

Cranberry Area School District

Serving the children of Cranberry,
Pinegrove, and Rockland Townships



2022-2023 Elementary
Student / Parent Handbook

ADMINISTRATION

Mr. Bill Vonada, Superintendent

Mrs. Elizabeth Conkle, Principal

Mr. Ryan Umbenhaur, Assistant Principal

OFFICE PERSONNEL

Mrs. Heather Dobson, Administrative Secretary

Ms. Denise Brosius, Office Aide

Mrs. Joni Baker, Attendance Clerk

Office Phone (814) 676-1871

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2022-2023 School Calendar

Professional Days	Tuesday- Thursday	August 23-25
First Day for Students	Tuesday	August 30
Labor Day	Monday	September 5
Vacation Day (No School)	Friday	October 7
Parent Teacher Conferences/Act 80	Thursday AFTERNOON	November 10#
Parent Teacher Conferences/Act 80	Friday	November 11
Thanksgiving Vacation	Thurs. – Mon.	Nov. 24- Nov 28
Christmas/New Year Vacation	Thursday- Monday	Dec. 23- Jan 2
School Resumes	Tuesday	January 3
Vacation Day/Act 80 Staff	Monday	January 16
Vacation Day/Snow Day #1	Friday	February 17
Vacation Day/Snow Day #2	Monday	February 20
Vacation Day/Snow Day #3	Friday	March 17
Easter/Spring Vacation	Thurs. – Tues.	April 6- April 11
Vacation Day / Snow Day #4	Tuesday	April 11
Vacation Day / Snow Day #5	Thursday	April 6
Early Student Dismissal Prom/Act 80 staff	Friday	May 5#
Memorial Day (No School)	Monday	May 29
Last Day for Students	Tuesday	June 6*
Tentative Graduation	Tuesday	June 6
Professional Day/Snow Day #6	Wednesday	June 7

*Early Dismissal Times: Last day *11:15 a.m. November and May #12:30 p.m.*

School Schedule Grades K - 6: 9:00 - 3:30

PSSA English Language Arts Grades 3 -8 April 24-28

PSSA Math Grades 3-8 May 1-12

PSSA Science Grade 4- May 1-12

ENROLLMENT

Admission to School

In order to be enrolled within one of our schools, a child must either be transferred from another public or private school, or be of school age. Upon registration, parents/guardians must submit proof of residency. At least one proof must come from group A.

Group A:

A current rental lease which is signed and dated
PA Dept. Of Transportation driver's license
PA Dept of Transportation vehicle registration
Property Tax Bill from Cranberry, Pinegrove or Rockland Township
Deed

Group B:

Current utility bill
Current credit card bill
Copy of State/Federal Program enrollment

Please note all documents must reflect the current address where the student resides.

The minimum school age for a child to enter kindergarten is 5 years by August 1st. Birthdays that fall on August 2nd and after will not be eligible for enrollment. To register your child, please call Heather Dobson at 676-1871, ext. 1502. All children, by law, must be enrolled in first grade by the age of 6 years.

Student Records

When your child first enrolls in one of our schools, we gather some basic information about him/her. Information is available to outside agencies upon written request and parental consent. Additional information including grades and test scores is added during the remaining school years.

Address or Phone Number Changes

It is very important that you notify the building aide if you change your mailing address or telephone number. We need this information in order to notify you in case of any emergency and also to be able to keep in touch with you. If your phone has been disconnected, we need to have a number where you can be reached.

With administrative approval, regularly enrolled children whose parents have moved out of the school district may be permitted to finish the school year without payment of tuition, provided that the parents move from the district during the sixty (60) student days immediately prior to the end of the school year. These students must use the existing busing or have parents provide their own transportation.

Student Drop off

Each student is under the direct supervision of our school staff, from the time of getting on the bus in the morning, until getting off the bus in the afternoon. **Students are not permitted to arrive at school prior to 8:45 A.M. Parents who drop students off prior to the designated times will be contacted.**

Parent Pickup

Communication for appointments during the school day or for those who choose not to ride district provided busing at the end of the day is by blue note. Communication for all requests should be in writing for student safety. We will release a child only to his/her parent/guardian unless we have received written permission from the parent /guardian to release the child to another designated person. All blue notes should be sent with the child and provided to the office first thing in the morning for proper planning. **Parents are discouraged from last minute calls or simply stopping by at dismissal as this creates potential for confusion in our procedures and disrupts instruction for all learners when the classroom needs to be called.** If an *emergency* arises and students must be added to parent pick up, they will be called at 3:20. Please refrain from picking your child up simply because you are in the area. Meeting your child at their assigned bus stop minimizes confusion at dismissal.

During the school day, all students will be signed out in the elementary office and your student will be called. At the end of the school day, adults picking up a child will remain outdoors in the parent pickup circle. A staff member will arrive to begin sign outs. The students will be dismissed by bells

Students are to be picked up promptly at dismissal to assure their safety. Students not picked up by 3:30 will be given a warning letter followed by a late fee of \$20 per incident.

Bus Routes

All students are assigned one primary stop for morning and afternoon. The morning stop can differ from the afternoon stop, but each child can only be assigned to one primary and one caregiver stop. If a specified custody agreement is provided, each district resident parent will have one stop. Students may only receive transportation to and from the approved stops. Changes for family convenience are not permitted.

Student Rights and Responsibilities

Your school board adopted "guidelines on Student's Rights and Responsibilities" on August 18, 1975. These guidelines are required by the State Board of Education. Copies of the guidelines may be found in the school office. Below is a summary of the important parts of the guidelines. If there are any questions, you may ask your teacher or principal to clarify the meaning.

"All persons residing in the school district between the ages of 5 and 21 are entitled to a free and full education in its public schools. It is impossible for persons to obtain this education unless they accept certain responsibilities, which include regular school attendance, conscientious effort in classroom work and conformity to school rules and regulations. Students do not have the right to interfere with the education of others."

ATTENDANCE

Students who do well in school almost always have good attendance. Our elementary schools will follow the mandatory guidelines of the Venango County Truancy Protocol. The protocol is outlined below.

A student may be legally absent from school due to:

1. Illness/medical appointment
2. Quarantine
3. Recovery from accident
4. Death in the family
5. Required court attendance
6. Family educational trips with prior approval
7. School sponsored Education tours and trips with prior approval

An excuse, for each absence, must be turned in **WITHIN THREE DAYS. IF THE STUDENT FAILS TO SUBMIT HIS/HER EXCUSE WITHIN THREE (3) DAYS UPON HIS/HER RETURN TO SCHOOL, HIS/HER ABSENCE WILL BE COUNTED AS ILLEGAL.**

A maximum of ten (10) days absent are permitted with a parent excuse during each school year. All absences above this will require a **medical excuse**.

Students must also report to school on time. A student who is late three (3) times for unexcused reasons will be charged a half day illegal absence.

When a student accumulates 3 illegal absence days, a School Attendance Improvement Conference (SAIC) will be held to address the attendance concerns in the hope of avoiding any legal action. Students and families who do not successfully meet the attendance requirements of PA School law will be cited and may ultimately be fined. Citations are filed at six illegal absences.

We strongly recommend that medical, dental, or other needed appointments not be scheduled during school time. If, however, an appointment must be scheduled, we offer the following information as guidance:

- Doors are unlocked for student arrival beginning at 8:45.
 - The bell to begin the day rings at 9:00.
 - A student is considered tardy if he/she arrives between 9:00 and 9:45 with a written note signed by a parent with an excusable reason per PA School Code.
 - A student is considered absent for a 1/2 day if he/she arrives after 9:45 but before 11:45 with a written note signed by a parent with an excusable reason per PA School Code.
 - A student is considered absent for a 1/2 day if he/she leaves before 2:45 with a written note signed by a parent with an excusable reason per PA School Code.
 - A student who arrives late, leaves early or misses an entire day for a reason that is not accepted by the PA School Code will be marked for an illegal absence.
- **Students who are absent from school are not permitted to participate in evening extra-curricular activities.**

Educational Trips

Parents/Guardians are strongly encouraged to schedule family vacations with the school district calendar in mind to ensure that students attend school a maximum number of days. According to school board policy:

1. Students may be approved for up to **5 days** of Educational/Vacation Tours and Trips per year.
2. Parental requests, which go beyond the number of days or trips allowed, must first be approved by the building principal and then referred to the Superintendent or designee for final permission.
3. Any days taken beyond the maximum days may be considered unexcused and unlawful for students. Appropriate legal action may be taken where applicable.
4. The following will be taken into consideration by the principal in granting permission for the trip:
 - a. The student's academic standing.
 - b. The student's attendance record.
 - c. The effect of absence will have on the student's educational welfare.
 - d. Exceptionality of the request.
 - e. The Student Code of Conduct.
5. The Application for Permission for Student Excusal Due to an Educational Trip or Tour must be submitted to the principal five (5) school days prior to the trip.
6. It will be the student's responsibility to contact teachers and make up assignments missed.
7. Permission will not be granted for trips/tours during the district's standardized testing period or the state's testing periods.
8. Parents participating in "Take Your Child to Work Day" should complete an Educational Field Trip form prior to the date and state the type of activity (s) the child will participate in during the day.

COMMUNICATION

Newsletters and memos will be sent regularly to keep parents informed of school policies and activities. Information is also current on our website, www.cranberrysd.org. Teacher voice mail is available throughout the day so instruction is not disturbed. Please feel free to call and leave a message. The staff will return your call.

Google Classroom and E-Mail

Each teacher will host a Google Classroom. At the beginning of each year, students will join the appropriate class or classes to have access to information, lessons, and assignments electronically. Your child's Google login information will remain the same for all elementary years. Please note: Google accounts require an email formatted username. Email features for all students under the age of 13 have been disabled. Your child may not send or receive email from this account at the elementary level. All student accounts begin with s_. Passwords will be the student's last name and personal student id. Please do not openly share this information. As part of your student's enrollment, you received and signed our computer use and Google Apps policies. Copies are found on pages 35-38 of this handbook. A "Getting Started" handout will be sent home with students.

Login example: Student Peter Johnson will be [s_pjohnson@cranberrysd.org](mailto:pjohnson@cranberrysd.org) **Password: Johnson7890**

If any students have the same first initial and last name, a special character will be added to designate each student.

If you wish to contact a staff member by e-mail, you may easily do so by using the individual's first initial of their first name and their full last name, followed by @cranberrysd.org.

Staff email example: To contact Mrs. Conkle- bconkle@cranberrysd.org

School Delays/Closings

Cranberry Area School District uses local television, radio stations, and news media as well as our own website, and Facebook as primary ways to notify you of events, emergencies, school delays, and cancellations. In addition, as a courtesy extended to you we utilize automated notification calls.

Newspaper, Radio, TV stations and websites:

Oil City: WKQW-96.3/ AM1120 KQW and Froggy 100.3/98.5

Franklin: MAJIC 99.3/104.5 and WUZZ 94.3/107.7

Pittsburgh: WPXI- Channel 11

KDKA 1020 and KDKA-TV Pittsburgh's CW

WTAE-Channel 4

Erie: WICU- Channel 12/CW

WSEE TV 35

Internet: Explore Venango and the Derrick/News Herald

HELPFUL HINTS

Birthday and Holiday Recognitions

Due to our wellness policy, food items of any kind cannot be used to recognize birthdays. Parents may choose to send in a non-food item to recognize their child's birthday. Items such as school supplies, small toys, or party favors are acceptable. In lieu of individual items, an item might be donated to the classroom such as a book or game in honor of your child's birthday. Refreshments served at holidays will be planned by the designated room parent and/or teacher in accordance with wellness policy parameters. Please do not send food unless contacted to be a donating parent.

Party invitations to a family party are not to be passed out in school, unless **all** students receive invitations. Please refrain from having deliveries sent to school. Items such as balloons, flowers, etc. will not be sent to the classroom. Deliveries will be kept in the office until dismissal.

Cell Phones

Cell phones are not permitted in the classrooms or cafeteria. All cell phones are to be turned off during school hours and kept in the locker. Cell phones misused during the day will be taken and turned into the office. A parent will be called to pick up the phone.

Dress Code

CASD Board Policy 221 outlines a student's right to express their personal style through dress as long as such choice does not interfere with health, safety, or the educational process. The school asks for the help and cooperation of every student and parent/guardian to set the tone for learning through good grooming and good taste in clothing. Students are to come to school dressed for academic success.

The following are some helpful guidelines:

- Hats, bandanas or head coverings of any kind are not to be worn in the building (religious and medical exemptions)
- Shoes must be held to the foot by tie, strap, or velcro. Flip flops are not acceptable due to safety concerns at recess.
- Shirts must be full length covering the midriff (not too short or open at the sides) and have straps at least 2 inches wide.
- Pants, skirts, and shorts must be worn at the waist and any holes must be modest.
- Shorts and skirts are acceptable when they extend to at least the middle of the thigh.
- Hoodies may be worn to school, but the hood may not be on the head

Please do not wear:

- Any clothing that has printed material that may be considered obscene or inappropriate
- Any clothing that exposes undergarments.
- Any clothing or accessories that communicate and/or indicate gang or sexual connotations
- Pajamas of any kind unless a pajama day has been specifically designated and communicated

Outer clothing (boots, hats, coats, sweaters, gloves and scarves) should be marked with the child's I.D. to avoid mix-ups with other look-alike clothing. Students are encouraged to keep an extra set of clothes in their locker for spills, accidents, and playground dirt.

When a special event permits certain clothing items to be worn such as hat day or pajama day, a note will be sent with specific approval for that day.

Gum

Gum chewing is not permitted in any of the schools or buses.

Library Books

Students have access to a large library of resources. Students are permitted to check out two books weekly for a circulation period of seven days. Books may be renewed up to four times, if necessary, for completion of reading. Additional books may be checked out with pre-approval for research or a class project. Weekly reminders of due dates are given in library class as well as in reports sent to classrooms. Parents will be notified by mail of lost or damaged books and the cost of replacement for the item.

All concerns regarding library material content should be discussed with the librarian or building administrator. The item in question will be reviewed and addressed in accordance with the American Library Association guidelines. Decisions for purchasing books are at the discretion of the librarian based on book reviews, curriculum needs, and consideration of faculty or student requests. Books are weeded from the library collection based on condition and age of the material, relevance or accuracy of the information, and circulation statistics.

A popular website used by students for finding books of interest is arbookfinder.com.

Lockers

Students will be assigned a locker at the beginning of the school year. Lockers are not permitted to be locked at any time. Students may **not** hang pictures, schedules, mirrors etc. in these lockers. Magnets are not permitted on the inside or outside of lockers. School officials reserve the right to and will randomly search any and all school property at any time in order to maintain a safe and orderly environment. These searches may encompass any and all items stored in lockers or in any other area of school property. All lockers are the same size. Inside measurements are as follows: top section = 8"X 9", bottom section= 36"X 9".

Lost and Found

Personal items that are found at school are put in a special designated place at school. If a student loses something, he/she should check the lost and found items for it. It may also be reported to the teacher and the building aide who will be on the lookout for it. Items left at the end of the term are given to charitable organizations.

Open Containers

At no time shall a student enter or walk within the building with an unsealed or open container (i.e., factory seal broken). Water fountains are available in each classroom and the hallways. Students needing a water bottle must bring a sealed, unopened bottle or any empty water bottle which will be filled from the fountain once at school.

Recesses

Recess or physical activities will be held during each school day. Children need to wear appropriate clothing for outdoor play even in winter. Recess is no longer than 20 minutes and children are expected to participate and be under the supervision of their teacher at all times. If there are documented health issues preventing a child's participation in outdoor recess, a statement from the physician is required.

Safety Drills

Students will have several safety drills throughout the school year. These drills will include fire, severe weather, and lockdown procedures in our school. Students will also practice bus evacuations.

School Board Meetings

School Board meetings are held at 7:00 p.m. on the fourth Monday of each month. Since they are open to the public, parents are welcome to attend. For a schedule of the board meetings, please contact the district office at 676 – 5628.

School Supplies

Books, paper, pencils and other supplies are provided by the school district. Parents may be expected to pay for books, supplies or equipment that are lost or damaged through carelessness or negligence. **Students are to leave non-instructional items at home.** This includes such items as electronic equipment, trading cards, sporting equipment and toys.

Student Pictures

Student pictures are taken each fall. A variety of packages are available to parents.

Yearbooks

The home and school parent group creates a yearbook available for purchase. Flyers or information regarding online orders are sent home with students at the time of the sale.

CAFETERIA

Nutritious lunches are available daily in each school cafeteria. The menus are sent home ahead of time. Milk is available for students who carry their lunches. Families on limited incomes may qualify for FREE or REDUCED breakfasts and lunches.

School Meal Program Free & Reduced Application Process

Students who qualify for free or reduced lunch also qualify for free or reduced breakfast.

We are pleased to inform you that you can now submit Free and Reduced-Priced Meal Applications online by logging onto www.schoolcafe.com. The application process is quick and easy. When you apply, it is helpful if you have access to the Student ID of any student in your household. Applying online will speed up the determination process and benefits can be utilized sooner. Please remember to include all students in your household that attend school in Cranberry Area School District on the same application. A direct link to the site can be found on the CASD website. Once the application has been submitted and processed parent/guardians will be notified via email when it is available, via our automated messaging system or via U.S. Mail.

If you would like to complete a paper application, or have questions, please contact Chelsey Ritchey at the district office, at 814-676-5628 ext. 1509 or via email at critchey@cranberrysd.org.

Cranberry Area School District and The U.S. Department of Agriculture prohibit discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

Special Dietary Considerations

Cranberry Area School District requires a written Medical Plan of Care for students in need of special dietary consideration. A Medical Plan of Care must be initiated by the parent/guardian at the beginning of each school year, and can be found on the district website. For more information, please contact the School Nurse at your student's building.

Wise Food Choices

Parents may request a printout of items selected by their child to assist in making wise food choices. You may limit the purchase of extra items such as potato chips by asking for a note to be placed in your child's account. Please contact the cafeteria to make a request.

Additionally we ask for parents to monitor the content of lunches packed from home. It is important for all students to eat a meal with nutritional value. Please discourage pop and energy drinks. These give students a quick burst of energy, but often leave them dragging at the end of the day.

Lunch Accounts

Cranberry Area School District has adopted an Unpaid Meal Policy, along with student lunch account procedures, which can be found on the District Website. Account Balances can be accessed through the District Website at "Cafeteria Payments Online" and creating a free Schoolcafe account. Information can also be obtained by contacting the Food Service Director at the number below. Payments can be made on lunch accounts through the www.schoolcafe.com website, or by personal check or cash. Please note when sending in lunch money that one check can be written for all the students in your household, even if your children are in different buildings.

1. There will be no a la carte purchases on credit.
2. A message from the automated School Messenger System will notify households of negative lunch account balances. This message will be generated each Tuesday of the school year.
3. At a \$20 negative balance, the household will receive communication from the building principal. At a \$25 negative balance, the household will receive a written notice from the district business manager. If payment is not received within 10 days of this notice, the matter will be turned over to a magistrate for collection. No further charges will be permitted until the account is rectified.
4. All unpaid lunch debt must be paid in full by the Tuesday after Memorial Day.
5. Upon graduation or transfer from Cranberry Area School District, the student’s lunch account must be reconciled. A balance due must be paid in full and a positive balance will be handled in one of three ways. A positive balance will be 1) refunded, 2) transferred, or 3) donated at the request of the student or parent/guardian. *Refunds* for balances over \$5.00 will be paid by check through the district office. No cash refunds will be issued. *Transfers* may be made to the student’s sibling or other current student account upon request. *Donations* will be held in an account for students in need. Funds from this account are dispersed at the discretion of the administration to students who are in need of money for school meals due to extenuating circumstances.

Cafeteria questions or concerns should be directed to Kim Daugherty, CASD Food Service Director at (814) 676-8504 ext. 2412 or metz@cranberrysd.org.

Schoolcafe

Cranberry Area School District is pleased to offer parents the ability to manage their child’s meal account online or by phone app using SchoolCafe.

With SchoolCafe, parents can log in at any time to make a deposit to their child’s account, view their child’s account balance, set up recurring deposits to their child’s account, set up e-mail notifications when their child’s account falls below a certain dollar amount, or request a report showing what the child has purchased on their account. Payment processed by 8pm should post to the student’s account the next morning, in most cases.

School Cafe does charge a convenience fee for each transaction. Please note that parents will be able to deposit in all of their children’s accounts (even if they are in separate buildings) using one simple transaction, thus only charged one convenience fee of \$2.25 per transaction.

Concerns should be directed to Kim Daugherty, CASD Food Service Director at (814) 676-8504 ext. 2412 or metz@cranberrysd.org.

2022-2023 School Year Prices

Student Milk will be \$0.55

Elementary Breakfast will be \$1.30 Reduced Breakfast for those eligible will be \$0.30.

Elementary Lunch will be \$2.50 Reduced Lunch for those eligible will be \$0.40

Adult Lunch will be \$3.75. Adult Breakfast will be \$1.90.

MEDICAL NEEDS

A school nurse is on duty during school hours. The nurse coordinates the immunization and health records for each elementary student and supervises all health or accident emergencies that arise in school. She also schedules and assists with student physicals, as well as, handling all student vision and hearing testing. To reach the nurse, parents may call extension 1519.

Medication

The Permission Form for Prescribed Medication (available from the school nurse) must be signed by a physician, physician assistant, or nurse practitioner and the parent/guardian before medication can be administered. All medication should be brought to the nurse's office or the main office by the parent/guardian or by another adult designated by the parent/guardian. All medications should be stored in the original pharmacy labeled container. The medication will be kept in the nurse's office where the student may take it as ordered under the supervision of the nurse. "Medication" shall include all medicines prescribed by a physician and any over-the-counter drug. Students should not carry medication to and from school unless part of a written medical plan.

Immunization

Pennsylvania Department of Health Immunization Law requires all students to be immunized against the following communicable diseases before they enter school.

Children in ALL grades (K -12) need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria and acellular pertussis * (1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps and rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Seventh through 12th Grade ADDITIONAL immunization requirements for attendance:

- 2 doses meningococcal conjugate vaccine (MCV) if First dose is given 11 -15 years of age; a second dose is required at age 16 or entry into 12th grade.

If the dose was given at 16 years of age or older, only one dose is required.

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) * Usually given as DTaP or DTP or DT or Td * * Usually given as MMR

Exemptions to the school laws for immunizations are:

- Medical reasons; religious beliefs; and philosophical/strong moral or ethical conviction.
- If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

Communicable Diseases

If a student contracts one of the following diseases, he/she must remain out of school for the number of days indicated:

- (1) *Diphtheria*: Two weeks from the onset or until appropriate negative culture tests.
- (2) *Measles*: Four days from the onset of rash. Exclusion may also be ordered by the Department of Health as specified in §27.160 (relating to requirements for measles)
- (3) *Mumps*: Nine days from the onset or until subsidence of swelling
- (4) *Pertussis*: Three weeks from the onset or 5 days from the beginning of appropriate antimicrobial therapy
- (5) *Rubella*: Four days from the onset of rash
- (6) *Chicken pox*: Five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted; whichever is sooner
- (7) *Respiratory streptococcal infections including scarlet fever*: At least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy
- (8) *Infectious conjunctivitis (pink eye)*: Until judged not infective; that is, without discharge
- (9) *Ringworm*: The person shall be allowed to return to school immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
- (10) *Impetigo contagiosa*: 24 hours after the institution of appropriate treatment.

- No Student is permitted in school with the following: pink eye, impetigo, scabies, ringworm, trench mouth, or any unusual skin conditions—students may return 24 hours after diagnosis and treatment begins.
- No student may attend with live head lice. The student who has contacted head lice may not ride the bus to school. After contacting the school nurse, and after completion of treatment at home, the student needs to be accompanied by the parent/guardian to be readmitted to school by the school nurse. Admittance is contingent upon the removal of all live lice. If the student is not readmitted after 3 days, then he/she should be seen by the nurse on a daily basis until re-admittance is accomplished.

The following diseases must be reported to the State Clinic (437-4275):

German Measles (3-day)	Nine-day Measles
Hepatitis	Mumps
Whooping Cough	Polio
Meningitis	Animal Bites

* The school may require a written doctor's excuse for re-admittance.

Emergencies

An emergency card is kept on file with parents' phone numbers for home and work. 911 parent addresses are also recorded on the emergency card. An alternate person's name and phone number is also listed in case parents cannot be reached.

We attempt to notify parents or the alternate person immediately in case of a serious accident or illness. Parents are responsible to come to school for the child unless. If parents or alternate designated person cannot be reached, then school personnel will take measures to provide emergency care.

It is the parent's responsibility to notify the school immediately if there is any change of address, phone number or emergency contact.

FAMILY INVOLVEMENT

Homework

Homework is given to students both for needed practice and for helping to teach responsibility. It is also a means of helping you as parents to see the kinds of things your child is learning in school. Homework may vary from one grade to another. It will be helpful to your child if there is a quiet, comfortable place at home for him/her to do homework. A parent should be available sometime during the evening to encourage and check the child's work. If your child is absent, please make an effort to obtain your child's homework assignments by contacting your child's teacher to make arrangements. Google classroom is a great place to begin.

Grading Scale:

- A 93-100
- B 85-92
- C 75-84
- D 65-74
- F 64 and below

Our complete homework policy is available on our school website.

Home and School

Our elementary school has a Home and School parent organization. Parents are welcomed to attend the meetings held on the third Tuesday of each month. Home and School is an excellent opportunity for parents and teachers to demonstrate the importance of building strong Home and School relationships. The principal serves as the advisor for the organization. Officers are elected and serve according to the school's by-laws.

Volunteer Help

Volunteers are a welcome support to our school. Teachers who desire additional helpers are able to select those parents who they feel will work best with them and their students. If you are interested in becoming a volunteer, please contact your child's teacher or the home and school organization. All volunteers will be required to have updated clearances in accordance with Act 153 prior to working in the school. Volunteers must present Act 34 Criminal History Check, Act 151 Child Abuse Clearance, and FBI fingerprint clearance if not a PA resident for the past 10 years. PA residents of 10 years or greater will sign an Affirmation of Residence. A volunteer handbook will be provided to review and describe the responsibilities of being a volunteer.

Parents often assist with classroom holiday parties at the invitation of the teacher and/or room parent. Holiday parties are held in the final hour of the school day on the holiday itself or the closest school day if the holiday falls on a weekend or break. Parents will be admitted to the classroom area **15 minutes** prior to the start of the party for final preparations.

Title I Parent and Family Engagement Plan

Our Title I Parent and Family Engagement Plan is updated and distributed yearly by School Messenger email and/or student delivered handout. The current year's plan is available on our website on the elementary page or by requesting a printed copy in the school's office.

Parent Conferences

Conferences are scheduled between teachers and parents at the end of the first report period in November. If a serious problem has arisen, a conference may be scheduled later by the teacher or requested by a parent as the need arises.

Visitors

The safety and security of our students is very important to our school staff. Visitors, parents, and all off-duty staff are only permitted to enter the building through the main entrance and must sign in at the school office. Any deliveries (lunches, notes, etc.) should be left in the office. No one is to go directly to a classroom or disturb a class when in session. **Parents working in the building on various school activities should not be anywhere except in the designated area that they are assigned.**

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, and must be approved by the building principal. Visits are limited to one (1) class per month, per child in the school to minimize disruption of class schedules and instruction.

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

Special Events

Throughout the year a variety of special concerts and student events may be scheduled. Specific information will be sent home and published prior to the event. To protect the educational environment for all students, the public will be welcomed **15 minutes** before the event. All doors will remain locked until this time for student safety. Parents are asked to remain only in the area necessary for the event.

Parking and Fire Lanes

Driveways in front of schools are designated fire lanes. Parking is **NOT** permitted in the fire lanes. **If you are dropping off or picking up your child(ren), you may not leave your car unattended in the fire lanes. All visitors must park in a designated parking spot.** Please obey all laws and signs while on school property. The school zone speed limit is 15 MPH Please help us model responsibility for our students in obeying the law.

PROGRAMS

Curriculum

Cranberry Area School District has developed a system for curriculum development. Every six years, each of the major subject areas is reviewed by the administration and faculty. A committee of representative teachers and principals is formed to address the identified needs and concerns. In addition, the committee analyzes test data and current research pertaining to that subject area.

A major change in the curriculum does include textbook selection which involves the process of writing objectives, goals, and content, selecting criteria for text selection, reviewing materials, engaging a consultant to explain programs and answer questions, piloting and evaluating selected programs and making a final selection. The Superintendent and School Board have the ultimate authority to approve text selection and curriculum changes.

Field Trips

Field trips enhance our curriculum and are the responsibility of the classroom teacher to select activities that are curriculum based. Field trips may be planned during the school day as a part of their learning. We do expect every student in the class to participate unless there is an extenuating circumstance. Permission forms are sent home for a parent's signature as a way of informing them of the date and place of the trip. The teacher who is in charge will provide all the information needed. If parent permission is not secured, the student will not be permitted to participate.

Title I

Your child's school receives Title I funding and is included under the regulations of the Every Student Succeeds Act (ESSA) of 2015.

Under ESSA, parents have the right to request professional qualifications of their child's teacher(s) or paraprofessional(s). You have the right to ask for the following information about your child's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advanced degrees, and if so, the subject of the degrees.
- Whether the child is provided services by paraprofessionals, and if so, their qualifications.

All teachers and paraprofessionals at Cranberry Elementary are 100% highly qualified and certified in the areas in which they are assigned to teach.

IST– Instructional Support Team/ Pre-referral process

Instructional Support Teams are established in all elementary schools. The purpose of this program is to provide assistance to classroom teachers for students with academic or behavior problems. A support teacher will coordinate the student assessment and team meetings. These teams include the classroom teacher, support teacher, building principal, parents and other staff if needed.

Public schools undertake a pre-referral screening process before referring most children for a multidisciplinary team evaluation. When concerns brought up by either school staff or parents warrant screening, the child is referred for a pre-referral screening with the Instructional Support Team (IST). The IST is responsible for assessing the current

achievement and performance of the child, designing school based interventions to address concerns, and assessing the effectiveness of those school based interventions. If the concern that resulted in the referral can be addressed without special education services, or is the result of the lack of English proficiency or appropriate instruction; the IST will recommend interventions other than a multi-disciplinary team evaluation for possible special education services. Parents, nevertheless, have the right to request a multidisciplinary team evaluation at any time, regardless of the outcome of the screening process.

Support Classes

Students in our district are being screened annually to monitor academic progress and to identify students who may have special learning needs. To meet the Special Education needs of eligible students, the following program options are available:

Within the District:

- | | |
|------------------------------|------------------|
| *Gifted Support | *Hearing Support |
| *Learning Support | *Vision Support |
| *Speech and Language Support | *Title I |

Outside the District:

- | | |
|--------------------------------|----------------------|
| *Emotional Support | *Life Skills Support |
| *Multiple Disabilities Support | *Physical Support |

Parents must agree to both the evaluation and placement recommendation before Special Education support can be started.

ESL

The Civil Rights Law of 1964, Title VI requires that school districts/charter schools identify Limited English Proficient (LEP) students. Pennsylvania has selected the Home Language Survey as the method for the identification.

Students with ESL needs are served through a certified instructor through direct instruction and classroom support.

PHILOSOPHY OF ELEMENTARY DISCIPLINE

We believe that a discipline plan ensures an orderly, consistent, firm-yet-friendly classroom atmosphere.

School-Wide Positive Behavior Support Program

School-wide Positive Behavior Support (SWPBS) is a proactive approach to discipline that promotes appropriate student behavior and increased learning. SWPBS is a process for creating safer and more effective schools. It is a proven approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach, support and reward positive behavior for all students. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and students can learn.

Each individual student in the Cranberry Area School District is granted certain rights under the Pennsylvania School Code.

These rights are summarized as follows:

1. A full education while assuming certain responsibilities which reflect student self-discipline
2. To enjoy and benefit from the opportunities for learning in an environment that nurtures their academic, physical, social and emotional development
3. The respect of students' rights by their peers
4. The respect of students' rights by all adults involved in their education
5. Utilization of school facilities, materials and equipment which have been provided for their educational and recreational use

No student has the right to interfere with the education of fellow students.

School Wide Rules

The Cranberry Area School District has adopted six general rules for student behavior that will be consistently enforced in the elementary schools.

1. I will show respect for others.
2. I will keep my hands, feet, objects and unkind words to myself.
3. I will use appropriate language, gestures and materials.
4. I will follow directions.
5. I will respect the property of others.
6. I will report any bullying or harassment of myself or others and always treat others with kindness.

Setting	Ready	Respectful	Responsible
School Transportation	<ul style="list-style-type: none"> ↳ Keep hands and feet to self ↳ Stay in your seat ↳ Enter and exit the bus appropriately ↳ Follow bus safety procedures 	<ul style="list-style-type: none"> ↳ Use appropriate language ↳ Keep unkind words to self ↳ Be polite 	<ul style="list-style-type: none"> ↳ Leave bus area clean ↳ Follow the bus driver's rules and directions ↳ Arrive at the bus stop 5 minutes prior to pick-up
Hall	<ul style="list-style-type: none"> ↳ Walk in single file on the right hand side 	<ul style="list-style-type: none"> ↳ Keep hands and feet to self ↳ Walk quietly to respect the learning that is going on in other rooms ↳ Hold the door for the next person ↳ Respond appropriately to greetings 	<ul style="list-style-type: none"> ↳ Go only to your destination ↳ Follow adult directions
Restroom	<ul style="list-style-type: none"> ↳ Keep the restroom clean and free of graffiti ↳ Use toilet and sink appropriately 	<ul style="list-style-type: none"> ↳ Respect others' privacy ↳ Use inside voices 	<ul style="list-style-type: none"> ↳ Get permission ↳ Plan your restroom breaks so you don't miss any instruction ↳ Quickly use the toilet, wash your hands, and leave
Cafeteria	<ul style="list-style-type: none"> ↳ Walk ↳ Carry tray with two hands ↳ Use utensils properly ↳ Ask permission to leave your seat ↳ Sit at assigned seat only ↳ Keep uneaten food on your tray or in your lunch box/bag ↳ Keep hands and feet to self ↳ Stay seated until dismissed by your classroom teacher 	<ul style="list-style-type: none"> ↳ Follow adult directions ↳ Respect cafeteria workers ↳ Use appropriate and friendly language ↳ Use restaurant voices and a respectful tone ↳ Stay in line and wait patiently 	<ul style="list-style-type: none"> ↳ Remember your napkin, straw, fork, and spoon ↳ Eat politely ↳ Leave your area clean
Playground	<ul style="list-style-type: none"> ↳ Use all equipment in the appropriate way and place 	<ul style="list-style-type: none"> ↳ Play fairly and include everyone ↳ Share equipment ↳ Be respectful to others ↳ Take turns 	<ul style="list-style-type: none"> ↳ Dress appropriately for the weather ↳ Return equipment to appropriate areas ↳ Follow adult directions
Arrival / Dismissal	<ul style="list-style-type: none"> ↳ Walk directly to and from the buses ↳ Use the sidewalk 	<ul style="list-style-type: none"> ↳ Use appropriate and friendly language ↳ Remove hat as your feet hit the school's mat ↳ Enter the school with an inside voice ↳ Hold the door for the next person ↳ Respond appropriately to greetings 	<ul style="list-style-type: none"> ↳ Arrive/leave at the appropriate time ↳ Follow adult directions ↳ Get breakfast as you enter the building <p>Locker Procedures:</p> <ul style="list-style-type: none"> ↳ Keep locker clean ↳ Follow schedule (arrival, lunch, dismissal) ↳ Close quietly
Classroom	<ul style="list-style-type: none"> ↳ Keep hands, feet, and objects to self ↳ Be prepared 	<ul style="list-style-type: none"> ↳ Use inside voices ↳ Use appropriate and friendly language ↳ Keep unkind words to self ↳ Respect the learning process -- listen while others are speaking 	<ul style="list-style-type: none"> ↳ Follow daily procedures ↳ Make efficient use of learning time ↳ Follow adult directions <p>Take the responsibility to be an active learner:</p> <ul style="list-style-type: none"> ↳ Complete homework ↳ Be an active participant ↳ Complete class assignments ↳ Return permission slips and forms requiring parental signatures on time

In order to provide all students, parents, and school personnel with an understanding of the discipline procedures the following tables are provided. Each table represents a level of misbehavior and the corresponding disciplinary actions, increasing in severity from Level I to Level IV. As it would be impossible to list all infractions that could occur, **the examples provided at each level are not all inclusive.**

The behaviors and discipline options available should provide everyone with an understanding of what may happen if policies are violated. The severity of each offense will be determined individually. Depending on circumstances and severity, the level of disciplinary action can be increased accordingly. The law defines special disciplinary procedures for students with disabilities. Behavior plans included with the student's IEP must be based on positive disciplinary methods. **Disciplinary actions and consequences are at the discretion of the administrative staff.**

Level I Disciplinary Infractions

Represented in this level are acts on the part of the student which impede the daily operation of the school or classroom. **These misbehaviors are generally handled by the individual faculty members.** When a child becomes a chronic Level 1 offender, parents will be notified.

Examples of Behaviors	<ul style="list-style-type: none"> ● Emotional Outbursts/ Disruptive Noises ● Inappropriate behavior in the restroom, hallways, playground, or cafeteria ● Chewing gum ● Horseplay/throwing objects ● Violation of classroom procedures ● Refusal to carry out directions ● Bringing non-instructional items without permission
Possible Disciplinary Interventions/Actions	<ul style="list-style-type: none"> ● Re-teaching of appropriate behavior ● Restitution and/or school community service ● Behavior report completed by student ● Parent notification ● Behavior contract with student ● Classroom behavior management plan ● Repair/replace property damage ● Lunch in restricted setting ● Isolation in classroom-timeout or seating arrangement changes ● Confiscation of non-instructional materials ● Loss of privilege or use
Procedures to be Followed	<ol style="list-style-type: none"> 1. Immediate intervention by staff member who is supervising or observes the behavior. 2. Teacher may document nature of behavior in writing for repeat offenses. 3. Continued Level 1 misbehavior requires parent notification before it becomes a Level II offense. (also requires teacher documentation)

Level II Disciplinary Infractions

In this level are misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. **These misbehaviors will be handled by the faculty, but may involve the building principal as well.**

Examples of Behaviors	<ul style="list-style-type: none"> ● Act of physical aggression ● Obscene or inappropriate language, gestures, and/or pictures ● Cheating ● Lying ● Defacing of property or vandalism ● Inappropriate use of computers (Tampering or unauthorized use of software) ● Continuation of Level I behavior
Possible Disciplinary Interventions/Actions	<ul style="list-style-type: none"> ● Continuation of Level I options ● Reprimand from principal ● Parent Conference ● IST Referral ● Removal from extra-curricular activities ● Clean, repair, or replace damages ● Temporary removal from classroom situation ● Teacher/principal assigned detention (parents will be notified) ● Behavior report completed by student ● In School Reassignment ● Out of School Suspension ● Morning Detention
Procedures to be Followed	<ol style="list-style-type: none"> 1. Principal will be notified of disciplinary action. 2. Discipline record is kept on file in the office. 3. Parents are notified. 4. Continual Level II behaviors will move the behavior to Level III. IST referral is required before it is moved to Level III.

Level III Disciplinary Infractions

Level III behaviors are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school.

Examples of Behaviors	<ul style="list-style-type: none"> ● Verbal assault of student or staff ● Harassment ● Fighting ● Stealing or possession of stolen property ● Physical assault ● Possession of tobacco, drugs, or alcohol (real or imitation) ● Continuation of Level II behaviors
Possible Disciplinary Interventions/Actions	<ul style="list-style-type: none"> ● Continuation of Level II options ● Full withdrawal from participation in school activities ● Parent Conference ● In school reassignment (1-3 days) ● Superintendent notification and/or hearing ● Out of school suspension ● Morning detention
Procedures to be Followed	<ol style="list-style-type: none"> 1. Principal is notified and meets with the teacher and/or student to determine appropriate response. 2. Teacher is informed of principal's actions. 3. Parents are notified by the school principal. When applicable, appropriate law enforcement officials will be notified. 4. A written behavior plan will be developed with IST assistance if necessary. 5. A record of student behavior and discipline actions taken will be maintained in the school office. 6. Continual Level III misbehavior will move behavior to Level IV.

Level IV Disciplinary Infractions

Represented in this level are acts which are clearly criminal. Included are those which pose a direct and immediate threat to the welfare of others or may result in violence to persons or property. So serious are these offense, that in most cases they require administrative action that calls for the immediate removal of the student from the school and intervention from local law enforcement agencies.

Examples of Behaviors	<ul style="list-style-type: none"> ● Indecent Exposure ● Possession of a weapon ● Terroristic threats ● Assault and Battery ● Sale or distribution of drugs ● Continuation of Level III behaviors
Disciplinary Actions	<ul style="list-style-type: none"> ● Continuation of Level III options ● Full restitution of damages ● Full suspension (10-14 days) ● Expulsion
Procedures to be Followed	<ol style="list-style-type: none"> 1. After verifying the offense, the principal will meet with all those involved. 2. The principal will initiate the procedures necessary to remove the student from the school environment and will notify the parents immediately. 3. The principal informs the superintendent. 4. School officials contact law enforcement officials. 5. The principal submits a complete report to the superintendent. 6. In the event of an expulsion, the student will receive a full Due Process Hearing before the Board of Education.

STUDENT RIDERSHIP REGULATIONS

The transportation secretary is responsible for establishing bus runs and assigning students to a particular bus. Children are not to ride any bus other than the one they are assigned. Students are to get on and off the bus at their assigned stop.

Pupils should be at the bus stop ten (10) minutes prior to the arrival of the bus. Students must be visible to the driver as he/she approaches the stop. Waiting inside the front door of a home does not allow the driver visibility in a timely manner to safely stop. Please be outside your home. When a school bus does not arrive at the bus stop on time, students are expected to wait a reasonable time depending on weather conditions (reasonable time would be at least ½ hour). After that time, the child should then return home and contact the school to determine the reason for the delay.

At dismissal time an adult must be visible at the bus stop for a child in grades kindergarten through fifth to be dropped off. Any child without a responsible adult present will remain on the bus and be returned to the school so a parent may be contacted for pickup. Parents may be subject to a \$20 unsupervised drop-off fee. Any parent wishing to grant permission for child drop off without an adult present must do so each year in writing.

Video cameras are in place on Keystone Transit Group buses. Video cameras are to assist in providing the best possible care, welfare, safety and security of our students to and from home. The cameras provide an additional aid to bus drivers and district officials in monitoring student behavior to ensure that it is consistent with established regulations.

The following rules are designed for the discipline and safety of those riding the school bus. It is the pupil's responsibility to obey the rules that have been established and approved by the School Board.

A. Bus Stop Regulations

1. Arrive at the bus stop on time – 10 minutes prior to the time the bus is to arrive. Wait for your bus in a safe place – outside, well off the roadway. Bus riders must conduct themselves in a safe manner while waiting (this means no foolishness or horseplay).
2. Wait until the bus comes to a complete stop before trying to get on the bus. Enter the bus single file – no crowding or pushing.
3. Respect the property rights of people who ride or reside near the bus stop.

B. Bus Riding Regulations

1. Observe the same conduct as in the classroom.
2. Be courteous, use no loud or profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Students shall not throw any objects in the bus or outside the bus.
6. All students shall remain in their seats at all times while on the bus.
7. Keep head, hands and feet inside the bus. Windows are to be opened only when the driver permits.
8. Students are not to be destructive – any deliberate damage caused by a student will be paid for “By the Offender”.
9. There will be no smoking or use of tobacco on the bus at any time.
10. The driver has similar authority to that of a classroom teacher, and students are to obey, cooperate, and show respect.
11. Students shall be courteous to their fellow students.
12. Bus drivers are authorized to assign seats.

C. Bus Unloading Procedures

1. Students should exit the bus in a quiet, orderly manner and proceed directly to their homes or their assigned area at school.
2. Students, who must cross the road, should cross 10 feet in front of the bus – check traffic both directions before proceeding across the roadway. Watch the driver for a signal to cross.

Children walking alongside the bus should stay away from the bus as far as possible if sidewalks are not available.

D. Emergency Procedures

1. Evacuation drills are scheduled so that students on the bus know exactly what to do in case of an emergency.
2. The driver or the assigned helpers must have the cooperation of the students, and they must remain quiet during drills or emergencies so they can hear directions.
3. Students are not to leave the bus unless instructed to do so by the bus driver for emergencies.

E. Discipline Procedures

1 st Offense	Verbal warning/ Written warning/ parent signature
2 nd Offense	Parent Phone call/ consequence determined by office personnel
3 rd Offense	Written warning/ bench detention
4 th Offense	Loss of bus privileges as determined by office personnel

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires Cranberry Area School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cranberry Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cranberry Area School District to include this type of information from your child's education records in certain publications.

Examples Include:

- Music and play programs
- Newspaper, radio and television news releases
- The annual yearbook
- Honor roll or other awards lists
- Sports programs (such as wrestling) showing weight of team members

Directory information, which is information that is generally not considered harmful, or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories— name, address, and telephone listing, unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent.

If you do not want Cranberry Area School District to disclose directory information from your child's education records without your prior written consent, you may notify the District in writing. Cranberry Area School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing (unless unlisted)
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
 - Participation in officially recognized activities and sports
 - Weight and height of members of athletic teams
 - Degrees, honors and awards received
 - The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20U.S.C.7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110) the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-701). The legislation that provided funding for the nation's armed forces.

McKinney-Vento Homeless Education Assistance Act

What is it?

A Federal act to ensure that homeless children and youth have access to free and appropriate public education on an equal basis with other children.

What is the Definition of Homeless?

Children who:

- Reside in a public or private shelter
- Reside in a place not designated for or ordinarily used as regular sleeping or living accommodations (Vehicles, campers, motels)
- Reside with their family in a residence with other relatives or friends due to lack of housing. (Doubling Up)
- Are runaways
- Are children of migrant workers who lack adequate housing.
- Have been abandoned
- Are considered “Unaccompanied Youth” – teens living with friends or relatives who do not have guardianship of the student.

These are usually the result of an “Event” – house fire, eviction, domestic violence situation, etc.

Provisions of the Act

- Schools are to immediately enroll homeless children, even if they are unable to produce records normally required for enrollment. (Medical records, academic records, proof of residency, etc.)
- Homeless children have the right to attend either the original school or the school in the area in which they currently reside for the duration of their homelessness, or until the end of the school year.
- In a case where the educating district is different than the district where the student is currently residing, both school districts are responsible for the facilitation & cost of transportation.
- Immediately upon enrollment, homeless children are entitled to a free school lunch.

What do students or parents need to do?

- If you are aware or suspect that someone meets the definition of homeless, notify your assistant principal or district homeless liaison.

BOARD POLICY

Controlled Substances- Policy #227

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy. (see MEDICATION)

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Guidelines

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a **first** violation, suspension from school athletics for the remainder of the season.
2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

In addition to the above procedures, the district must follow PA Act 145 of 1996. Possession or use of tobacco products (a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form) on school grounds, school bus, or property owned by the school during or after school hours or at any extracurricular event is subject to prosecution that by law, must be initiated by the school district. The result of this prosecution in accordance with Act 145 could result in a \$50 fine plus court costs. This is a summary offense.

Weapons Policy-Policy #218.1

If you have difficulty reading this school weapons policy or do not understand its content, please contact the principal in your child's school.

Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity, or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy.

The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis

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

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Guidelines

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

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

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

When the district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period

Bullying /Cyber-Bullying – Policy #249

Purpose

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

Definitions

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

The Board prohibits all forms of bullying by district students.

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

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

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

Title IX Sexual Harassment and Other Discrimination

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

Confidentiality

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

Retaliation

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

Delegation of Responsibility

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

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

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

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

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

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

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

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

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

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

CRANBERRY AREA SCHOOL DISTRICT

STUDENT ACCEPTABLE USE POLICY FOR COMPUTER TECHNOLOGY AND INTERNET

You have access to the Cranberry Area School District computer network. This access includes connections to computers throughout the school itself as well as to the Internet, which connects you with educational resources all over the world. **Our goal in providing this service is to promote educational excellence at Cranberry by facilitating resource sharing, innovation, and communication.** The system hardware is District property. All material/messages created, composed, sent, or received on the system are and remain the property of the District and are not the private property of any person.

While there are filters and security measures built into the system, you must exercise responsible use of the technology and systems to which you have access. The use of this technology is a privilege, not a right. If you violate this policy or use the system for any improper purposes, you shall be subject to discipline as deemed appropriate by the administration, up to and including suspension, expulsion, and suspension of system privileges.

Please read the following policies that govern the use of computer equipment, computer software, and the Internet in the Cranberry Area School District. When using the District's computer network, you accept the responsibility of using the network in an appropriate manner. This policy is applicable at all times, which includes class time, break time, work time, after hours, and on weekends, and applies whether you are on or off District premises during the use.

A. Educational Purpose

The Cranberry Area School District computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and career development activities. The Cranberry computer network has not been established as a public access service or a public forum. The Cranberry Area School District has a right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the Student Handbook, as well as the law, in your use of the Cranberry computer network. You may not use the Cranberry computer network for commercial purposes. This means you may not offer, provide, or purchase products or services through the network.

B. Student Internet Access

All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are unauthorized or harmful to minors. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

C. Unacceptable Uses

Personal Safety. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, social security number, credit card number, etc. You will not agree to meet with someone you have met online without your parent's approval. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or that makes you feel uncomfortable. Personally identifiable information concerning students will not be disclosed or used in any way on the Internet without the permission of a parent or guardian.

Social Networking. You may use school provided Web-based mail, instant messaging, blogs, and other social networking tools on school computers only for collaborating on and/or completing school assignments and only under the direct supervision of a teacher.

Illegal Activities. You will not attempt to gain unauthorized access to the Cranberry computer network or to any other computer system through the Cranberry computer network or go beyond your authorized access ("hacking"). This includes attempting to log in through another person's account or accessing another person's files. These actions are unauthorized, even if only for the purpose of "browsing." You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are unauthorized activities. You will not use the Cranberry computer network to engage in any other unauthorized act.

System Security. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Cyber Bullying and Inappropriate Language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You must not use the system to create, send, receive, or use any offensive or disruptive materials or messages. Messages which are considered to be cyber bullying and therefore offensive include, but may not be limited to, those which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's sex, sexual orientation, religious or political beliefs, national origin, or disability. Also considered offensive are messages or materials which are fraudulent, harassing, or obscene, and those which contain abusive, profane, or offensive language. You will not post information that could damage or endanger another's reputation, which could also be considered cyber bullying. You will not engage in personal attacks, including

prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or an organization.

Respecting Resource Limits. You will use the system only for educational activities. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited. No software is to be installed onto the network by students at any time for any purpose. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. You will be responsible for damages done to the equipment, system, and software. Vandalism will result in a cancellation of privileges. "Vandalism" is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the agencies that are connected to the Internet backbone.

Plagiarism and Copyright Infringement. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specified appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

Inappropriate Access to Material. You will not use the Cranberry computer network to access material that is profane or pornographic, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parents' instructions in this matter.

D. Your Rights

Search and Seizure. The District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all uses of the system. The contents of electronic communications may be disclosed within the District or to law enforcement officials without the permission of the author. You should not assume confidentiality of any material produced. Even when the material is erased from the system, it is usually possible to retrieve that material. Further, the use of passwords for security does not guarantee confidentiality or privacy. Routine maintenance and monitoring of the Cranberry computer network may lead to discovery that you have violated this Policy, the provisions of the Student Handbook, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the provisions of the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to request to see the contents of your files.

Due Process. The District will cooperate fully with local, state, or federal officials in any investigation related to any unauthorized activities conducted through the Cranberry computer network. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District computer system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

When you are using the Cranberry computer network, you leave "electronic footprints," identifying all of your electronic activities. You and/or your parents can be held financially responsible for any damage to the system as a result of deliberate and willful misuse.

Google Apps for Education and Student Email Permission Form

This year your school will provide students access to Google Apps for Education. Apps for Education includes web based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for Cranberry students and teachers. This service is available through an agreement between Google and the Cranberry Area School District.

Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use only. This permission form describes the responsibilities of the school, students and parents in using Apps for Education on the school domain.

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place which protect students from harmful materials including obscene and pornographic. This means student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request the school not disclose this information.

- The School will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The School may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their student's email account and Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Cranberrysd.org Apps for Education is available at school and at home via the web. Even though email from known inappropriate sites is blocked, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Students - Acceptable Use, Privacy and Safety

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and other school rules and policies which may apply.

- Privacy - School staff, administrators and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- Limited personal use - Students may use Apps tools for personal projects but may not use them for:

- o Unlawful activities
- o Commercial purposes (running a business or trying to make money)
- o Personal financial gain (running a web site to sell things)
- o Inappropriate sexual or other offensive content
- o Threatening another person
- o Misrepresentation of Cranberry Area School District, staff or students. (Apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.)
- Data Security - Student files and email are safe with Apps but it is the responsibility of the student to make backups of important documents.
- Safety
 - o Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.
 - o Students will agree to not meet with someone they have met online without their parent's approval and participation.
 - o Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable.
 - o Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- Consumer safety (Advice for students and parents)
 - o Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
 - o Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.
- Digital Citizenship
 - o Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. Be kind when using email or making a post on a forum or web page. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
 - o Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work protected by a copyright. If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
 - o Students have First Amendment rights to free speech. Your rights can be limited in school though. If you post something via email or on a school web page which disturbs the learning environment in your school, your right of speech may be limited. School websites, email and groups are for educational use and are not considered public forums for debating ideas. This means a school has the right to limit student speech that disturbs the learning process in these areas.

Access Restriction - Due process

Access to and use of Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is reason to believe violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension or termination. As a tenant of the Agreement with the Cranberry Area School District, the District reserves the right to immediately suspend any user account in question of appropriate use. Pending review, a user account may be terminated as part of such action.

Receipt and Review of Student Handbook

Your receipt of the school handbook in your child's planner will be noted by the return of your child's blue cover letter. Your signature on the cover letter indicates that you have reviewed and discussed the information, policies and procedures listed in the Parent/Student handbook with your son/daughter.

Nondiscrimination Policy

Cranberry Area School District is an Equal Opportunity Education Institution and will not discriminate on the basis of race, color, national origin, sex, handicap, religion, sexual orientation, or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding Civil Rights or Grievance Procedures, contact the superintendent, the Title IX Coordinator, and Section 504 Coordinator at 3 Education Drive, Seneca, PA 16346 (814-676-5628). For information regarding services, activities and facilities that are accessible to and usable by handicapped persons contact Support Programs Coordinator (814-676-5628).