellness education
4. Provide students with skills to be prepared for college and careers
5. Have opportunities for parents to be involved and learn
6. Field trips and interactions with partners from the community

Enrollment forms are available in the office. Completed forms can be returned to your child's teacher.

Funded in full or in part with a grant provided by the Pennsylvania Department of Education.



SHARON CITY SCHOOL DISTRICT

READ PROGRAM

The United Way of Mercer County and the Sharon READ program services students in grades 2, 3, and 4. We aspire to grow our students both academically and socially with all of the fun and creative lessons that we do. We provide a half an hour of homework assistance each day which the teachers are very appreciative of. Many of our students struggle with work at home and their parents have expressed some frustration because things are taught so differently now. Our program helps to limit the amount of homework that needs to be done once they get home which allows for more quality family time and less arguing over school work.

Our amazing teachers also plan a daily hands-on lesson that engages even the most apprehensive learners. These lessons require students to problem solve, work independently or in small groups, and to understand that not everything can be solved in one try. Some things require time, patience, and multiple attempts to get them just right. Some of our favorite activities this year have been as follows:

- Snack and paints
- Pizza Comic Strips
- Ghost Pop Rockets
- Floating Science
- Creating Slime
- Harry Potter Unit (Sorted into “houses”, wands, and making capes)
- Pumping Heart Science Experiment
- Reading Circles
- Making their own Musical Instruments (Which led to them creating a band and performing in their free time.)
- Making stress ball with our families
- Ozobots



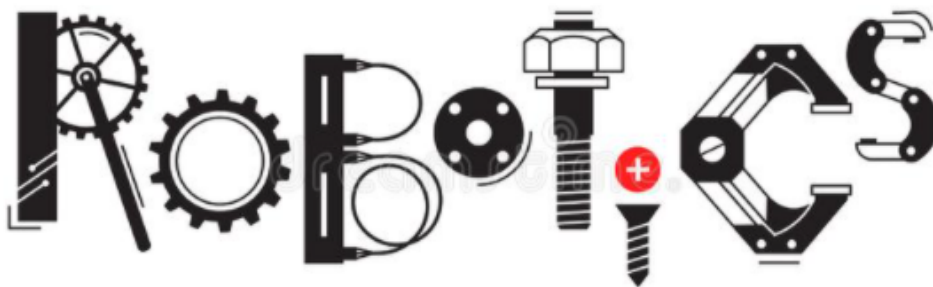
ROBOTICS TEAM

The Tiger Techs Robotics Team is an after-school program for students in grades 4th – 6th grade at Case Avenue Elementary School*. The team is part of the international FIRST Lego League (FLL) program. The team is introduced to real-world engineering challenges by building LEGO-based robots to complete tasks on a thematic playing field. In addition, students must develop an innovative solution to a real-world problem and implement their solution with the help of the community. FIRST Lego League builds science, technology, engineering, art, and math skills that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

*Students applying to be part of the Tiger Techs Robotics Team can apply in 4th through 6th grades. Students must attend Case Avenue Elementary. Once accepted on the team, students are able to be part of the team until they are 14 years old. Students cannot apply in 7th or 8th grade. Only 18 students are able to be part of the team. Please understand that most students stay on until they are 14 years old, thus limiting the amount of new students being accepted on the team each year. Completing an application does not secure a spot on the team. The application is simply an interest to be part of the team. All applications will be reviewed thoroughly for completeness and requirements met. Applications are accepted year around with no deadline.

Application Requirements:

- Maintains a GPA of 93% or higher during current and previous school year
- Maintains proficient/advanced on achievement test(s) during current and previous school year
- Have an interest/strength in STEM subjects (Science, Technology, Engineering, Math)
- Attend weekly practices/Saturday tournaments during season
- Be a team player
- Be able to speak in a public setting
- Be an innovative/creative thinker



GIFTED EDUCATION

The Sharon City School District follows the Child Find procedures described by the Commonwealth for the identification of gifted children. Public notice of the District's responsibility to locate and assess potential gifted students is described on the District's web site as part of the Academic web page.

Students can be referred for Gifted evaluation by teachers and/or parents/guardians. Teachers review student achievement data and performance standards and will refer a child for evaluation if a child exhibits the characteristics of a gifted student. These characteristics are reviewed with staff in the fall yearly by the Gifted Services Team. If a teacher believes a child could be gifted, he/she can contact the Gifted Support Teacher for further discussion or make a direct referral to the ESAP team by completing the school ESAP form and submitting the form to the school's Guidance Counselor. The student will then be scheduled for discussion on the school's ESAP agenda.

Parents/guardians believing their child exhibits the characteristics of a gifted student can make a verbal request to the child's teacher, guidance counselor, building principal or Student Services Department. The District utilizes a Gifted Referral form that can be completed by the parent/guardian independently or with assistance from the classroom teacher or Supervisor of Student Services. This form is available on the District's website and in each school building's main office. Within ten days of the receipt of a verbal or written request, the School Psychologist will send a Permission to Evaluate Gifted Written Notice form, a parent input form, and a gifted criteria rating form to the parent/guardian for completion and return to the Student Services Department.

In the Sharon City School District students referred for Gifted identification are evaluated by the School Psychologist to determine eligibility and need for Gifted Support services. Once the Permission to Evaluate for gifted is received, a full gifted evaluation is completed within 60 calendar days (from the receipt date of the PTE).

At the Sharon City School District, the standard expectation for gifted qualification is that a student's Full Scale IQ on a Nationally Standardized and normed cognitive assessment would be a standard score of 130. If a student scores between 125 and 129, the building ESAP team, consisting of the School Psychologist, Gifted Teacher, Principal, Supervisor of Student Services and Classroom Teacher(s), will review the data derived from the aforementioned assessments and determine if the student requires specially designed instruction, based on all other data collection discussed below. Additional data points considered will include CogAt Screening, Acadience benchmark scores, PSSAs, Keystone Assessments, and OnHands assessment.

The elementary Gifted Program in the Sharon City School District provides pull-out enrichment opportunities for students that qualify for the program under chapter 16 of the Pennsylvania State Code. Gifted education is available in every school in the district.



TITLE IX POLICY

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.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district.

Compliance Officer and Title IX Coordinator:

Michael Gay

Supervisor of Curriculum, Instruction and Assessment

215 Forker Blvd

724-983-4000

Email address: mike_gay@sharonsd.org

Nondiscrimination/Discriminatory Harassment Policy

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.

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. 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. Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

Reporting

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.

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 may 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.

Compliance Officer:

Michael Gay

Supervisor of Curriculum, Instruction and Assessment

215 Forker Blvd

724-983-4000

Email address: mike_gay@sharonsd.org

ENROLLMENT OF STUDENTS

At the end of each school year, classroom teachers meet as a grade level to determine class lists for the following year. Some areas taken into consideration are academic levels of students, students needing learning/emotional support services, equal distribution of boys and girls, and specific needs of students in terms of social and emotional successes.

We feel it is important for students to have many opportunities to interact with a variety of different students each year. We ask that you trust our professional judgment as we know your children as learners, which can be very different from how children are in the home and neighborhood setting.

It is for the above reasons that Case Avenue School **does not accept parent requests** and we appreciate your continuous support with the goal that every child at Case Avenue feels special, appreciated, and part of our ***Case Avenue Family!***



Case Avenue Arrival and Dismissal Procedures

Student Arrival and Dismissal:

	<u>Doors Open</u>	<u>Tardy</u>	<u>Dismissal</u>
<u>Grades K-6</u>	8:15 AM	8:30 AM	2:35 PM- ALL WALKERS 2:45 PM- CAR RIDERS

***Early Dismissal days:** ALL WALKERS-1:20 PM CAR RIDERS-1:30 PM

***Two-Hour Delay days:** School starts promptly at 10:30 am. Students may enter the building at 10:15 am. There is no breakfast served on two-hour delay days.

***** Students walking and riding to school must ALWAYS use sidewalks on the school grounds!**

*****At arrival, all students are to enter the building through the lower doors. After 8:30, please use the office entrance.**

There are three lots on the Case Avenue School Grounds:

LOT A: Case Avenue Lot (closest to the church)

LOT B: Corner of Linden and Case-Lower Lot (This lot is staff parking only)

LOT C: Linden St.- Upper Lot (closest to the high school) This lot is reserved for staff parking. Also used for all Student Transport vehicles.



CAR RIDERS: Dismissal at 2:45-lower doors

- KDG students will enter and exit through the lower doors to the left of main doors as you face the building
- All car riders in Grades 1-6 will be dismissed out of the main doors of Case Avenue (closest to the playground).
- Cars will enter the lower parking lot from Case Avenue into the loop and students will load cars 4-5 cars at a time.
- Cars will then take a **LEFT** onto **Case Avenue** to exit the parking lot.
- Students will be dropped off in the same manner if they are a car rider. This includes if they are getting dropped off for breakfast at 8:00 a.m.

WALKERS: Dismissal at 2:35-lower doors

- **All walkers** in grades K-6 will be dismissed out of the lower doors near the playground (closest to Case Avenue).
- Students will be required to use sidewalks at all times and cross the streets where there is a **CROSSING GUARD**.
- Students in Grades K-2 that are a **WALKER** with an older sibling at Case Avenue will be brought to the **cafeteria** and their older sibling will meet them before they exit the building.
- Students walking to school will enter the same doors.
- Students walking to breakfast will enter the same doors at 8:00 a.m.

VISITOR PARKING:

Visitor parking is available in the lot on the EAST side of the building along the High School. Parking along Linden Street is also permitted. Parents picking up students for an appointment during the school day may temporarily park in front of the school on the NORTHWEST side. (Lot B)

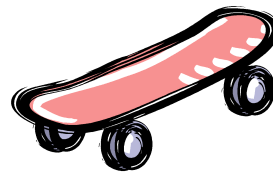
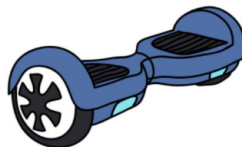
STUDENTS WAITING FOR A HIGH SCHOOL SIBLING:

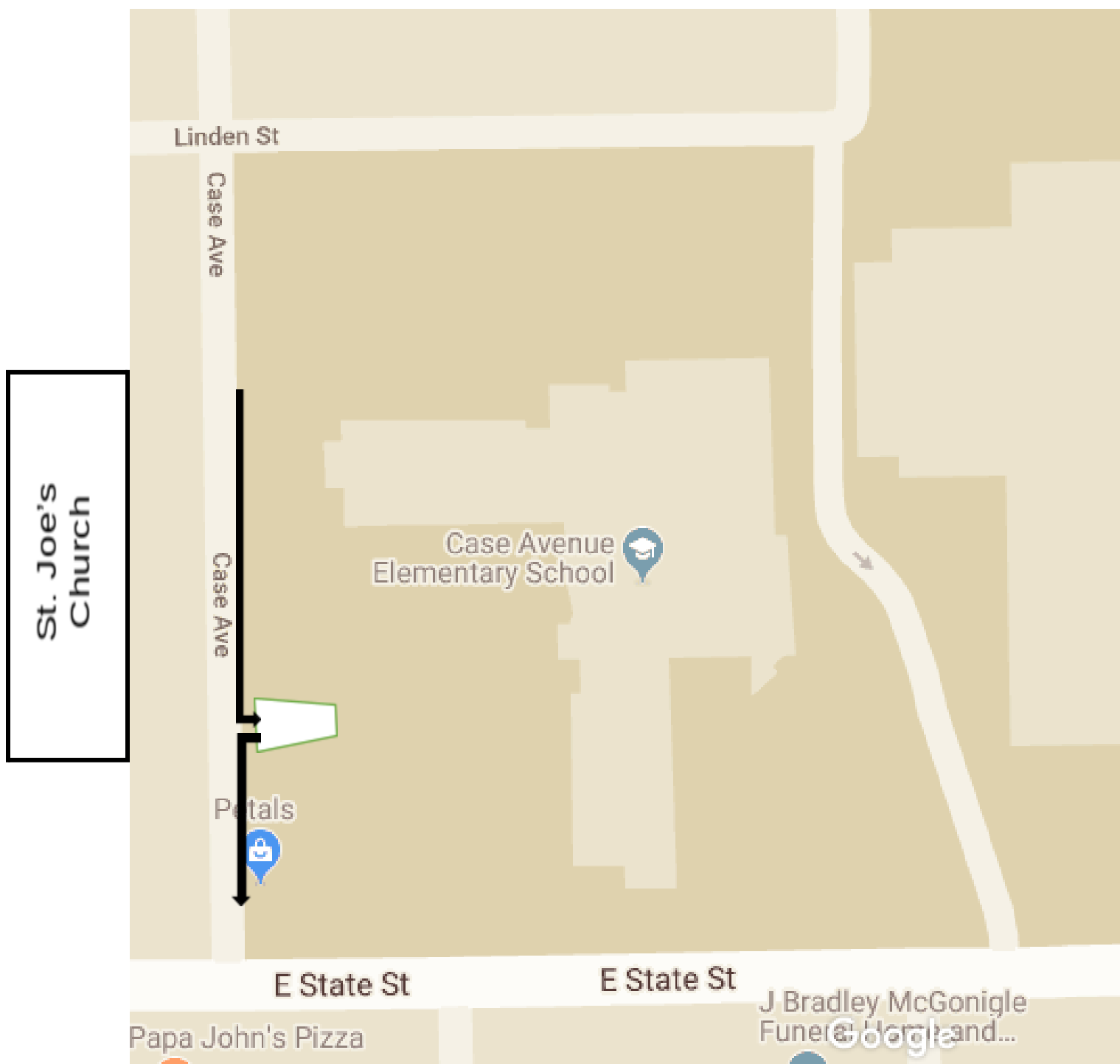
Students waiting for a HS sibling will wait with their grade level and be brought to the main doors at 2:55 p.m.

BICYCLES

Children must have written parental permission to ride their bikes to and from school. A registration form from the main office will be provided for this purpose. Also a lock must be provided for each bike and a helmet must be worn. The students are responsible for their bikes. The school is not responsible for stolen or damaged bikes. The school may discourage students from riding bikes to school if they do not follow rules of safety.

Students are not permitted to ride skateboards, roller blades, hoverboards or motorized scooters to school.





At 2:35 p.m. the Case Avenue turn-a-round will be closed until walkers are dismissed safely.

At 2:45 p.m. the Case Avenue turn-a-round will be open for the car riders to turn left and pick up students.

Cars must travel south on Case Avenue to enter loop. Once through the loop and loaded, the cars will turn left onto Case Avenue towards East State Street.

CASE AVENUE STUDENT COUNCIL

"Caring And Supporting Everyone in our Community"

The goal of the Case Avenue Student Council is that all students take pride and ownership in their school. Representatives will attend meetings and initiate projects that the entire school can work on to make Case Avenue School an even better place.

These students are chosen based on their leadership qualities, solid school citizenship (following school rules and leading by example), ability to work independently, fairness and honesty, completing all school work on time.



ELECTRONIC DEVICES

No radios, cellular phones, Apple watches, iPod, cameras, pagers, electronic tablets and or handheld devices, etc..., are to be in students' possession after 8:15 AM. It is the expectation that all electronic devices are to be kept in the students' closet or submitted to the front office to school for safekeeping until the end of the day.

1st offense- device will be confiscated by school authorities, a consequence will be given and the item will be returned to the student at the end of the school day.

2nd offense- device will be confiscated by school authorities, a consequence will be given and a parent will have to pick up the device.

3rd offense- device will be confiscated by school authorities, the student will be suspended and a parent will have to pick up the device.

CHROMEBOOKS

Chromebooks, laptops, portable devices, hotspots and other equipment belonging to the District, whether used at home or in school, are the students responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the school principal's office. Periodic maintenance on devices and other hardware is required. It is students responsibility to make such equipment timely available for maintenance at the request of the district technology department or the school principal's office. Students will be held financially responsible for the expense of any equipment repair or replacement. The equipment is and shall remain the property of the District.



SCHOOL SECURITY AND VISITORS

We will be using the Raptor Visitor Management System to check guests into our buildings and to print visitor badges. This system enables us to accurately manage visitor data, allow staff to clearly identify guests in the building, and help protect students from unwelcomed visitors.

All parents, visitors, contractors, and guests who wish to enter each of our schools (beyond the main office area) or sign out a student for an appointment during the day will be asked to present a valid state-issued photo ID. Acceptable forms of identification include a driver's license, military ID, or state ID. Our management system will scan the ID and print a visitor's badge with a picture. It will also check the sexual predator database to ensure that known predators are not approved to enter our schools.

Admittance of visitors without a state-issued photo ID will be determined by the school administration. A visitor's badge will not be necessary for those who visit our schools to drop off or pick up items in the office, or to attend open house and other school events, etc.

Our visitor system does not replace our process of performing background checks. Volunteers and chaperones will still be required to complete volunteer forms and pass criminal history background checks.

The safety of our students is our highest priority. Our visitor management system will help us to better protect our students and staff. We appreciate your willingness to be patient and cooperate with our staff. We are working hard to keep our schools safe for your children.

If you are interested in learning more about the Raptor Visitor Management System, please visit the Raptor Technologies website (www.raptortech.com).

Parents bringing items to students (lunches, homework, project, treats, etc.) are asked to leave them in the office for later delivery to the classroom. Please make sure items are labeled with your child's name and homeroom teacher.

STUDENT PETS

Pets are not permitted in school. Parents should **not** bring pets on school property when picking up their children.



STUDENT ATTENDANCE

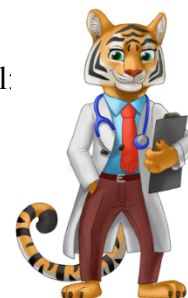
Outstanding student attendance is important in determining your child's success in school. Please follow the guidelines below should your child be absent from school:

1. **After two consecutive days of absence**, you may contact the school to request homework (724-983-4015). Please call before the student's scheduled lunch time and pick up the work at the office after 2:30 PM.
2. Upon the child's return to school a **written excuse** for each absence/tardy must be presented to the child's teacher. According to school policy any absence without a written note after three days will be considered unexcused and/or illegal.
3. If you take your child to a doctor when he/she is absent, please secure an excuse from that doctor for that visit/illness to be brought to school.
4. Sharon City School District maintains a policy of requesting a medical excuse from a medical doctor after ten days of absence.
5. Sharon City School District is required to record all tardies and accumulate a total number of minutes for student records.

Upon return to school from an absence or tardy, a child must present a written excuse to his/her teacher. **Attendance laws require that a parent must submit a valid excuse within 3 school days following the student's return to school. If an excuse is not turned in within 3 school days, it will be marked as an illegal absence.**

The following constitute as reasonable cause for absence from school:

- a) Illness
- b) Quarantine
- c) Recovery from accident
- d) Death in family
- e) Required court attendance
- f) Approved family educational trips (Maximum of 5 days). Must have prior approval
- g) Approved district-sponsored educational tours and trips.



ATTENDANCE DEFINITIONS/INFORMATION (as per school district policy and Pennsylvania law)

Excused Absence: Absences for illness, school functions, and family trips*(when pre-approved) for which a written excuse has been received. ***Family trips are limited to 5 excused school days per year.**

Unexcused Absence: Unlawful absences for reasons other than those permitted by law, including suspensions, neglect, truancy or illegal employment. (All unexcused absences are unlawful for children under 17 years of age. Exception: suspension days)

Letter of Truancy: A letter of truancy shall be sent to families when a child has had 3 unlawful absences.

Letter of Habitual Truancy: A letter of habitual truancy shall be sent to families when a child has had 6 unlawful absences.

Will Letter: A will letter is sent to families whose child has repeated or chronic illness. This letter informs the parent that a medical doctor's excuse will be required for any future absence. Will letters are sent after a child has missed 6 days in a school year (which are not medically excused) or if the child has absences which are unlawful.

Truancy Elimination Meeting: A truancy elimination meeting is scheduled with the family when the child has had 6 unlawful absences. The purpose of the meeting is to examine the student's absences and reasons for the absences in an effort to improve attendance. Neither the student or the parent/parental relation shall be required to participate, and the Truancy Elimination Meeting shall occur even if the parent/ parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the Truancy Elimination Meeting shall be documented in a written Truancy Improvement Plan. The district may not take further legal action to address unexcused absences until after the date of the Truancy Elimination Meeting has passed. Charges are filed with the District Magistrate's office and Children and Youth Services are contacted after the Truancy Elimination Meeting if the parent/ parental relation fails to attend or does not follow the Truancy Improvement Plan.

Other Information:

A student returning to school following an absence because of a contagious or suspected contagious disease must have written approval from a medical doctor or the school nurse before re-admittance.

Any absence due to family travel must be **pre-approved** as an educational field trip in order to be recorded as an **excused absence**. This request must be submitted to the building principals two weeks prior to the scheduled trip. The request should detail the educational value of the trip. In addition, students are responsible for classroom work during their absence. A vacation request form is available at the end of the handbook.

School Matters!



1 to 2 days a week doesn't seem like much but.....

If your child misses...	That equals...	Which is...	And over 13 years of Schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

How about 10 minutes late a day? Surely that won't affect my child?

He/she is only missing just...	That equals...	Which is...	And over 13 years of Schooling that's...
10 mins per day	50 mins per week	Nearly 1 ½ weeks per yer	Nearly ½ year
20 mins per day	1 hr. 40 mins. days per week	Over 2 ½ weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

EVERY DAY COUNTS

**If you want your child to be successful at school then,
YES, attendance does matter!**

Children/Youth Experiencing Homelessness

Pennsylvania's Education for Children and Youth Experiencing Homelessness program was established to make sure homeless youth have access to free and appropriate public education while removing barriers that homeless children face. It is a goal to have the educational process continue as uninterrupted as possible while children are in homeless situations.

Section 725(2) of the McKinney-Vento Act(10) defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

*sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason, also referred to as "doubled up".

*living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations.

*living in emergency or transitional shelters.

- Children and youth who have a primary nighttime residence that is a public or private place that is not designated for, or ordinarily used as a regular sleeping accommodation for human beings.
- Migratory children who qualify as homeless because they are living in the same circumstances as described above.
- Unaccompanied homeless youth including any child who is not in the physical custody of a parent or guardian. This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

If you are aware of any children in the school district who fit this criteria, please contact a school principal, or the elementary school's homeless liaison, Mrs. Traci Barber at traci_barber@sharonsd.org . Services and support are available to these students.



RELEASING CHILDREN FROM SCHOOL

Since the school is responsible for your child during school hours, these rules must and will be observed:

1. Children shall be released from school only to their parent/guardian or persons authorized by their parent/guardian. Prior to his/her release, a written note must be given to the teacher indicating the time and reason. Phone calls for an early release will not be accepted. Parents/guardians must come into the school to pick up their child, signing them out at the office. You will be asked to show proper identification. **NO CHILD WILL BE SENT HOME ON HIS OWN.**
2. Requests for release time for dental and medical appointments shall be honored when it is impossible to arrange them during non-school time; however, we are asking that you try and get appointments after school hours as dismissal during the school day does create an interruption for your child and his/her class. If a child returns to school the same day after the appointment, the student must stop at the office before going to his/her room.

Children shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, scouts, etc.

If any police or court official requests dismissal of a pupil during school hours, an attempt will be made to notify parents prior to his/her release.

No school or grade may be dismissed before the regular dismissal time except with the approval of the Superintendent of Schools.



STUDENT SEARCHES

To protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, or other student property under the circumstances outlined below and may seize illegal or unauthorized materials discovered in the search.

Student desks are school property and remain at all times under the control of the school district. Illegal items (firearms, weapons, etc.), or other items reasonably determined to be a threat to the safety or security of the student or school personnel, would be seized. Items that are used to disrupt or interfere with the operation of the school may be temporarily removed from student possession.

Search of persons or clothing shall be done only with good reason by the school principal or her designee with a witness present. A student's person and/or personal effects (e.g., purse, book bag, coat) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If such a search yields illegal or unauthorized materials, such findings will be turned over to proper legal authorities.

DRUG FREE ZONE

Case Avenue Elementary has been designated a Drug Free Zone. Law prohibits the possession and use of drugs, tobacco or alcohol. Compliance with these standards is mandatory in accordance with the laws in the State of Pennsylvania.



STUDENT TELEPHONE USE AND MESSAGES FOR STUDENTS



The Case Avenue secretary may be reached during school hours at (724)983-4015.

1. Due to the number of students and for security reasons, **students are not permitted access to the telephone in school.** Forgotten items (other than lunch) are not to be requested with a phone call. **Only emergencies** will apply to phone requests and will be made by school staff.
2. Likewise, for reasons of safety and security, **STUDENTS ARE NOT TO RECEIVE TELEPHONE MESSAGES AT SCHOOL. Student messages must be delivered in person by the parent to the office, who in turn will make sure that the student receives the message.**
3. As per board policy, cellular phones are not permitted in school.

PERSONAL VALUABLES / MONEY IN SCHOOL

The school district is not responsible for the personal property of the students. Money should only be brought to school for specific school purposes (lunch, book orders, fundraiser, etc.). Students should not bring toys or any kind to school.

CASE AVENUE SCHOOL BREAKFAST AND LUNCH PROGRAM

FOR THE 2023-2024 SCHOOL YEAR



The Sharon City School District is looking into the ***Community Eligibility Provision*** where all students will receive free breakfast and lunch. Students are responsible for purchasing second lunches and ala carte items.

BREAKFAST PROGRAM

Breakfast is served daily at 8:00 AM in the cafeteria or classrooms. Students that qualify for the Federal Lunch program also qualify for the breakfast program. **Student Breakfasts are \$1.25 and Adult Breakfasts are \$2.80.**

LUNCH PROGRAM

Students may purchase lunch in the cafeteria or they may pack their lunch. Students may deposit money into their account in the morning on Mondays and Fridays. All families are encouraged to create an account using your child's ID number on **www.myschoolbucks.com** which will allow you to make payments online. Students who are purchasing a daily lunch must bring their money to school that morning (*unless they have money in their account*).

Student Lunches are \$2.00 and Adult Lunches are \$3.80. Milk may be purchased as an ala carte item for \$0.75 per day.

FEDERAL LUNCH PROGRAM

The Sharon City School District provides free and reduced price lunches for all children who qualify in accordance with the guidelines set forth by Public Law 98-248, as amended. The income guidelines and applications for free or reduced price lunches may be obtained from the school's main office. Families who feel they might qualify for assistance are invited to apply. Completed applications should be returned to the school. If you do not apply at the beginning of the year and the need arises, you may pick up an application in the office anytime during the school year.

LUNCH DELIVERIES

Please follow the wellness guidelines when bringing a lunch in for your child during the school day. Lunches should **not include pop and must be brought in for your child only.** If possible, please do **not** bring in lunch from a **fast food restaurant.**

***Feel free to access your child's lunch account through www.mySchoolBucks.com.**

TREATS / SNACKS / DELIVERIES

Students should **NOT** bring in treats of any kind, packaged or unpackaged, for holidays such as Halloween, Christmas and Valentine's Day, out of respect for student allergies. For Valentine's Day, students are permitted but not required to bring in their own box for valentines. **In accordance with school district policy, students are not permitted to accept deliveries of flowers, balloons, candy, etc.**

Birthdays

We understand that a child's birthday is a very important day for them and their family. We have developed the following guidelines to assist in observing birthdays.

1. The school district policy is that the school will **not** deliver flowers or balloons to classrooms to observe birthdays. These items can become distractions and some children have allergies to latex balloons.
2. Birthday party invitations **MAY NOT** be distributed at school.
3. Students are **not** permitted to bring in edible birthday treats due to the allergies and the wellness policy in our school.
4. Students may bring in items such as pencils, erasers, etc. if they choose.



Case Avenue Halloween Guidelines

General Guidelines:

- All students are to bring their costume to school in a bag with their first and last name on the bag.
- Students will change into their costumes at school.
- Students are responsible for putting on their own costume, make-up, etc.
- Students are **not** permitted to bring in treats of any kind.
- Parents are **not** permitted into the building to assist children with costumes. Aides will be available to assist younger students.

Costume Guidelines:

- Students are **not** permitted to wear anything covering their eyes.
- All costumes must follow dress code guidelines. This includes costumes covering midriffs, being an appropriate length, having sleeves and closed toe shoes.
- Students are **not** permitted fake weapons of any kind (knives, swords, guns, pitch forks, etc.).
- Fake blood of any kind on costumes or applied as makeup is **not** permitted.

****If a child's costume does not comply with the above guidelines they will not be permitted to wear the costume.***

*****If you have any questions, please contact your child's teacher or the Main Office.***

******In the case of rain, the parade will be in the Case Avenue Gym.***



STUDENT HEALTH AND NURSING SERVICES

HEALTH SERVICES

The following is a listing of the services provided for all students:

1. Vision Screening – Every year, K through 12
2. Hearing Screening – Grades K,1,2,3,7,11 and Special Classes
3. Medical Examinations – The PA School Health Act requires examinations of all children in grades K, 6, and 11 by a private physician or the school doctor.
4. Scoliosis Screening – Grades 6 and 7 – Scoliosis is abnormal lateral curvature of the spine.
5. Speech and Language Screening – Pre K and Kindergarten
6. Students are weighed and measured once every year in grades K through 12.
7. Dental examinations for Grades K, 3, and 6
8. First aid for injury and illness occurring at school

EMERGENCY CARDS

At the beginning of each school year an individual emergency card is sent home. Please read, complete and sign the card, returning it to school. It is important for the school to have these cards available in order to contact you or a designated relative/friend in case of illness and/or accident.



WHEN SHOULD A CHILD BE KEPT HOME FROM SCHOOL

If a child has any of the symptoms listed below, he/she should be kept home for the day:

1. Temperature of 99.6 or above, runny nose, red or runny eyes, sneezing or coughing, a rash or a sore throat are signals that the child is coming down with a cold or an infection. These symptoms are usually contagious, so keeping the child at home will safeguard both your child and others. If the early stage symptoms are not neglected, the period of absence from school will be short.
2. Painful symptoms such as earache, vomiting, diarrhea, toothache or severe headache are obvious reasons for a child being put to bed rather than sent to school.

First-aid is given to all students when accidents happen in school. We ask that, when accidents happen at home, the parents take care of these situations before the child is sent to school.



PRESCRIBED MEDICINE

In an extreme emergency where the child finds it necessary to take medicine while attending school, a single dose of prescribed medication must be taken to the school nurse in a container from the pharmacy labeled with the student's name. This must be accompanied by signed, written instructions from a physician and authorization from the parent.

PEDICULOSIS

Schools are experiencing an increase in the incidence of pediculosis (head lice). We ask for your cooperation in controlling this problem.

No one is immune to head lice. Clean or dirty hair is equally susceptible. The louse is transmitted on articles such as hats, coats, hairbrushes, combs, and furniture or by personal contact. Several cases have occurred following overnight visits with friends or relatives. There is no disgrace in getting head lice. The answer is to identify the condition and treat it properly.

Please inspect your child's hair thoroughly two or three times a week for possible nits (eggs). These nits are small, gray, brown, or white drop-shaped deposits attached to the individual hair shaft. The nit differs from dandruff in that the nit sticks to the hair shaft and cannot be flicked off while dandruff can be easily dislodged. Pay particular attention to the hair in the area behind the ears, along the back of the neck, and under bangs if they are worn.

If you find nits, you may want to contact your family doctor. He can prescribe a special shampoo, or you may purchase another remedy, without a prescription, from the drugstore. Treatment should begin immediately and shampooing should be repeated in 8-10 days. Lice can live for up to three days off the human host. If they are not killed on pillows, furniture or bedding your child can be re-infested. A spray is available for this purpose. All members of your family should be treated with the shampoo. Additionally, please contact the school nurse so that she can help control the infestation.

If your child has lice or eggs (nits), you must keep your child home until all lice and eggs are removed. To return to school, you must accompany your child to have their head checked by the nurse. No more than three (3) calendar days are excused for lice.

To keep lice from coming back:

1. Instruct your child not to borrow personal items such as combs, brushes, hats, clothing and towels from other people.
2. Disinfect combs, brushes and similar items by washing with the special shampoo.
3. If one member of your family has head lice, you should inspect all family members every other day for at least two weeks.

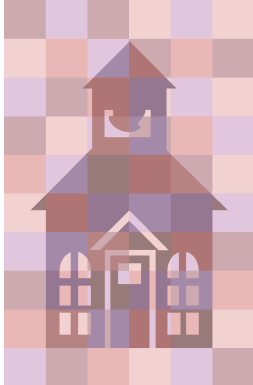


DISPENSING OF STANDING ORDER MEDICATION:

Standing order medication includes Ibuprofen, Acetaminophen, Antacid, and Benadryl. Students are not permitted to receive any of these medications more than four times a month.

CASE AVENUE PTO

The Case Avenue PTO has been recognized and appreciated as one of the most supportive, active and successful parent, teacher and student organizations in our area. Our PTO sponsors or assists with:



Book Fairs
Box top Collections
Case Avenue Open House
Case Avenue School Fun Day
Classroom and Recreation Supplies
Easter Breakfast
Field Trips, Kindergarten thru Sixth Grade
Holiday Breakfast
School Programs and Assemblies
Sixth Grade Fun Night
Teacher Appreciation Day
Tiger Apparel
Holiday Shopping



Please consider being a member of our PTO and offering your support as well. PTO membership is \$5.00 per family. PTO members and parents who have their clearances will be considered for field trip chaperones.

Clearances and PTO dues must be turned in by January 31, 2024. There will be no exceptions.

We encourage all families to participate in fundraising activities. If you choose not to participate please consider donating \$20.00 to the PTO to help defray the cost of the annual field trips at the end of the year.

PTO Officers:

President- Mrs. Nicole Donatelli

Vice President- Mrs. Liz Rupnik

Treasurer- Mrs. Jessica Anderson

Secretary- Mrs. Nicole Jones



Sharon City School District District-Wide Student Code of Conduct

The Sharon City School District is committed to establishing educational programs that ensure a safe and orderly school environment. The District recognizes that the effectiveness of the instructional program is, in part, reflected in the behavior of students. It is therefore necessary to establish fair and reasonable rules and regulations regarding the conduct and deportment of all students within the School District. It is also necessary that all students, staff and parents/guardians understand the Student Code of Conduct that governs the expectations for student behavior and the consequences for violations of those expectations.

Sharon City School District Bullying/Cyberbullying *Board Policy No. 249*

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed to 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 a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of school.

The Sharon City School District will not tolerate bullying as defined by the above policy.

Student Expectations As Expressed By Students & Staff

The list of student expectations was established to promote responsible behavior and an atmosphere of respect by communicating expectations for appropriate and acceptable conduct and language. This list was developed with input from classroom students and teachers alike.

Infractions and Disciplinary Responses

In providing the leveled disciplinary responses, the Student Code of Conduct ensures both consistency and equal treatment for all students. It also enables building principals and the superintendent to exercise discretion and educational judgment when addressing student disciplinary infractions. Building administration shall publish and distribute to all staff, students and parent/guardians the rules for student behavior contained in the Student Code of Conduct. A copy of the Student Code of Conduct shall be available in each school library and school office as well.

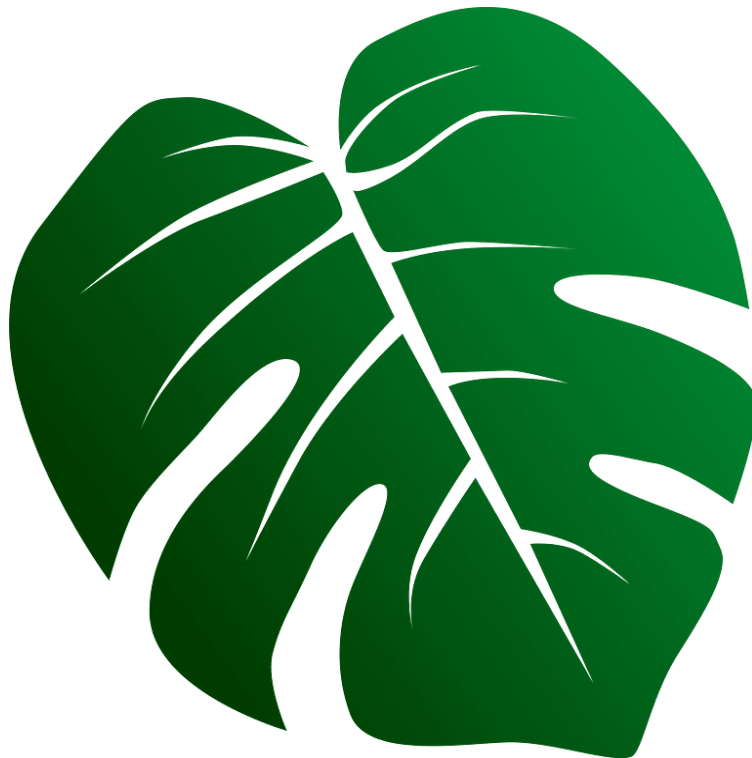
Building level administration must consult the Student Code of Conduct in determining responses to student infractions. A student's age, maturity, previous disciplinary record, and the circumstances surrounding the incident may be considered when deciding the appropriate disciplinary response.

Teaching staff and other District employees responsible for students have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where student conduct interferes with the educational process of the school or threatens the health and safety of others. The standards for student behavior, to which all students must comply, apply at all times in which students are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school-sponsored activities.

The infractions listed in the Student Code of Conduct are not intended to be all-inclusive. Students who engage in misconduct, which is not listed, are subject to appropriate disciplinary measures by a teacher, a principal, and the superintendent based on the violation of the school rule.

**Student Expectations
as expressed by Sharon City School District Staff & Students:**

- ❖ Live to high academic standards
- ❖ Be responsible for yourself and your actions.
- ❖ Show respect for school, peers, staff, and self.
- ❖ Be one time/turn-in assignments on time and bring all materials to class.
- ❖ Practice common courtesy.
- ❖ Use appropriate language in school and on school property.
- ❖ Be inclusive of others.
- ❖ Maintain a high degree of personal hygiene.
- ❖ Be aware of and follow the District Dress Code Policy.
- ❖ Be aware of and follow the District Student Code of Conduct.



INFRACTIONS AND DISCIPLINARY RESPONSES
KINDERGARTEN – GRADE 6
Level 1 Infractions
Insubordinate Behaviors

- 1A** Chronic tardiness to school.
- 1B** Bringing prohibited materials to school without permission
- 1C** Behaving in a manner which disrupts the educational process (i.e., making excessive noise in a classroom, library, or hallway.
- 1D** Engaging in verbally rude or disrespectful behavior to another student.
- 1E** Wearing clothing or other items that are in violation of the student dress code.
- 1F** Using school computers, telephones, or other electronic devices without appropriate permission.
- 1G** Possessing prohibited electronic devices (laser pointers, cellular telephones, and telephone paging devices).

Level 1 Infractions
Disciplinary Responses

First Offense (Classroom Teacher):

- Contact home – parent/guardian
- Documentation of incident
- Confiscation

Second Offense (Classroom Teacher):

- Contact home – parent/guardian
- Documentation of incident
- Teacher detention

Third Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- 1-3 day(s) detention

Fourth Offense (Principal):

- Call home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

Fifth Offense (Principal):

- Call home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

INFRACTIONS AND DISCIPLINARY RESPONSES
KINDERGARTEN – GRADE 6
Level 2 Infractions
Disorderly Disruptive Behaviors

- 2A** Physical aggression (i.e. engaging in kicking, hitting, pushing, shoving, expectoration).
- 2B** Social alienation (i.e. gossiping, embarrassing, setting another up to look foolish, spreading rumors).
- 2C** Verbal aggression (i.e. mocking, name calling, dirty looks, taunting, teasing about clothing).
- 2D** Intimidation (i.e. threatening to reveal personal information, publicly challenging to do something, defacing property or clothing).
- 2E** Using profane, obscene, vulgar language or gestures.
- 2F** Lying or giving false information to school personnel.
- 2G** Violation the District's Internet Use Policy.
- 2H** Engaging in scholastic dishonesty (cheating/plagiarizing).
- 2I** Engaging in a pattern of persistent Level 1 behavior.

Infractions 2A-2D are considered level 2 bullying behaviors in grades K-3. For students in grades 4-6, see Level 3.

Level 2 Infractions
Disciplinary Responses

First Offense (Classroom Teacher):

- Contact home – parent/guardian
- Documentation of incident

Second Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- 1-3 day(s) detention

Third Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

Fourth Offense (Principal):

- Call home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

INFRACTIONS AND DISCIPLINARY RESPONSES KINDERGARTEN – GRADE 6

Level 3 Infractions

Dangerous, Disruptive, or Violent Behaviors

- 3A** Physical aggression (i.e. defacing property, stealing, physical acts that are demeaning and humiliating but not bodily harmful, locking an individual in a closed or confined space).
- 3B** Social alienation (i.e. ethnic slurs, setting up to take the blame, publicly humiliating others, social rejection, excluding from a group).
- 3C** Verbal aggression (i.e. teasing about appearance).
- 3D** Intimidation – taking possession (i.e. lunch, clothing, toys, extortion).
- 3E** Being insubordinate; defying or disobeying the lawful authority of school personnel.
- 3F** Engaging in verbally rude or disrespectful behavior to staff.
- 3G** Fighting/engaging in physically aggressive behavior.
- 3H** Engaging in theft of knowingly possessing property belonging to another without authorization.
- 3I** Engaging in vandalism or other intentional damage to school property.
- 3J** Engaging in gang-related behavior (i.e. wearing gang apparel, writing graffiti, making gestures or signs).
- 3K** Engaging in a pattern of persistent Level 2 behavior.

Infractions 3A-3D are considered bullying behaviors.

Level 3 Infractions

Disciplinary Responses

First Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- 1-3 day(s) detention

Second Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

Third Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

INFRACTIONS AND DISCIPLINARY RESPONSES

KINDERGARTEN – GRADE 6

Level 4 Infractions

Dangerous or Violent Behaviors

- 4A** Physical aggression (i.e. physical violence against families or friends, threatening with a weapon, inflicting bodily harm).
- 4B** Social alienation (i.e. maliciously excluding, manipulating social order to achieve rejection, malicious rumor mongering, threatening with total isolation by peer group).
- 4C** Verbal aggression (i.e. verbal threats of aggression against property or possessions, verbal threats of violence or of inflicting bodily harm).
- 4D** Intimidation (i.e. threats of using coercion against family or friends, coercion, threatening with a weapon).
- 4E** Engaging in sexual harassment (i.e. sexually suggestive comments, innuendoes, proposition, or inappropriate physical contact of a sexual nature).
- 4F** Possessing illegal drugs, look-alike drugs, drug paraphernalia, alcohol, or controlled substances without appropriate authorization (contact School Resources Officer/Citation).
- 4G** Participating in an incident of group violence.
- 4H** Engaging in theft of knowingly possessing property belonging to another without authorization.
- 4I** Engaging in a pattern of persistent Level 3 behavior.

Infractions 4A-4D are considered bullying behaviors.

Level 4 Infractions

Disciplinary Responses

First Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance
- Contact School Resource Officer

Second Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance
- Contact School Resource Officer

INFRACTIONS AND DISCIPLINARY RESPONSES KINDERGARTEN – GRADE 6

Level 5 Infractions

Seriously Dangerous or Violent Behaviors

- 5A** Using force against or inflicting or attempting to inflict injury against school personnel.
- 5B** Using extreme force against or inflicting or attempting to inflict serious injury upon students or others.
- 5C** Selling or distributing illegal drugs or controlled substances.
- 5D** Possessing a weapon on school property.
- 5E** Engaging in an incident of a terroristic threat or terroristic act.
- 5F** Intentionally activating a fire alarm or making a bomb threat.
- 5G** Committing arson.

Level 5 Infractions

Disciplinary Responses

First Offense (Classroom Teacher):

- Contact home – parent/guardian
- Documentation of incident
- Suspension – informal hearing with Superintendent
- Contact School Resource Officer
- Report to Pennsylvania Department of Education
- Contact Office of Safe Schools

SAFE2SAY SOMETHING PROGRAM

What is Safe2Say Something?

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

Here’s how it works:

1. Submit an anonymous tip report through the Safe2SaySomething system
2. The Crisis Center reviews, assesses and processes all submissions
3. The Crisis Center sends submissions to school administration and/or law enforcement for intervention

******If needed, crisis center may contact tipster anonymously through the app***

For more information, you may access the Safe2Say Something Website via the link
<https://www.safe2saypa.org>

1-844-SAF2SAY or (1-844-723-2729)

DETENTION

Detention at Case Avenue for Grades 3 through 6 is operated by Case Avenue support staff. It currently runs in the afternoon from 2:45-3:15.

Detention is assigned for **BEHAVIOR** only! Examples of inappropriate behavior that will result in detention are:

1. Disrespectful behavior towards teachers, other adults and peers. This includes both verbal and non-verbal behaviors.
2. Bullying of any kind.
3. Stealing, Lying or Cheating.
4. Continuous disruption of the learning in the classroom.

When students have been assigned detention, a discipline referral form will be sent home to the parents to inform them of the incident. Parents are to sign the form and have the student return the form to the detention supervising teacher.

While in detention, students will complete a form stating what they have done to earn this detention and what they need to do in the future to avoid detentions. Students are also expected to bring assignments and all supplies needed to work on them during detention.

Excessive detentions will result in loss of time during Fun Day at the end of the school year and may affect a student's participating in the class Field Trip, as well as any extra activities throughout the year.

We appreciate your cooperation and look forward to a great school year!



STUDENT DRESS CODE

Student Dress Code Policy Sharon City School District Grades K-12



DRESS CODE

The purpose for implementing this student dress code policy for all students in grades Kindergarten through 12 is to strengthen the learning environment for classroom instruction and academic performance; prevent disruption to the educational process; prevent distraction to students, staff and the educational process; facilitate learning; increase the atmosphere for school pride and personal appearance; and enhance the image of students and the school in the Sharon community.

This dress code policy shall be in effect during the regular school year (including the last day of school).

TOPS

Permitted:

Tops are permitted in the following color combinations: orange, black, white, and gray.

All tops must be worn with a collar or crew look. Polo-style shirts with a collar, oxford shirts with a collar, dress shirts with a collar, turtlenecks, and mock turtlenecks are permitted. School-color sweaters including crew neck, v-neck, full length zipper, half-zipper pullover, boat neck, vest/sweater vest, and cardigan are permitted. School-color fleecewear or Sharon Tiger team wear with a full- or half-zip are permitted. No more than the top two (2) buttons may be unbuttoned on any style of a collared shirt. All shirts must have sleeves including short sleeve, cap-sleeve, three-quarter length, and long sleeve.

Any logo or emblem that measures over 2-by 2-inches must be school colors.

Undergarment shirts must not go below the mid-thigh area in length and must be worn in the approved solid colors (orange, black, white, gray).

All shirts must have finished seams, including sleeves, collars and shirt sides.

Students are not required to “tuck-in” tops. All tops must not go below the mid-thigh area in length. Students must wear clothes that fit.

Prohibited:

Hooded tops or “hoodies” are prohibited. Hooded tops or “hoodies” may be worn as outerwear but must be placed in lockers upon arrival to school. Outerwear/outdoor clothing is not permitted once classes begin.

Sports style fitted tops (Under Armor type-compression style) may not be worn singularly.

Wearing an oversize/draping shirt hanging at the knee area, touching the knee or below the knee is strictly prohibited.

Tops which expose the midriff or waist/belly button/stomach area are strictly prohibited.

Permitted:

Bottoms are permitted in the following colors: black, gray, white, and khaki and must be solid in color. Dress pants, corduroy pants, capri pants, black denim pants, athletic style pants (sweat pants/jogging pants), shorts, and sweat shorts are permitted in dress code colors. All bottoms must be no shorter than two inches from the top of the knee.

Students are not required to wear a belt with bottoms. All bottoms must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and top of the hip bone.

All bottoms including, skirts, skorts, shorts, jumpers, and dresses must have a finished hem.

Prohibited:

Blue denim (jeans) of any type is prohibited. Cut-offs or holes of any kind are not permitted in bottoms. Students are not permitted to wear pajama bottoms, pajama bottom-style pants, yoga-style/spandex or lycra shorts.

Wearing bottoms which expose skin or undergarments or wearing oversize/draping baggy style pants to create a “sag” look is strictly prohibited.

HOSIERY**Permitted:**

1. Tights, leotards, etc. are permitted but limited in color to solid black, orange, white, gray, and khaki AND MUST be worn under an approved style bottom (shorts, dress, skirt, etc...)
2. Socks of various colors are permitted.

Prohibited:

1. Fishnet or ripped-up stockings are not permitted.

DRESSES/JUMPERS AND SKIRTS/SKORTS

1. All dresses must have a collar or crew look and sleeves or be worn with an approved top. All jumpers must be worn with an approved top.
2. Dresses and jumpers must be no shorter than two (2) inches from the top of the knee.
3. Dresses, jumpers and skirts/skorts must be one of the following solid colors OR color combinations: orange, black, white, gray, or khaki.
4. The hemline on skirts, skorts, dresses and jumpers must be no shorter than two (2) inches from the top of the knee.

FOOTWEAR

Permitted:

Students are required to wear any style of “closed toe” footwear, made of canvas, plastic, rubber, leather, fake/faux leather or leather-like synthetic compound with either a rubber sole or leather sole, which includes: dress shoes, casual shoes, athletic shoes, closed-toe Crocs, boots, and closed toe sandals. Footwear may have a back or be “backless” in nature. Boots may extend no higher than the bottom of the knee.

Prohibited:

“Open toe” footwear is strictly prohibited. Slippers and flip flops of any kind (leather, transparent plastic, rubber, wood, etc.) are strictly prohibited. Flip flops are defined as flat and backless consisting of a flat sole held loosely on the foot by a Y-shaped or V-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot. Shower shoes are strictly prohibited. Shower shoes are defined as those meant to be used near pools, bathrooms, or other wet places, and are made of plastic or rubber.

**Shoes with wheels (“heelies”) are strictly prohibited.*

DRESS CODE EXCEPTIONS

Exceptions to the dress code shall include the following:

1. Students participating in a nationally-recognized youth organization (such as Girl Scouts and Boy Scouts) may wear their uniforms on those days such organizations have a scheduled function.
2. Athletic team representation such as game day jerseys/uniforms (uniform skirts that do not meet the minimum length requirement are not permitted during the regular school day. In addition, cheerleading shells (vests or tops) cannot be worn singularly but must have a dress code apparel approved top underneath.). Sharon Tiger and Colt football and cheer squads are permitted to wear their uniform tops each Friday during their season. On game days, community athletic teams can wear uniform tops that adhere to school top color requirements.

*Other exceptions are made only upon the prior approval of the Building Principal. Such exception requests must be made in writing at least 24 hours in advance where practicable and must include a reason/explanation for the request.

RELIGIOUS EXEMPTIONS

Requests for exemptions from the dress code based upon one's religion or religious beliefs must be made at least 24 hours in advance where practicable in writing to the Principal including an explanation of why the religion/religious belief prevents compliance with the dress code.

GENERAL

All clothing is to be clean and neat.

Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items expressly prohibited under this policy, Principals and District Administration have discretion to address any attire/body art that is offensive, degrading, vulgar, contrary to the educational mission of the school that disrupts the learning environment, or infringes upon the rights of others.

All clothing must be of appropriate size and fit neatly. Any clothing that is too tight, revealing/see-through, or saggy/baggy, including but not limited to low necklines, midriff tops, and form-fitting tops or bottoms, is not permitted.

HAIR

Hair is to be clean and neatly groomed.

Hair color, including highlights, must be within the spectrum of color that hair grows naturally, such as shades of blonde, black, auburn/red, and brunette.

Mohawks, long spikes, and other extreme hair styles which are disruptive/distracting to the educational process or pose a safety hazard are not permitted.

Hair must not be worn in a way which obstructs the natural vision from student or staff members.

JEWELRY AND ACCESSORIES

Jewelry or accessories that may be used as weapons are not to be worn to school. This includes, but is not limited to, jewelry such as spiked rings, spiked bracelets, spiked dog collars, chained wallets, two or three finger rings that are connected, and bulky chains worn around the neck or waist.

Chains and sharp objects such as spikes are not allowed on clothing or book bags.

No head coverings are permitted. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, skull caps, sunglasses, headsets, or any other head covering. Combs, rakes, or picks should not be worn in the hair. Exception requests, including those based upon religious beliefs or medical reasons, must be made in writing to the school principal along with an explanation of how the religious belief/religion prevents compliance with the ban on head coverings at least 24 hours in advance where practicable.

Items must be used to hold ones hair back or to keep ones hair out of their eyes. Items cannot be

worn as a headband and just around the forehead. A bandana cannot be worn as a headband under any circumstance.

Body piercing and displaying jewelry in areas such as the nose, eyebrows, lips and tongue are permitted but are limited to a STUD ONLY.

“Gauging” or stretching of the mouth/lips/and/or earlobe as well as the following types of earrings, ear/body jewelry, and ear/body piercing are not permitted: flesh tunnels, flesh plugs, ear/lip stretchers, ear/lip expanders (gauges), and similar ear/lip stretching devices or jewelry.

Students may not wear tinted glasses, or sunglasses. Decorative contact lenses are not permitted.

Gold teeth or grills of any type are strictly prohibited

GANG-AFFILIATED ATTIRE/ACCESSORIES

A “gang” as defined in this policy means any organization, association, or group of three or more which has a unique name or identifiable signs, symbols, or marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption of a class, activity, program, or other function of a school.

Any gang attire, symbols, signs, tattoos, hairstyles, or other things which are evidence of membership in, or affiliation with, recruitment, or desire to be affiliated with, any gang are prohibited. Gang related attire/accessories include but are not limited to the following:

- Bandanas or any article of clothing bearing gang symbols, names, initials, insignias, or anything else that signals gang affiliation;
- Students rolling up one pant leg;
- Long bulky chains and necklaces, gang-styled belt buckles, or large oversized pendants on necklaces and chains; and
- Draping articles of clothing, towels, or other objects out of pant pockets or over the shoulder or neck area.

As gang styles and clothing continually evolve and change, additional styles and apparel may be considered gang-affiliated, as identified in consultation with School Officials and law enforcement authorities.

DRESS CODE VIOLATIONS

Grades K-6

(C.M. Musser, Case Avenue, and West Hill Elementary Schools)

First Offense:

The student shall be given an opportunity to correct the infraction in school by either calling home for appropriate clothing or obtaining the appropriate clothing from the nurse's office.

Multiple Offenses:

Multiple offenses may include, but not be limited to:

1. Detentions of any kind
2. In-school Suspension
3. Out-of-School Suspensions

CONSEQUENCES FOR VIOLATION(S) OF THE DRESS CODE

FIRST OFFENSE:

The student shall be given an opportunity to correct the infraction in school, by either calling home for appropriate clothing or obtaining the appropriate clothing from the nurse's office.

SECOND OFFENSE:

1. Administrative detention for three (3) days
2. Alternative Education placement for the balance of the school day with instructions to report to school the following day dressed appropriately

Third Offense:

The student will be assigned to a one (1) to three (3) day Out of School Suspension (OSS).



CASE AVENUE SCHOOL

STUDENT FORMS



Excuse for Educational Family Vacation

Dear Mrs. Barber:

My child, _____, will be going on an educational trip
to _____ during the following dates: _____

_____.

We will be visiting the following historical sites, landmarks, monuments, etc.,
during our trip: _____

_____.

If approval is granted, my child will get all missed assignments from his or her
teacher prior to the trip.

Parent Signature: _____ Date _____

Parent Name: _____ Phone _____

.....

*******Approval has/has not been granted for the above detailed trip.**

Traci Barber, Attendance Officer

Traci Valentino, Principal

EXCUSE FOR ABSENCE OR TARDINESS

Case Avenue School 724-983-4015

_____ was absent/tardy from school _____
Student Name *Date*

An explanation from the parent or guardian in each case of absence or tardiness is required. Please state the reason below.

Dear Mr./Mrs. _____

(Teacher)

The reason for *Absence / *Tardiness was:

Signature _____ Date _____

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