

VISION STATEMENT

In a personalized, safe environment, the Allegheny-Clarion Valley School District will prepare our students to be ready for the challenges of a diverse world, so they can:

- Meet/exceed high expectations in
 - Literacy
 - Innovation
 - Analytical problem solving and strategic thinking
 - Co-curricular and extra-curricular opportunities

- Succeed in college and careers
- Be technologically adaptive
- Value life-long learning
- Live as responsible and productive citizens
- Demonstrate compassion and empathy
- Achieve personal potential

MISSION STATEMENT

A-C Valley, in conjunction with the community, will ensure a comprehensive education that inspires students to:

Dream Big, Work Hard, and Act Responsibly.

SHARED VALUES

The Allegheny-Clarion Valley School District community believes that people of character consistently demonstrate and act on the following values:

- Literacy – Acquiring information and knowledge, interpreting its value, and using it to solve real world problems
- Communication – Using interpersonal and intrapersonal skills to summarize, package, and deliver a message or an idea.
- Environmental Awareness – Be good stewards of our natural resources
- Innovation – Develop new and unique approaches
- Entrepreneurial Spirit – Willing to take a calculated risk
- Self-Discipline – Understand, consider, and accept the impact and consequences of personal actions and decisions
- Integrity – Do what is right, legally and morally. Be willing to do what is right even when no one is looking
- Work Ethic – Strive for excellence, taking pride in their work, always giving their best efforts, persevering in spite of adversities, reflecting on the results of their efforts and applying what they've learned to new endeavors
- Citizenship – Contribute to the well-being of their communities (both locally and globally) as responsible citizens acting in positive and creative ways

COMPLIANCE STATEMENT

The Allegheny-Clarion Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or disability in its admission procedures, educational programs, activities or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Office of the Superintendent of Schools, Box 100, Foxburg, PA 16036. Telephone: (724) 659-5820. Revised 07/12/07

MESSAGE FROM THE PRINCIPAL 2022-23

Dear A-C Valley Families,

Welcome back! We hope that you have enjoyed a fun and relaxing summer break. We are looking forward to a great new school year with our students. Our focus for the coming year will be to work collaboratively to determine students' present levels of comprehension, meet them where they are, and help them grow. We will have one new addition to our elementary teaching staff this year-Mr. Shawn Miller. He will be joining our 5th grade teachers to provide instruction in science, social studies, and English/spelling. Mr. Miller previously taught Junior High Science at ACVHS. We also welcome Ms. Allie Atwood as our new Gifted coordinator for the Elementary. Ms. Atwood is a high school English teacher and will now run the gifted program K-12.

As we continue working to help all students grow, please remember the important role that you have in the academic development of your child. Please encourage your child to read and write at home and work with them to make sure homework assignments are completed. Also, watch for Community and Family Nights that promote learning while having fun!

PARENT TEACHER ORGANIZATION (PTO)

All parents, teachers and friends of the A-C Valley School District are welcome members of the PTO. The purpose of the PTO is to support the students' education while promoting positive home-school relations. Meetings are held the first Monday of the month at 3:15 p.m. at the school to plan activities and exchange ideas. For more information on the PTO, call the school office or contact any of the officers. Officers will be elected and announced at the beginning of the school year on the PTO page of the school website and the PTO Facebook page.

SUGGESTIONS FOR PARENTS

Starting the day in a happy frame of mind often means the difference between success or failure for the day. The following suggestions are helpful in achieving a successful day:

1. Insist that your child gets adequate rest which is 10-11 hours every night for 5-12 year olds, according to the National Sleep Foundation.
2. Have your child eat a good breakfast.
3. Insist that the child wear appropriate school apparel. In case of special outdoor activities, your child will be informed to dress suitably for the occasion.
4. Prepare your child for bad weather with rainwear, boots, heavier clothing, hats, mittens or gloves.
5. Help your child attend school in a regular and timely fashion.
6. For security and safety reasons, personal and valuable items, particularly electronics should not be brought to school.
7. Talk with your child about his/her experiences and interests.
8. Provide reading opportunities at home every day. Broaden his/her experiences by taking trips to the zoo, farms, parks, city, etc.
9. Enrich his/her vocabulary through reading, conversation, and use of Foxburg library and technology.

ADMISSION TO SCHOOL

In the Allegheny-Clarion Valley School District, a child is eligible for admission to kindergarten if he/she has attained the age of 5 on or before July 1st. All children must (by law) be enrolled in a school program by the age of 6 years.

ATTENDANCE INFORMATION

COMPULSORY ATTENDANCE REQUIREMENT

Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which may be no later than six years of age, until the age of seventeen or graduation from a high school, whichever occurs first. Once a child is enrolled, they are required to comply with the school's attendance policy. It is mandatory for all children of compulsory school age having a legal residence in Pennsylvania to attend a day school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught in the English language.

When a student is absent from school, he/she should take the excuse directly to his or her classroom teacher within three (3) days of his/her return. Failure to submit an appropriate excuse on time will result in the absence being permanently coded as illegal. Absences are excused, unexcused, or unexcused/illegal.

VISITORS

The safety and security of our students and staff is of utmost concern during the school day. Parents, adult residents, and interested educators will be welcomed to the elementary building between the hours of 8:00 AM-3:05 PM through our secure entrance, at which point they will need to provide state issued identification to the main office before gaining access to the building. All visitor identification will be scanned and recorded for documentation. No visitor will be allowed access to students without proper clearance and approval.

ARRIVAL AND DISMISSAL

Punctuality is an important habit that should be taught to children. We encourage parents to ensure that students are at school **before 8:15 a.m.** in order to start our instructional program on time. The school day begins when students unload the buses at 7:40 a.m. with breakfast/homeroom. The instructional day begins at 8:15 a.m. and ends at 2:53 p.m. The Allegheny-Clarion Valley elementary school values instructional time. Uninterrupted instructional time contributes to academic success and instills good habits.

Buses will drop students at the loop entrance behind the school. Bus students will enter and leave through the cafetorium doors closest to the playground. All non-bus students should enter from the visitor lot in front of the school. Non-bus students will enter through the cafetorium doors closest to the High School Drive no earlier than 7:30 am. Parents/guardians are not permitted to park in front of the building at this time. If necessary, students may be escorted to the main doors, but vehicles should be moved quickly thereafter to avoid back up and allow for our van students' prompt arrival. For the safety of our students and staff, no parent/guardian will be permitted beyond the main doors during drop off.

Students who eat breakfast in school should report to the cafeteria immediately upon arriving at school, eat, and then report to their assigned classroom. Breakfast will only be served to students who arrive before 8:05. Students who do not eat breakfast at school should immediately report to their assigned classroom.

To limit traffic flow and aid in the proper supervision of all students, **non-bus students should not report to school before 7:30 a.m.** Children are the responsibility of the parent until this time.

During dismissal, bus students load the buses at the loop entrance behind the school. Non-bus students exit out the front entrance to the visitor lot. If you intend to dismiss your child **early** from school, please refer to the guidelines found in EARLY DISMISSALS.

If your child is to be picked up by a parent or guardian at the end of the day, a note **must** be sent to the classroom teacher. Otherwise, the regular dismissal procedure will be followed. **To ensure proper documentation, it is best to have a note that is hand-written with the parent's signature.** A note turned in to the school district is the best form of documentations, since a parent signature can be verified.

LATE ARRIVALS AND EARLY DISMISSALS

When it is necessary for a student to arrive to school late or leave school early for a doctor's appointment or other urgent reason, the parent or guardian must report to the office and sign for the child. The parent or guardian will be required to submit a written excuse for the child's absence.

For attendance purposes, children who arrive before 10:00 a.m. or dismiss after 2:00 p.m. to attend medical appointments will be considered present for the entire day. For all other requests involving early dismissals, we insist on waiting until the instructional day has ended (2:50 p.m.) before dismissing your child. If the matter is not medical in nature or urgent, the early dismissal will be marked unexcused. Special event days where early dismissal will be permitted will be announced ahead of time by the principal. Note: Siblings of athletes involved in playoff games will be excused; however, dismissals for regular season games and matches will not be excused.

Half day absences and tardiness are determined as follows:

- Tardy: Late arrival between 8:15 and 9:59 a.m. Students who arrive after 8:15 should report to the office before going to class. Excessive tardies will result in lunch detention.
- Half day absence (morning): Late arrival between 10:00 a.m. and 11:59 a.m.
- Half day absence (afternoon): Early dismissal between 12:00 p.m. and 1:59 p.m.

SPECIAL EVENTS AND DISMISSAL

The elementary school does permit early dismissals on days of special events, such as Halloween Parade Day, 6th Grade Recognition, and Metric Meet. On these days, the following guidelines need to be followed:

- Students may be excused only at the conclusion of the event, preferably 2:50 PM.
- **Make sure that a note is sent with the child at the beginning of the day**, so proper arrangements can be made.
- If the child's siblings (elementary only) are being dismissed at the same time, please indicate that on the same note.
- Students will be dismissed from the elementary office only, unless specific arrangements have been setup by the principal for dismissal at an alternative location.

ABSENCES - EXCUSED

Examples of excused absences include the following:

- Illness or quarantine.
- Death in the immediate family (parent, guardian, sibling, grandparent)
- Urgent reasons such as impassable roads and weather so inclement as to endanger the health of the student. Absences will be evaluated by the school district on a case-by-case basis.
- Educational Trips/Religious Education/Family Vacations must have prior approval through appropriate documentation.
- Students may be absent for non-school sponsored educational trips. Such absences will not be subject to the penalties for truancy if the administration has approved the absence before it occurs. To be excused, **request forms must be submitted at least one week prior to the trip.** Request forms for educational trips are available in the office and on our website at <http://www.acvsd.org/acvsd/Forms/>. The request must include destination, date of departure, date of return, and a brief statement explaining the trip and its educational benefits to the student. The student must be under the direction or supervision of a parent/guardian or another adult who is acceptable to the parent/guardian. The completed request form is submitted to the principal, who in turn submits it to the superintendent for his approval or disapproval. When a request is denied, the parent/guardian will be notified by telephone or letter.

The following conditions apply: The trip must be of educational value and not merely a matter of convenience to the parent/guardian or student; educational trips are discouraged if they conflict with diagnostic testing, PSSA's (found on school calendar), etc., and students who are absent will have to test during make up days. Students will be limited to a maximum of five days per year for educational trips; and students must collect all academic work before leaving on the strip. All make up work must be completed and turned in by the end of the 2nd day the student has returned.

After a student accumulates 10 days of excused absences, the district may require a doctor's statement of illness before accepting illness as an excuse for any subsequent absences. Hospitalizations and other extenuating circumstances will be considered special cases.

ABSENCES - UNEXCUSED/ILLEGAL

Examples of unexcused absences include, but are not limited to, the following:

- Sibling concerts or performances
- Hunting/Fishing

- Shopping
- Personal Reasons
- Visiting out of town
- Oversleeping
- Missing the bus or no transportation
- Illness in the family
- Absences without an excuse within three (3) days

Unexcused absences are all absences not covered under “excused absences.” Unexcused/illegal absences are determined by Section 1333 of the School Code. All unexcused absences for students aged 16 or younger are illegal as well as unexcused.

When the third unexcused/illegal absence is recorded for a student, a letter will be sent to the parent/guardian advising that all future unexcused/illegal absences will result in a warrant being served on the parent/guardian by the District Magistrate. If a student’s absence is ruled unexcused/illegal, the student will be considered truant. If the district receives prior notification from a parent/guardian that a student will be out of school with an unexcused/illegal absence, it is possible the student may not be considered truant, in which case the penalties for truancy may be waived.

Students and parents must assume responsibility for making arrangements with teachers to make up work missed during an absence. At the elementary level, teachers will work cooperatively with parents and students to ensure that everyone understands what work needs to be made up and how much time students will have to complete missed assignments. Failure to make up work within the established limits will result in zeros for grades on missed work. In the case of an extended illness, student assignments may be requested through the school office, and arrangements made to pick up the work or to have it sent home with a sibling or other student. When notifying the office, please allow sufficient time for this material to be compiled. Students on in-school suspension or out-of-school suspension are permitted to make up work missed during the period of the suspension.

The Attendance Officer’s discretion, in conjunction with the building principal, will be used on all attendance matters that are not clearly expressed in this handbook or in School Board Policy.

ENROLLING IN AND WITHDRAWING FROM SCHOOL

In order to complete the registration process and provide necessary transportation and health-related information, a parent or guardian must accompany a student who is enrolling in the Allegheny-Clarion Valley Elementary School prior to or on that student’s first day of attendance.

When a student is to be withdrawn from the school, the district must be notified prior to the withdrawal in order to secure parental permission to forward records to the student’s new school in a timely manner.

ACADEMIC INFORMATION

REPORT CARDS

A-C Valley operates on a nine-week grading period. Dates for the end of the grading periods, notification of progress and report card distribution are indicated on the school calendar (the dates are adjusted if school is closed due to weather or other emergencies). Parents should sign the report card envelope (or progress report) and return it to the child’s teacher the day after it comes home. Signing the envelope is only an indication that a parent saw the report -- not that he/she necessarily agrees with the grades. Parents who have further questions are encouraged to contact the teacher for a conference.

Report card grades will be given according to one of the following two scales:

<u>Grade</u>	<u>Percentage</u>		
A	93-100		O - Outstanding
B	85-92	or	S - Satisfactory
C	75-84		U - Unsatisfactory
D	65-74		
F	64 and below		

Grades 1-6 will issue nine-week Report Card grades as percentages.

HONORS

Criteria for Principal’s List and Honor Roll:

Principal’s List - All A’s (93%+) and no U’s.

Honor Roll - All A’s (93%+) and B’s (85%-92%) with no U’s.

*Names of students who meet the criteria in grades 5 and 6 will be published in the local newspapers.

HOMEWORK

Homework will be assigned as a means of encouraging independent work, establishing good work habits and reinforcing basic subject skills. All homework may not be written assignments, but could be in such forms as study for a test, a reading assignment, research, a book report or a project. Students, ultimately, have the responsibility to develop good work and study habits. The student, in preparing an assignment, should:

1. Make sure he/she understands the assignment, its purpose, when it is due, and how it should be done.
2. Initiate the request for help when needed.
3. Develop a personal system for remembering and/or recording assignments.
4. Budget their time. When in class, study time is provided during the school day for getting work done and the student should take advantage of it. Long term assignments should be planned so that they do not have to be done all at once.
5. Analyze study habits and take advantage of available study aids. Although there is no single best way to study, all students can benefit from developing effective study habits.
6. Arrange to make up missed assignments as required by the teacher.
7. Make the teacher aware of immediate demands of other school assignments or school responsibilities.

Cooperation by parents is an integral factor in meaningful homework experiences. Parents can encourage their children by showing interest, setting up helpful attitudes toward assignments, and partnering with the school in a show of support. We encourage parents to:

1. Provide an environment conducive to study such as: a quiet, well-lighted place, ample work space, and necessary basic materials.
2. Help in development of a satisfactory study schedule.
3. Motivate children toward best work and completion of assignments.
4. Make suggestions toward growth and independence.
5. Accept each child's own best work and avoid undue comparison with that of other children.
6. Attempt to understand the values of various types of assignments.
7. Contact the school when the student is consistently experiencing problems with assigned homework or will be absent for an extended period of time.
8. **NOT** do the homework assignment for the student.

Although amounts of homework may vary based on the work in any given day, the District recommends the following:

Grades 1 & 2	10 - 20 minutes
Grade 3	20 - 30 minutes
Grade 4	30 - 40 minutes
Grade 5	50 - 60 minutes
Grade 6	60 - 70 minutes

These amounts should include time spent studying and practicing for upcoming quizzes, tests, and performances. However, this does not include independent reading time. **We strongly recommend students read or are read to for a minimum of 20 minutes every day.**

STUDENT AND PARENT PORTAL FOR GRADES

Our student management system allows parents to monitor their child's progress in school. All you need is access to the internet. Parents need their child's school ID number and an email address. If the school already has your email in its system, you can create an account on the school's webpage: www.acvsd.org, by clicking on *Parent Portal* under Quick Links (on the left side of the webpage) and selecting the option *Create Account*. Directions are available by clicking the "?" in the upper right hand corner. If you need other assistance, contact the Attendance Secretary at the elementary school.

Students in 3rd-6th grade can also access their grades by selecting the Student Portal and entering their username and password as they would access any computer at school.

DISTRICT TESTING INFORMATION

The following is information regarding the tests students take during the school year.

PSSA (Pennsylvania System of School Assessment) is a standardized test administered to public schools in the state of Pennsylvania. Students in grades 3-8 are assessed in language arts and mathematics. Students in grades 4 and 8 will also be assessed in skills relating to natural science, primarily in the field of data interpretation and analysis. There are reporting categories for each subject which list eligible content to be tested in each grade. Assessment Anchors specify what is considered eligible content for each grade level tested. Individual student score reports on spring 2013 testing will be given to parents in the fall of the following school year.

DIBELS Next (Dynamic Indicators of Basic Early Literacy Skills) is a set of assessments used for universal screening and progress monitoring in grades K-6.6 in the Fall, Winter, and Spring. They are standardized, efficient, and extensively researched. These assessments are timed and administered individually with each student. Individual progress reports are sent home with report cards.

i-READY is an online program for reading and/or mathematics that will help your student's teacher(s) determine your student's needs, personalize their learning, and monitor progress throughout the school year. i-Ready allows your teacher(s) to meet your student exactly where they are and provides data to increase your student's learning gains. i-Ready consists of two parts: Diagnostic and Personalized Instruction. The i-Ready Diagnostic is an adaptive assessment that adjusts its questions to suit your student's needs. Each item a student sees is individualized based on their answer to the previous question. The purpose of this is not to give your student a score or grade, but instead to determine how the teacher can best support your student's learning. i-Ready Personalized Instruction provides students with lessons based on their individual skill level and needs, so your student can learn at a pace that is just right for them.

SPP (School Performance Profile) is an integral part of the Educator Effectiveness System (teacher and principal evaluation). As an online site, the SPP provides a school level academic score for public schools, charter and cyber charter schools, and full-time comprehensive career and technical centers. The SPP can be accessed through our school's website: www.acvdsd.org

Behavioral Expectations & Discipline

The Board of Education of the Allegheny-Clarion Valley School District acknowledges that it is the responsibility of the total school community to create and maintain an atmosphere that is conducive to teaching, learning and living. Everyone has the right to expect that the environment shall be safe, pleasant and well-organized.

All students are expected to behave appropriately while at school and at all school-related functions. Strict and impartial discipline is essential to ensure that: (a) no student's learning is disrupted by the behavior of an individual or the behavior of the group, and (b) the development of responsible, well-mannered and self-disciplined citizens is promoted.

To this end, A-C Valley Elementary will implement **Positive Behavioral Interventions and Supports (PBIS)**. PBIS is a proactive approach based on a three-tiered model of prevention and intervention aimed at creating safe and effective schools. Emphasis is placed on teaching and reinforcing important social skills and data-based problem-solving to address existing behavior concerns. PBIS provides an alternative approach to punishment that focuses on the prevention of problem behavior by teaching and reinforcing student social skills. Behavioral expectations are positively stated and easy to remember. In other words, rather than telling students what not to do, we will focus on preferred behaviors. Matrices outlining expected behaviors in various school settings will be available on the school's website at www.acvdsd.org under the Elementary tab.

The goal is to create a positive social culture in which pro-social behaviors are explicitly taught and reinforced, and all adults respond to the occurrence of problem behavior in a consistent manner. Secondary prevention is intended to support students at risk of engaging in more serious problem behavior. Strategies for secondary prevention address a child's needs before more intensive individualized supports are necessary. A smaller number of students require more individualized and intensive plans than primary and secondary prevention practices provide. At the third tier prevention level, individualized and comprehensive plans address the unique needs of children who engage in serious problem behaviors.

Disciplinary Guidelines for the Allegheny-Clarion Valley School District are printed in the back of this handbook. As noted, the options/responses are only examples (a complete listing of all incidents of misconduct is impossible). Cases of misconduct not listed will be handled in one of the three levels.

VIDEO CAMERA ON PREMISES

Video cameras are located throughout the interior and exterior of the elementary school to assist in providing a safe learning environment for students and staff and to protect school district property and equipment.

CLASSROOMS (and all other instructional areas)

Each classroom establishes rules, rewards and consequences. There are also regulations for out-of-class behavior. Obviously, standards for such things as acceptable noise levels will vary from place to place (classroom to playground, for example). However, in all cases students must demonstrate utmost respect for adults and fellow students. The following guidelines will apply at all school-related activities:

1. Follow directions the **first** time they are given.
2. Keep hands, feet and objects to yourself at all times.
3. No name calling, teasing or bad language.
4. No fighting with or intimidating others.

HALLWAYS

Students are expected to act in ways that show respect for themselves and others, show responsibility to manage their own conduct, and show concern for safe movement. To achieve this goal, students should:

1. Face forward;
2. Maintain personal space;
3. Follow directions;
4. Maintain quiet;
5. Leave property and hanging student work alone;
6. Walk on the right side of the hallway;
7. Take the shortest route to their destination.

CAFETERIA

In order to maintain an atmosphere that is appealing to all people eating in the cafeteria the following procedures will be enforced:

1. Talk in normal conversational tones.
2. Talk only to the people seated at the same table -- avoid shouting to friends at other tables.
3. Keep hands, feet and objects to yourself -- do not throw anything.
4. Students are not permitted to share or trade food items.
5. Students must remain seated except to pick up or dispose of a lunch. Permission must be granted by an adult to get up for other reasons.
6. Toys and games are not permitted in the cafeteria.
7. Follow all directions of the adult(s) assigned to supervise the cafeteria.
8. NO GLASS CONTAINERS are permitted in the cafeteria. Please do not send these in packed lunches.

Students who do not comply with the procedures will be subject to discipline according to the school discipline code.

PLAYGROUND

In addition to the usual standards of behavior for all school areas, the following need special attention:

1. Play only in assigned areas.
2. Do not throw rocks, snowballs or other harmful objects.
3. Use equipment properly. This includes not hanging on the basketball rims or nets. Any damages to any equipment will be the financial responsibility of those responsible

DRESS CODE

The dress code is guided by three basic principles in regard to clothing, accessories, makeup, and hairstyles. Clothing that is hazardous to health and safety, disruptive and distractive within the educational environment, and offensive to community standards will not be permitted during the school day.

The following is a partial list of inappropriate clothing/styles which are not to be worn in the school:

1. Hats, head coverings, hoods, or bandanas of any kind in the building
2. Sunglasses indoors (without a doctor's written order)
3. Any clothing that has printed material that may be considered obscene or inappropriate, including vulgarity/sex/sexual connotations (double meanings)/nudity/alcohol/tobacco/drugs and similar themes
4. Tight-fitting clothing - When wearing leggings or tights, something that meets the dress code must be worn over them.
5. Tops that expose the midriff, chest, or undergarments are prohibited. Tank tops must have straps of at least 2 inches.
6. Extra wide, extra loose, extra full, extra long, and baggy or sagging pants – pants must be worn at the waistline with no undergarments showing
7. Short shorts and skirts
8. Clothing items that are intended as underwear or sleepwear
9. Accessories (these items are prohibited)
 1. Items with sharp edges or points or other sharp protruding objects
 2. Wallet chains
 3. Gloves or any kind of hand coverings
 4. Heavy chains
 5. Pillows, blankets, slippers, or other "comfort" items
 6. Makeup/face paint that is distracting
11. Cleanliness: Students are expected to wear clean clothing; free of loose dirt, grease, strong odors, etc.
12. Winter boots may not be worn all day in the school. The student must bring an extra pair of shoes to wear in the building.

NOTE: Exceptions to the dress code may be made for special days (e.g., hat day). Permission to wear something ordinarily forbidden will be granted on designated days only.

The administration reserves the right to decide any case in question. Also, as unusual or new cases arise, cases that this dress code did not anticipate or cases requiring the interpretation of the dress code, the administration will decide whether a dress code violation has occurred by using the three guiding principles established in this dress code.

TOBACCO

In accordance with Act 145 of 1996, a student who possess or uses tobacco in a school building, a school bus or on school property owned by, leased by or under control of the school district shall be subject to the school penalty outlined in the school's discipline policy and be referred to the local judicial authority. Violations of the tobacco use policy could result in a fine, including court costs. A complete copy of the school district's Tobacco Use policy is available in the office and on our website: www.acvsd.org.

Students are not permitted to bring matches, lighters or similar devices to school.

WEAPONS AND OTHER DANGEROUS INSTRUMENTS

Dangerous weapons and replicas of weapons are forbidden on school property.

No students shall knowingly possess, handle, or transmit any weapon including but not limited to: knives, cutting instruments, cutting tools, nunchaku, ice picks, explosives, machetes, Tasers, firearms, shotguns, rifles, air guns, irritating or poisonous gases, poisons, or other objects that are fashioned with the intent to use, sell, harm, threaten or harass students, staff, parents, or patrons in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, event or function before, during or after school hours.

Any student violating this policy may be suspended or expelled in compliance with the requirements of the "Gun-Free Schools Act of 1994," Act 26, or similar legislation.

A complete copy of the school district's Weapons policy is available in the office and on our website: www.acvdsd.org.

DRUGS AND ALCOHOL

Dangers of the abuse of drugs and alcohol are addressed as part of the Health curriculum at every grade level. Students suspected of drug or alcohol involvement will be subject to the district's drug and alcohol policy as well as the school discipline policy.

BULLYING

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 and/or self-harm. Therefore, the Board prohibits bullying by district students.

Bullying (including cyber-bullying) means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, with a clear difference in power (physical, mental, and/or emotional), 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 the school.

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.

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.

HARASSMENT

The A-C Valley School Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment, in any form, is not tolerated. The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origins, age or handicap/disability. Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial group that creates an offensive educational environment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when reaction to such conduct can impact a student's educational environment.

Students may choose to report harassment complaints to any school employee with whom the student is most comfortable. All employees receiving harassment complaints shall report the complaints according to the proper chain of command. A complete copy of the A-C Valley School District harassment policy can be obtained from any of the school district offices or on the school website at <http://www.boarddocs.com/pa/alcl/Board.nsf/Public#>

TERRORISTIC THREATS/ACTS

A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause a serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. A terroristic act shall mean an offense against property or involving danger to another person. Terroristic complaints may be reported similarly to harassment complaints.

BUSING AND TRANSPORTATION

BUS REGULATIONS

The School Laws (24-2451) of Pennsylvania permit school boards to provide transportation for elementary students living more than one and a half (1½) miles from school and for secondary students living more than two (2) miles from school. The transportation service provided by the Allegheny-Clarion Valley Board of Education is a **privilege** which may be denied to students who misbehave on the bus. Students and parent/guardians must be aware of and observe the following regulations:

1. The bus driver is in charge of maintaining discipline on the bus and has the authority to verbally reprimand any student who misbehaves. The bus driver will assign seats for students and may change seat assignments at any time in order to control student behavior.
2. Bus riding privileges may be suspended for up to ten (10) days for misbehavior. Examples:
 - a. Failing to follow reasonable instructions from the driver
 - b. Eating or drinking on a school bus
 - c. Failing to remain seated in their assigned seat at all times
 - d. Entering or leaving the bus at any other point than the front door
 - e. Not keeping arms, hands, and heads inside the bus at all times
 - f. Not keeping conversations at low volume, as prescribed by the bus driver. There should be no shouting or screaming, or any behavior which might endanger anyone's safety.
3. The parent/guardian must reimburse the bus contractor the full amount of repair/replacement costs for any intentional damage to a bus by a student.
4. In addition to suspension of riding privileges, misconduct on a school bus can also result in detention (including Saturdays) or suspension.
5. When a student's bus privileges have been suspended, the parent/guardian will be notified by phone and/or in writing. The parent/guardian will be responsible for the suspended student's transportation and attendance during the suspension.
6. Kindergarten students who do not have older siblings riding the bus must be met by an adult at the bus stop during drop off. Bus drivers will not allow a kindergarten student to exit the bus if they do not see an adult present to meet them. Drivers will notify the school to contact the parents and make arrangements for them to meet the bus at another stop or the bus depot to pick up their child or the child will be returned to the school for pick up by parent/guardian.

VIDEO CAMERAS ON BUSES

Video cameras are located in the interior of the buses to assist in providing a safe environment for students while traveling to and from school and to protect the bus property and equipment related to the bus. The policy, 810.2 Transportation-Video/Audio Recording, in its entirety can be found at <http://www.boarddocs.com/pa/alcl/Board.nsf/Public#>

BUS PASSES

It is the goal of the district's transportation services to transport students safely to and from school each day. Due to bus overloading, and safety concerns, student bus stops must be consistent from day to day. Students riding a bus will be assigned a single pick up point and a single drop off point for the entire school year. If circumstances warrant, AM and PM stops may differ but once established must remain consistent throughout the year.

- The administration may authorize adjustments to a student's bus stop in extraordinary, emergency circumstances. An EMERGENCY is defined as an unforeseen event requiring a one-time change in a child's official school bus routine. The following are examples of situations which would NOT be considered emergencies: daily changes in parent's work schedule, lack of babysitter, regularly or previously scheduled appointments. The following are examples of situations which may be considered one-time emergencies: family medical emergency, traffic accident involving a family member.
- An emergency is the ONLY time a phone call will be considered for any changes and you should be prepared to provide sufficient information so that we can be sure of the caller's identity. The information will include but not be limited to: Student name, grade level, teacher's name, regular bus number, address, birth date, Parent or Guardian's name.
- On days when there is an unexpected early dismissal due to weather or loss of electricity, etc., students whose regular PM stop is the Boys' & Girls' Club in the Emlenton Crawford Center will instead be taken to their AM pick up stop (unless a PM stop was formerly designated) at dismissal as the Boys' & Girls' Club would be closed.
- In situations of joint custody, requests for alternate stops on a consistent schedule will be accommodated if accompanied by a court order of custody.

*Exceptions to the above procedures due to extenuating circumstances can be requested through the building principal or his/her designee on a case by case basis. The necessary forms for these requests can be obtained through the office of the school and will be honored at the discretion of the building principal or his/her designee.

STUDENT RULES

Loading and Unloading

1. Be at your assigned loading zone on time (5 minutes before pickup). Buses cannot wait for late students and still get to school on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.

4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load or unload.
10. All articles of clothing or attachments that dangle or swing freely while a student is walking must be secured before boarding a bus.
11. Use the hand rail while getting on and off the bus.
12. If possible, wear white or light colored clothing or carry a flashlight if you walk on the roadway in the dark in order that the motoring public can see you.
13. When you must cross the road to board or exit the bus always cross at least 10 feet in front of the bus after getting the "okay" from the driver.
14. Occasionally buses are delayed due to weather or traffic conditions. Students should wait a reasonable amount of time for a bus that is late. Parental discretion is needed for the amount of time depending on weather conditions. If a bus is more than fifteen minutes late please call the school office.

While in the Bus

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, weapons, sharp objects, balloons, etc.). Check with the driver before taking any questionable item on the bus.
5. An open container or other object that could spill must be secured so that dropping it does not create a problem.
6. Parents should arrange transportation for students who have unusually large or cumbersome objects to take to school (very large band instruments, science projects, etc.) Fund raisers that require more than one shopping bag in addition to a book bag should not be taken on the bus.
7. Do not smoke or use profane language.
8. Do not fight or scuffle.
9. Be courteous to and follow the instructions of your bus driver.

At the Bus Stop - Due to the obvious lack of supervision the school can provide at bus stops, parents must assume responsibility for the conduct and safety of their own child as they walk to (and from) the stop and wait for the bus. Rules/regulations of student conduct and appropriate behavior also apply at these times. Students who violate them are subject to the school discipline code.

Throwing rocks, snowballs or other harmful objects is not permitted at bus stops.

PRIVATE TRANSPORTATION

Parents providing transportation for their child are asked to cooperate with the following guidelines to ensure smooth and safe conveyance to school.

1. Your student should be dropped off at the front entrance of the school.
2. Drop off your student between 7:30 - 8:05 a.m. Proper supervision is not available prior to 7:30 a.m.
3. The doors will be locked at 8:00 a.m. Students arriving after this time will be admitted by the School Resource Officer or the office secretary.

OTHER PROGRAMS AND POLICIES

CHANGE OF ADDRESS OR PHONE NUMBER

The elementary school office must have an accurate record of the home address and phone number of all students. Parents should immediately report any change of address or phone number by submitting any new address and/or phone number to the elementary office. Parents who have unlisted phone numbers are also asked to submit their number to the office. This information will be used only by school personnel to contact parents on an as-needed basis.

When a family moves within the district, the school office must be notified for transportation purposes.

SCHOOL PROPERTY, TEXTBOOKS, AND LIBRARY BOOKS

Textbooks and library books in Pennsylvania are purchased for the use of pupils at public expense. In case a textbook or library book is lost, it should be reported immediately to the classroom teacher, who will report it to the principal's office. If a book is not found, a pupil must pay the school the price of the book. If a book is not turned in at the end of the school year, the report card is withheld until the book is turned in or paid for in full. A student who marks or otherwise damages school property must pay for its repair or replacement.

TELEPHONE USE

Students need permission from a teacher to use the telephone. Students may be called to the phone only in an emergency.

PERSONAL PROPERTY

Books, coats, and other personal property are to be stored in the student's classroom and desk. The Allegheny-Clarion Valley School District is not responsible for lost, missing, or damaged personal property. Students should not keep money or other articles of value in their desks or other areas that are not under lock and key. Articles of value should be given to the child's teacher for safe keeping.

Students are not permitted to have school supplies such as rubber bands, paper clips, pins, tacks, etc. unless given permission by a teacher to use them. Laser lights are not permitted in school. Unauthorized possession of these items is considered a violation of the school discipline policy.

Toys (including trading cards and/or containers), tape players, radios and other electronic devices are not to be used at school without permission. This includes classrooms, cafeteria, playground/gymnasium and school bus. Skateboards and skate shoes are banned from use on school property. Bicycles are not permitted while there are activities at either the elementary or high school. Adult supervision is required at all times on school property.

FIELD TRIPS

School sponsored field trips are part of the educational program provided by the Allegheny-Clarion Valley School District. All trips will be chaperoned by a member or members of the faculty. A permission slip signed by the parent or guardian will be required of all students participating.

Exemplary behavior is expected of students as they represent the A-C Valley community on field trips. Parents whose children experience behavior problems in school may be required to accompany and assume full responsibility for their child on trips or other activities. Parents of students whose behavior interferes with the educational trip for others will be notified and may be asked to pick their child up from the field trip site.

BREAKFAST, LUNCH, AND CAFETERIA

The school maintains a modern cafeteria for the serving of wholesome, nourishing breakfasts and lunches at reasonable prices. Meals provided meet the standards developed by the Pennsylvania Department of Health. Students may pay into their cafeteria debit account at any time and for any amount. Each student is provided with a pin code which can be entered in a key pad to deduct the cost of a lunch from their account. Lunch money is collected before school starts in each community.

Students may bring a lunch from home to eat in the cafeteria. These students may purchase milk.

A-C Valley participates in the federal free and reduced- price lunch program. A description of the program is published in the local newspaper at the beginning of each school year. During the first week of school, all students receive income guidelines and applications to take home for parent/guardian review. Applications can be filed online at paschoolmeals.com

Applications filed online do not need to be submitted on paper. Families must apply for participation in this program yearly; qualifying in one year does not automatically mean qualifying in all subsequent years. When the applications are completed and returned, they are reviewed to determine eligibility. Families will be notified regarding their eligibility for the program.

SCHOOL MEAL CHARGE POLICY

In regard to meal charge policies, families should refer to the district website at <http://www.acvsd.org/acvsd/Food%20Service/> for specific details. Further questions may be directed to Stacey Redding, Food Service Director, at 724-659-3555 EXT 2144

STUDENT WELLNESS POLICY

The A-C Valley School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Student Wellness Policy provides a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. Students are encouraged to make healthy choices in regard to snacks and treats. Sweet treats, such as candy, are not to be distributed and/or sold during school hours without authorization from school personnel. If you are interested in participating in a classroom celebration of any sort, we ask that you contact your child's teacher and visit our website for some great healthy ideas.

HEALTH SERVICES

The school nurse assists with medical and dental examinations and gives first aid treatment. The nurse is responsible for preventing and controlling communicable diseases to the extent possible, which may mean excluding students from school.

Students who become ill or injured during the school day should report to the teacher. The teacher will notify the nurse.

The A-C Valley School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. However, parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school, School Board Policy entitled Uniform Guidelines for the Administration of Medication During School Hours should be followed. A copy of the policy can be obtained from the nurse, school office, or at <http://www.boarddocs.com/pa/alcl/Board.nsf/Public#>.

For medications to be given at school a signed note from the doctor stating the type of medication, dosage and times is necessary. Also, the medication should be in a container provided by the pharmacy rather than a plastic bag or other unofficial container. ALL MEDICATIONS TO BE GIVEN AT SCHOOL MUST BE BROUGHT TO THE NURSE BY THE PARENT OR GUARDIAN. STUDENTS ARE NOT PERMITTED TO BRING MEDICATIONS TO SCHOOL.

SPECIAL EDUCATION

Each student with a disability who is a resident of the district shall be provided quality education programs and services that meet the student's needs for educational, instructional, and transitional and related services. The special education program shall be designed to comply with law; conform to district goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students.

The Board directs that all resident students with disabilities shall be identified, evaluated, and provided with appropriate educational services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parental notification.

GIFTED EDUCATION

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education programs designed to meet the individual educational needs of each student.

In addition to teachers who refer students for a gifted multidisciplinary evaluation or reevaluation, parents/guardians may also request such an evaluation. Parents/guardians need to make a request in writing that a school-aged student undergo a gifted multidisciplinary evaluation to determine if the student is gifted.

EMERGENCY CLOSINGS, DELAYS, DISMISSALS

Announcements concerning school emergency closings, delays in the start of school or early dismissals can be heard on the following radio stations:

- o KDKA AM (1020), Pittsburgh
- o WWCH AM (1300) and WCCR FM (92.7), Clarion
- o WOYL AM (1340) and WGYI FM (98.5), Oil City
- o WISR AM (680), WBUT AM (1050) and WLER FM (97.7), Butler
- o WFRA AM (1450) and WOXX KISS FM (99.3), Franklin

Announcements are also normally made on KDKA TV-2, WTAE TV-4, and WPXI TV-11 in Pittsburgh.

Information about school closings, delays, early dismissal and other safety related issues will also be announced through the **School Messenger** phone alert system.

Breakfast will not be available when the district is delayed in opening.

STUDENT ACTIVITIES

A student who misses class because of an extracurricular activity such as band, chorus or basketball is responsible for any work missed during that time. He/she should contact a friend or, if possible, the teacher to determine what assignment was missed. Students are not permitted to stay after school unless they are given direct permission from the adult who is responsible for supervising them. Students who do stay after school for an activity, such as a Jr. High basketball game, must have a permission note that includes the name of the adult who is responsible and a phone number to call if an emergency arises or plans are changed (for example, the game is cancelled).

If the A-C Valley School District cancels school on any given Friday due to inclement weather, other elementary school activities or programs (such as 5th-6th grade basketball) will also be cancelled. The activities or programs will be made up at the first available time.

Students who attend high school events (athletic contests, school play, etc.) are to be directly supervised by their responsible guardian. Students who are not displaying appropriate conduct may be asked to leave and will jeopardize their ability to attend future events.

NON-SCHOOL ACTIVITIES

Students must get permission from their teacher before giving out notices about non-school activities. Invitations to activities outside of school, such as birthday parties, should be handled outside of school unless the invitations are for a specified group of students. Please keep in mind that giving out invitations to all the Boy Scouts, all the 4-H members, all the girls in a class or all the students in a class does not create a problem. However, giving out invitations to all but two of the students in a class, for instance, does create a problem.

SCHOOL VISITORS

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office before going to any other part of the building. All visitors in the school will be given a name badge to indicate that they are an approved visitor. Students are not permitted to leave the building with a visitor unless this has been approved through the office.

Community members who want to volunteer on a regular basis should complete a Volunteer Application (available in the office). The guidelines and responsibilities for volunteers are explained on the back of the application.

Under normal circumstances, students from other schools are not permitted to visit.

STUDENT INSURANCE

If you are in need of student accident insurance for your student(s), please contact the district office at 724-659-5820 and they can assist you.

INTEGRATED PEST MANAGEMENT

The Allegheny-Clarion Valley School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure. Our IPM approach focuses on making the school and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance and routinely monitoring the schools and grounds to detect any pests. The pest monitoring team consists of building maintenance, office and teaching staff and students. Pest sightings are reported to our IPM Coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. These can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Notices will be posted in the treated area(s) 72 prior to application and for two days following the application.

Parents/guardians of students enrolled in the Allegheny-Clarion Valley School District may request prior notification of specific pesticide applications made at the school in which the child attends. To receive notification, you must be placed on the school’s notification registry. **If you would like to be placed on this registry, please notify the school district in writing and provide a phone number as to where you can be reached during school hours. Please indicate your e-mail address if you would like to be notified electronically.**

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent/guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products: self-containerized baits placed in areas not accessible to students and gel type baits placed in cracks, crevices, or voids.

Each year the school will prepare a new notification registry

STUDENT SUPPORT TEAM (SST)

Parents and classroom teachers may refer any child, kindergarten through sixth grade, who is at risk of failure due to academic, behavior, and/or at risk problems to the Allegheny-Clarion Valley Elementary School Student Support Team (SST). Core SST members, may include the elementary principal, designated classroom teachers, the school psychologist, school counselor and the Intervention Specialist. Other members may include the attendance officer, nurse, and reading specialists. Parents are considered integral members of their child’s team, and are always invited to participate via meetings with members of the team. Interventions may involve any or all of the following: strategies for eliminating or reducing “at risk” issues: behavior intervention plans, curriculum-based assessment, peer, cross age, or parent volunteer tutoring, and/or adaptations and modifications of classroom instruction, materials, and testing. At the conclusion of the intervention period, the team reconvenes to determine whether the child exits the SST process, continues to receive support from the team, or is referred for Multi-Disciplinary Evaluation (MDE).

FEDERAL PROGRAMS

The federal programs that support instruction at A-C Valley are Title I, Title II (Education, Technology, and Improving Teacher Quality), and Title IV (Well-rounded Education, Safe and Healthy Students, and Technology). Through these federal resources we are able to offer in-class support, modern technology services, staff development opportunities for teachers and administrators, reduced class sizes in reading, and a safe environment for our students to learn. Planning meetings for programs are held in the fall and spring (indicated on the school calendar).

In addition to these yearly federal programs, the ESSER grants have provided additional support for our students to remedy learning loss and address additional challenges from the pandemic. These grants have supplied technology and software for remote learning, provided many additional supports for students’ social and emotional well-being, allowed for after-school and summer tutoring to combat learning loss, supported the cost of a math coach to allow for reduced class sizes in math, and provided funding to keep the school environment safe, clean, and healthy.

Additional information about federal programs can be found on the Pennsylvania Department of Education website under the Division of Federal Programs tab.

ESSA

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the county. The new bill helps to ensure opportunity for all students by:

- Holding all students to high academic standards that prepare them for success in college and careers.
- Ensuring accountability by guaranteeing that when students fall behind, states redirect resources into what works to help them and their schools improve, with a particular focus on the very lowest-performing schools, high schools with high dropout rates and schools with achievement gaps.
- Empowering state and local decision-makers to develop their own strong systems for school improvement based upon evidence.
- Encourages a smarter approach to testing by moving away from one single focus on standardized tests and allowing for the use of multiple measures of student learning and progress to make school accountability decisions. It requires that states maintain important statewide assessments to ensure that teachers and parents can mark the progress and performance of their children every year, from third to eighth grade and once in high school.
- Providing more children access to high quality preschool.

ESSA also values the partnerships with the school community. A framework for Family and Community Engagement was developed that encourages outreach to ALL parents and family members, establishing a parent advisory council, and meaningful consultation with employers, business leaders, and philanthropic organizations within the community. You are encouraged to support your child’s education and communicate with his or her teacher on a regular basis.

By partnering together, we can provide your child with the best education possible. ACV developed a family and community engagement plan that was adopted during the 2016-17 school year. For more information on this plan and how to become involved, contact the school office.

Homeless Children and Youth

The No Child Left Behind Act and the McKinney-Vento Homeless Assistance Act require that homeless children and youth have full and equal access to an appropriate public education and that they experience success in school. Homeless students shall have access to the same educational programs and services provided to their District students. Students shall not be discriminated against, segregated, or stigmatized based on their status as homeless. The District administration shall make reasonable efforts to identify homeless children within the District, encourage their enrollment, and eliminate existing barriers to their attendance and education. Students enrolling in the District who are, or become, homeless students should notify the District of that fact so the District can better ensure that the student's right under federal Pennsylvania law are explained to him/her and his/her parents. "Homeless students" are defined as individuals lacking a fixed, regular and adequate nighttime residence, which includes the following conditions:

- a. Sharing the house of other persons due to loss of housing or economic hardship.
- b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
- c. Living in emergency or transitional shelters.
- d. Abandoned in hospitals.
- e. Awaiting foster care placement.
- f. Living in public or private places not designed for, or ordinarily used as, regular sleeping accommodations for human beings.
- g. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- h. Living as migratory children who qualify as homeless because they are living in circumstances described above.

The District's local liaison for homeless children and youth is Mrs. Michelle Austin, who can be reached at 724-659-4661 ext. 137. The local liaison serves as the primary contact between homeless families and school staff, district personnel, shelter workers and other service providers. The local liaison coordinated services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

"Unaccompanied Youth"

Unaccompanied youth are youth who are not in the physical custody of a parent or court-appointed guardian, including: · Young people who have run away from home · Young people who have been forced to leave their homes · Young people whose parents have left the area and left the student here. Their possible living situations include: · Living with friends (couch surfing) · Living in shelters · Living in cars, campgrounds, in abandoned buildings, or other public spaces or on the streets. · Living with an adult who is not their parent and does not have legal custody of them. School may be the only safe, stable environment for unaccompanied youth. Schools can provide the needed support to ensure continued academic success for these vulnerable students. In addition to academics, schools can offer adult and peer support, meals, referral to medical and mental health services, sports and other activities. Schools should also connect these young people to other resources and supports available in the community. The McKinney-Vento Homeless Assistance Act requires immediate enrollment of these students and protects their right to attend school without parental involvement. Schools must immediately enroll "unaccompanied youth" even if they do not have the documents that are usually required, such as proof of residence, school records, medical records, or guardianship papers. Transportation assistance must be provided (when in the best interest of the student) if the student needs transportation to the school of origin. Free and Reduced Lunch Procedures: Homeless students are entitled to free standard breakfast and lunch meals at school and DO NOT need to fill out the Free and Reduced Meals application. The Homeless Liaison will coordinate this with the School Food Service Director.

RIGHTS AND RESPONSIBILITIES

STUDENTS

Students have the right to the opportunity to learn to their fullest potential in a safe environment. Students' responsibilities include following established rules and working to the best of their ability to succeed in school.

PARENTS

Parents have the responsibility of cooperating with school personnel in getting their children to follow school rules and work to their fullest academic potential. Parents' rights include having their child educated in a safe environment. Also, parents have the right to be fully informed of their child's curriculum and progress within that curriculum. Parents have the right to object in writing to activities that are in violation of personal beliefs; an alternative activity will be provided.

SCHOOL PERSONNEL

The A-C Valley School District has the responsibility for establishing reasonable standards of performance for all people attending the school that provide for every student the opportunity to learn to his/her fullest potential. School personnel have the right to expect those standards are met.

PARENT COMPLAINT PROCESS

Any misunderstandings between the public and the school district shall be resolved by informal, direct discussions among the interested parties, following the established organizational structure.

Level 1: Any matter involving a staff member should be addressed directly to the staff member of concern, who shall discuss it with the complainant and make every effort to provide a reasonable explanation or take appropriate action within the employee's authority.

Level 2: If the matter cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.

Level 3: If the matter remains unresolved, the superintendent and/or School Board will become involved as necessary.

SHARED LEGAL CUSTODY AND SCHOOL DOCUMENTATION

It is the parent's responsibility to send a note into school with their child notifying the school secretary of the parent's desire for the school to send duplicate copies of key information to both parents in a separated household. The only documentation the district will duplicate under this policy are the following: progress reports, report cards, parent/teacher conference registration, Title I permission, IEP information, attendance warning letters, and discipline referrals. Please note: the district will only send duplicates to addresses within the boundaries of the school district.

Confidentiality of Records (FERPA) - Annual Notice to Parents and Eligible Students of FERPA Rights

The following information is provided to notify students and their families of their rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents and "eligible students" (students eighteen years of age or older) certain rights as described below.

Access to records

Parents/Guardians and eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. Contact the guidance office to make arrangements to inspect your child's or your records.

Challenge to records

Parents/Guardians and eligible students have the right to request that their educational records be changed if they are inaccurate, misleading or violate student's rights, and the right to have a hearing if that request is refused.

Disclosure

FERPA provides that educational records cannot be released without the written consent of the parent/guardian or eligible student, except in certain specified instances.

Directory information

Information which is labeled "directory information" by a school district is excluded from FERPA's protection from release and can be released without parental or student consent. In this district, the directory information that is released to the public consists of student names, addresses, phone numbers, attendance, course of study, parent/guardian names, sports, extra-curricula's, and awards. If you do not want some or all of this information about your child released, you may prevent its disclosure by notifying the school district in writing. Please forward these requests to the guidance office.

Policy

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them and the limitations on the release of records is presented in the School District's FERPA policy statement. You may obtain a copy of this policy by contacting the district's central office at 724-659-5820 or by accessing the attachment under Policy 216: Student Records at <http://www.boarddocs.com/pa/alcl/Board.nsf/Public#>.

Complaints

If you believe the school district is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the act at the following address:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave., SW
Washington, D. C. 20202-4605

**Allegheny-Clarion Valley School District
Student Acceptable Use Policy
For Use of the Computer Networks**

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

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

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

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the superintendent.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students, through their supervising teacher, or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students through their supervisory teacher or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student, through their supervising teacher, or staff member may appeal the denial to the Superintendent or designee for expedited review.

All requests for disabling Internet blocking/filtering software shall be documented on the Tech Request Sheet, indicating date, time, and length of session of access. If request is denied, all supporting documentation, including reason and any appeals shall also be documented.

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

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian. Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

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

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

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyber bullying awareness and response.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.
6. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Prohibitions

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

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

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

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

District Web Site

The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies.

Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

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

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

Allegheny-Clarion Valley School District Personal Technology Device Acceptable Use Policy Agreement

In reference too: Acceptable Use of Internet, Computer, and Network Resource policy 815

Guidelines:

- Personal technology devices (PTD) may only be used in the classroom with the express approval of the teacher. All audio/video functions must be disabled and may not be used on school property without explicit teacher approval. Teachers have the right to refuse to allow PTDs. Personal technology device use may in no way disrupt or distract from the learning environment.
- The Allegheny-Clarion School District assumes no responsibility or financial liability for any damage the student may incur, including but not limited to theft, physical damage, and loss of data or software malfunctions of personal technology device.
- PTDs are not allowed to access the Allegheny-Clarion School District's networks in any way.
- Student may not create unauthorized wireless networks or hot spots. This includes establishing wireless access points, wireless routers, and open networks on personal devices.
- Personal devices should be charged and recharged outside of school, unless specific permission is granted.
- The Use of PTDs is prohibited in a restroom or other area on Allegheny-Clarion Valley School Campus where there is a general and reasonable expectation of privacy (e.g., locker room, nurse's office, etc.)
- PTDs that can access cellular networks must use content filtering. Owners of PTDs must provide content filtering through their Internet service provider or by other means. Allegheny-Clarion Valley School District shall not be responsible for content filtering of cellular devices or any device connecting to networks other than Allegheny-Clarion Valley's Networks. Resources will be made available for content filtering on the acvsd.org website.

Allegheny-Clarion Valley School District Disciplinary Guidelines

Note: Descriptions of misconduct and disciplinary options/responses are examples only, and are not limited to only those listed here.

Level I

Misconduct

1. Bringing electronic devices to homeroom, class, cafeteria, etc. without permission
2. Behaving in a disruptive manner on school property
3. Failure to carry out a reasonable request; being defiant or rude to peers
4. Eating outside of the cafeteria
5. Inappropriate behavior at lunch
6. Failing to return school-loaned equipment, books or other materials
7. Failing to return required forms
8. Littering on school property
9. Loitering on school property
10. Running in the halls
11. Being tardy to school or to class
12. Using school owned property without authorization
13. Being in an unassigned area without authorization
14. Using inappropriate language/taunting (name calling, verbal fighting, teasing, etc.)
15. Displaying affection inappropriately (kissing, holding hands, etc.)
16. Spitting
17. Violating school attendance policies (truancy)
18. Violating the dress code
19. Possession of a laser pointer or other laser instrument
20. Failing to sign destination sheet before leaving assigned area
21. Ignoring or failing to follow classroom rules and/or policies
22. Other infractions not listed (bus, Internet, etc.)

Disciplinary Options/Responses

- A. Reprimand by school personnel
- B. Loss of privileges
- C. Temporary removal from class or activity (Time Out)
- D. Parental contact
- E. Required payment for material not returned
- F. Requirement of doctor's excuse for absences

Allegheny-Clarion Valley School District Disciplinary Guidelines

Note: Descriptions of misconduct and disciplinary options/responses are examples only, and are not limited to only those listed here.

Level II

Misconduct

1. Extreme or repeated Level I misconduct
2. Lying or cheating
3. Cutting classes or leaving school without permission
4. Defacing or damaging school property
5. Failing to follow school rules and regulations
6. Misbehaving on field trips or any other school-related trips or programs
7. Failing to serve detention
8. Fighting
9. Using forged notes or excuses
10. Being insubordinate, disrespectful in speech or actions, or openly defiant of authority
11. Smoking or possessing tobacco or products containing nicotine
12. Harassment
13. Using profanities/obscenities/offensive language
14. Threatening, intimidating or harming fellow students
15. Using the school parking lot without authorization or violating Driving/Parking Regulations (HS only)
16. Stealing
17. Lighting matches, lighters, or in any way setting anything on fire
18. Physically injuring a fellow student (other than in a fight)
19. Using a laser pointer or other laser instrument
20. Failure to follow ISS Room rules and regulations
21. Unacceptable actions/language/gestures
22. Bullying
23. Other infractions not listed (bus, Internet, etc.)

Disciplinary Options/Responses

- A. Direct contact with parents or conference with teacher and/or administration
- B. Loss of school privileges
- C. Required clean-up and/or payment of damages
- D. Detention
- E. Probationary status
- F. Temporary removal from class or activity (Time Out)
- G. In-School Suspension (ISS)
- H. Out-of-School Suspension (OSS)
- I. Referral to school counselor, school psychologist, IST team, or community agency
- J. Recommendation for expulsion
- K. Referral to police or local authorities

Allegheny-Clarion Valley School District Disciplinary Guidelines

Note: Descriptions of misconduct and disciplinary options/responses are examples only, and are not limited to only those listed here.

Level III

1. Extreme or repeated Level I or Level II misconduct
2. Arson
3. Assault and battery
4. Disorderly conduct
5. Extortion or attempted extortion
6. Indecent exposure or lewdness
7. Leading or participating in a riot at school
8. Possession or use of firearms, fire crackers, cherry bombs or other weapons
9. Possession, use, sale or transfer of drugs or alcoholic beverages
10. Threatening phone calls or bomb scares
11. Threatening or intimidating teachers or any other school personnel
12. Unauthorized use of school fire alarm system
13. Vandalism
14. Terroristic threat/act
15. Other infractions not listed

Disciplinary Options/Responses

- A. Immediate Out-of-School Suspension (OSS) and notification of incident to the superintendent, referral to Clearing House, school counselor, school psychologist, community agencies and/or police; Probation period will follow all suspensions
- B. Recommendation for expulsion

ANY ITEM NOT SPECIFICALLY ADDRESSED IN THIS CONDUCT CODE OR IN ANY OTHER SECTION OF THIS STUDENT HANDBOOK WILL BE HANDLED BY ADMINISTRATIVE DECISION.