

Smethport Area Elementary School



Handbook 2024-2025

TITLE IX STATEMENT

Smethport Area School District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106. Individuals may report concerns or questions to the District's Title IX Coordinator Mrs. Kerri Dach, Director of Special Education at 412 S. Mechanic St. Smethport, PA 16749 and (814) 887-5545 or kdach@smethportschools.com. The District's full Title IX Notice of Nondiscrimination is located at <https://www.smethportschools.com/>

SECTION 504 STATEMENT

It is the policy of the Smethport Area School District not to discriminate against any qualified handicapped persons in the employment and operation of its school, its educational programs, services, and activities and in any other areas where compliance is required by Section 504 of the rehabilitation Act of 1973. Inquiries may be directed to Mrs. Kerri Dach, Title IX Coordinator, at 414 South Mechanic Street, Smethport, Pennsylvania, or phone 814-887-5543, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20201

WELCOME TO SMETHPORT AREA ELEMENTARY SCHOOL!

This handbook is intended to assist you in becoming familiar with our school and its policies, procedures, rules, regulations, activities and services. Please read and discuss this handbook with your child. It is not meant to be all encompassing. The building principal or other administrator may, at his/her discretion, alter procedures in accordance with district policy as adopted by the Smethport Area Board of School Directors to benefit the student body. Specific questions can be addressed by the Elementary Office.

It is an honor to work with students and families in this great community. Thank you for always supporting us!

We are going to have an amazing 2024-2025 school year!

Ms. Kristin Zona, Elementary Principal



BOARD OF SCHOOL DIRECTORS

Mr. Daniel Wertz President
Mr. Raymond Learn Vice-President
Mrs. Kelly Davis Director
Mrs. Heather McKean Director
Mrs. Molly Anderson Director
Mr. Kraig Okerlund Director
Mr. Eric Holmberg Director
Mr. David Stratton Director
Dr. Jason Tronetti Director

SMETHPORT AREA DISTRICT OFFICE

Mr. Brice Benson Superintendent
Mr. Jeff Wagner Business Manager
Mr. Douglas Dickerson High School Principal
Ms. Kristin Zona Elementary Principal
Mrs. Kerri Dach Director of Special Education
Mrs. Anna Stewart PK-12 Assistant Principal
Mr. Kevin Kolivoski Technology Director
Mr. Greg Rounsiville Maintenance Supervisor

SMETHPORT AREA ELEMENTARY SCHOOL STAFF

ADMINISTRATIVE/GUIDANCE/OFFICE STAFF

Mrs. Colleen Storer Guidance Counselor
Mrs. Jenna Donaldson School Psychologist
Mrs. Megan Dean Social Worker
Mrs. Cindy Rees Secretary
Mrs. Kayla Larson Clerical Aide

PROFESSIONAL STAFF

Mrs. Andrea Austin/Mrs. Warrie Dickinson Pre K
Mrs. Dana Redmond/Mrs. Jamie Pais/Mrs. Yvonne Shall Kindergarten
Mrs. Amy Goodman/Mrs. Wendi Higley/Mrs. Krystle Terbovich First Grade
Miss McCauley Fox/Mrs. Kassie Rothermel/Mrs. Brianna Stuckey Second Grade
Ms. Ashley Bridenbaker/Mrs. Dawn Stauffer/Mrs. Megan Yeager Third Grade
Mrs. Angela Cimino/Mrs. Haley Valenti/Mrs. Susan Wertz Fourth Grade
Mrs. Camila Autieri/Miss Elise Rosenswie/Mrs. Nicole Salzer Fifth Grade
Mr. Colby Austin/Mrs. Kimberly Ball/Mrs. Marie Tarbox Sixth Grade
Mr. Chad Carlson Physical Education
Mrs. Shanna Riekofsky Library
Mrs. Katie Freer Music
Miss Beth Younkins Art
Miss Emily Housler-Kreitzer Band
Mr. Corey Cochran/Mrs. Katie Dart/Ms. Sherry Kemick/Mrs. Karen Scott Intervention
Mrs. Kelly Tarbox Enrichment/STEM
Mrs. Julie Taylor Science
Mrs. Nicole Alexis/Miss Haley Hoch/Mrs. Latisha Howard Learning Support
Mrs. Carrie Russell Emotional Support



SMETHPORT AREA SCHOOL DISTRICT

CALENDAR FOR 2024 – 2025 SCHOOL YEAR



AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
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SEPTEMBER 2024						
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OCTOBER 2024						
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NOVEMBER 2024						
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DECEMBER 2024						
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JANUARY 2025						
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FEBRUARY 2025						
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MARCH 2025						
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APRIL 2025						
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MAY 2025						
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JUNE 2025						
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JULY 2025						
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27	28	29	30	31		

August 19, 20, 21	Teacher Professional Development Days
August 20	*Back to School Night (BTSN)
August 22	Opening Day for Students
September 2	Labor Day
October 14	Columbus Day / No School
October 24	End of First Nine Weeks Marking Period
November 7	In-Service AM / Parent-Teacher Conferences PM / Report Card Distributed (via conferences) / No School for Students-Act 80
November 8	1/2 Parent Teacher Conferences / No School for Students-Act 80
November 27	**Early Dismissal
November 28 – December 2	Thanksgiving Vacation / Deer Season
December 20	**Early Dismissal
December 23 – January 1	Christmas / New Year's Vacation
January 13	End of Second Nine Weeks Marking Period
January 20	Martin Luther King, Jr. Day / Teacher Professional Development Day / No School for Students
January 21	Second Report Card Distributed
February 14 – 17	President's Day Weekend / No School / (2/14 Make-up Day)
March 14	Spring Break / No School / (Make-up Day)
March 17	Teacher Professional Development Day No School for Students
March 29	End of Third Nine Weeks Marking Period
March 27	Third Report Card Distributed
April 17 – 21	Easter Vacation / No School / (4/21 Make-up Days)
May 26	Memorial Day
May 29	End of Fourth Nine Weeks Marking Period / Last Day of School for Students / Early Dismissal
May 30	Teacher Professional Development Day / Last Teacher Day
May 30	GRADUATION
July 4	Holiday

**EARLY DISMISSALS BEGIN AT APPROXIMATELY 12:00 p.m. FOR STUDENTS

MAKE-UP DAYS

February 14
March 14
April 21
May 30
June as needed

PROF. DEV. DAYS

August 19, 20, 21
January 20
April 17
May 30

ACT 80 DAYS (In-Service)

November 7, 8
March 17

END OF MARKING PERIOD

October 24
January 13
March 20
May 29

PUBLIC SCHOOL CODE 1502
DISTRICT APPROVED
LOCAL HOLIDAYS
November 29, 2024
December 26, 27, 30, 31, 2024
SASD RESOLUTION 01/08/2023

KEYSTONE EXAMS

Winter Wave I – Dec. 4-18, 2024
-Algebra I, Biology, Literature

Winter Wave II – Jan. 6-17, 2025
-Algebra I, Biology, Literature

Spring Window – May 12-23, 2025
-Algebra I, Biology, Literature

Summer Window – July 28-Aug-1, 2025
-Algebra I, Biology, Literature

PSSA TESTING

Grades 3-8
ELA – April 21-25, 2025
Math PSSA – April 28-May 2, 2025
Science – April 28-May 2, 2025

Make-ups Grades 3-8

ELA/Math/Science – May 5-9, 2025

Board Approved: 01/08/2024

ATTENDANCE

Any person six (6) years of age and under eighteen (18) years of age must be enrolled in a suitable program of education as determined by the District Superintendent of Schools. Once a child enters first grade, attendance is compulsory. If a student has more than three days of illegal absence, the State Code of Education requires the school to prosecute the parents for the child's truancy. If you have a special problem with your child's attendance, be sure to speak with the school nurse or the Elementary Office personnel before legal action is necessary.

ABSENCES and EXCUSES

Whenever a student is absent, he/she must bring an excuse when returning to school. The excuse is due within three days of the return; after that, the absence is automatically considered illegal.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Death in Family
3. Religious holidays with a written request.
4. Confirmed medical or legal absence
5. School activities approved by the administration
6. Family educational trips with prior school approval
7. Certain appointments that cannot be scheduled during non-school hours
8. Visitation to colleges/universities
9. Suspension from school

Illegal/Unexcused absences include but are not limited to:

1. Personal business
2. Went out of town
3. Shopping
4. Overslept
5. Missed the bus
6. Hunting or fishing
7. Haircuts
8. Had no clean clothes to wear
9. Vacation trips not approved in advance
10. Not knowing there was school
11. Personal reasons

A maximum of up to ten (10) days of cumulative lawful absences verified with an excuse may be permitted during a school year. A notification will be sent to the parent/guardian requiring all absences beyond that date or possibly after ten cumulative days to have an excuse from a licensed physician. Not having an excuse from a physician would mean the absence is illegal,

and the parents are subject to prosecution for truancy.

District staff will notify a parent/guardian upon each unexcused absence. When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff will provide notification to the parent/guardian regarding the consequences for additional truancy. Upon notification, a School Attendance Improvement Conference, with the appropriate personnel, will be held to create a School Attendance Improvement Plan.

A school-age student (under 15) who is habitually truant may be referred to the local children and youth agency as well as have a citation filed against the parent/guardian for truancy.

When a student has been absent, it is the responsibility of the student to make up any work and tests missed during the absence.

If you have any questions about an absence and whether it is excused or not, please call the Elementary Office.

Each year parents have questions about what times make a half-day absence or a tardy. These times are listed as follows.

- Tardy Between 8:15 am and 9:45 am
- 1/2 day Arriving or leaving between 9:45 am and 12:00 pm
- 1 day Leaving before 9:45 am or arriving after 12:00 pm

APPOINTMENTS

When a student is required to leave school during the school day, a written excuse, signed by the parent/guardian, must be submitted to school office personnel no later than the end of homeroom on the day of the appointment. The excuse must include the following items:

- the date
- the name of the student
- the time of the appointment
- the name of the agency or person to be seen

The request for early dismissal of a student for an appointment must be considered acceptable as set forth under the heading “Absences and Excuses” and must be approved by the principal. Students who are authorized to leave the building must sign out in the school office and secure a “Pre-excuse Pass” which must be signed by personnel at the place of appointment. Students who do not sign out are not authorized to leave the building and are considered truant. Students leaving school early will leave through the front entrance by the school office. Students are expected to return to school after appointments, if time is remaining in the school day. Upon returning to school, students are to report to the office to sign-in and return the pre-excuse pass they had to get signed.

It is recommended that appointments are scheduled so as to minimize interruption of the student’s school day. A request to be excused from school early should be the exception rather than a common occurrence. It should be for urgent reasons only- such as a doctor or dental appointment

that cannot be scheduled outside of school time. (This does not include hair appointments, shopping, etc.) Students may be excused from classes only for those school sponsored activities which cannot be carried on after school. Students will not be excused to go downtown for lunch or to attend personal business.

LEAVING THE BUILDING

Students who need to leave the building for an appointment must follow the procedure set forth under “Appointments”. Students who want to leave the building due to illness, **MUST BE AUTHORIZED TO LEAVE BY EITHER THE SCHOOL NURSE OR THE BUILDING ADMINISTRATOR**. Students who leave the building without authorization will be considered truant.

HOMEWORK REQUESTS

Please make requests for student homework before 11:00 am. This will allow adequate time to gather the necessary assignments.

PERFECT ATTENDANCE

In order to have perfect attendance, a student must have no absences, no tardies, and no early dismissals before 2:45 pm regardless of the reason.

HOMEBOUND INSTRUCTION

If a student is going to be absent for longer than two weeks because of a serious illness or surgery, the student may be eligible for homebound instruction. A teacher, at no cost to the parents, would come to the home for up to five hours a week to help the student with his/her studies.

To take advantage of this service, you should contact the Elementary Guidance Counselor. A letter from the doctor is needed. The letter must state the nature of the illness or surgery, the expected length of absence, attest that the child can do school work during this time, and is not infectious.

HOMELESS STUDENTS

The Pennsylvania Education for Children and Youth Experiencing Homelessness Program (PA ECYEH Program) assures execution of the federal legislation, McKinney-Vento Homeless Assistance Act of 1988; also incorporated into the 2001 No Child Left Behind Act.

Implementation of this program ensures that homeless children and youth have equal access to the same, free, appropriate, public education; including preschool education, as provided to other children and youth. If you have any concerns with any student that may be experiencing homelessness, please contact Mrs. Anna Stewart (Assistant Principal and Homeless Liaison). You may also contact Wendy Kinnear (Region 5 Coordinator for Students Experiencing Homelessness).

Anna Stewart

Smethport Elementary School

Phone: 814-887-5012 ext. 2204

Email: astewart@smethportschools.com

Wendy Kinnear

Regional Coordinator

Phone: 724-458-6700 ext. 1289

Email: wendy.kinnear@miu4.org

BUS TRANSPORTATION

Student bus assignments are determined by a student's pick-up location in the morning and their drop-off location in the afternoon. Students are permitted only one pick-up location and one drop-off location. Students are not permitted to ride a different bus other than the one(s) assigned. The Smethport Area School District does not accept daily changes to a student's transportation and will only drop a student off at the regularly scheduled location. If a change is necessary due to unforeseen events, a note must be on file in the office. This note can be written and sent in with the child or faxed to the elementary office. No changes will be taken by phone. Changes will not be accepted for multiple days. Therefore, each change requires a different note. For a change to be effective, it must be received prior to 1:00 pm. No changes will be granted after 1:00 pm. Safety and the proper social attitude concerning bus transportation as well as in all phases of the school program are of prime concern to us.

Transportation of students on a school bus is a privilege, which may be revoked. Any behavior by a student or a group of students, which infringes upon the rights of other individuals who might be riding on the bus at the same time or which endangers the lives of all passengers by interfering with the bus driver's ability to maintain control of his/her vehicle will not be tolerated.

Parents are asked to review the BUS RULES AND REGULATIONS with their children. A pupil who cannot maintain self-discipline forfeits riding privileges and must rely on other means of transportation. The school bus driver is authorized to enforce safety and school standards on the bus. While on the school bus, the student is under the authority of and directly responsible to the bus driver. If a bus suspension is necessary, you will be contacted by administration and/or office personnel.

PICK-UPS

When picking up your child, please enter the loop across from the football field (in the correct lane) and proceed to a staff member. You do not need to get out or park your vehicle. The flow of traffic throughout the loop should remain steady as each person moves forward to pick up his/her child.

If your child is a permanent pick-up, please state your name and your child's name when at the drive up location. If you are not a permanent pick-up, please remain in your car and state your

name and child's name when you pull up near a staff member. This identification will help staff members to quickly match you with your child in a safe manner. We will escort your child from the school building out to your car. When your child is safely in the car, please pull forward and leave the pick-up area. Please do not park or leave your vehicle standing in the pick-up area as it creates a backlog of cars that need to move past the front of the building.

BUS PUPIL'S RESPONSIBILITIES

Maintaining good order on school buses requires the cooperation of pupils, parents, teachers, administrators, and bus drivers. Any misconduct shall be reported to administration by the driver of the bus.

School bus transportation is a privilege, not a right. Any pupil may be suspended from school bus privileges by administration for inappropriate behavior and according to the district guidelines.

The following regulations have been set forth in an effort to cooperate with the school bus drivers and secure the safety of our children:

A. Previous to Loading

1. Be on time at the designated school bus stop.
2. Stand on the side of the highway or sidewalk and in no way interfere with traffic. Bus riders must conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter the bus. Enter in an orderly manner.
4. Be careful in approaching bus stops.
5. Respect the property rights of people who reside at or near the bus stop.

B. On the Bus

1. Remain seated when the bus is in motion.
2. Keep hands, arms, heads, and all other objects inside the bus.
3. Cursing, swearing, and profane language is not permitted.
4. Loud or boisterous singing, yelling, and general noise-making are prohibited.
5. Tobacco use in any form or lighting matches is not permitted on the bus.
6. There is to be no spitting or throwing of trash, either within the bus or from the bus.
7. There is to be no tampering with the bus or its equipment.
8. No weapons, firearms, explosives, or anything of a dangerous or objectionable nature shall be transported while students are riding the bus. Prior approval from the driver must be obtained to transport animals to school for class related activities.
9. No pupil is to use the emergency door except under the direction of

the driver or in the event of an emergency.

10. Pupils are responsible for removing all their belongings from the bus when dismounting.
11. There is to be no eating or drinking on the bus.
12. Nothing is to be placed in the aisle to interfere with its intended use.
13. Students may not bring water pistols, water balloons, or any spraying devices on the bus.
14. Students noting any damage to the bus should report this to the driver.
15. Students may not engage in fighting, pushing or shoving, or generally bothering other students while on the bus.
16. Any other forms of behavior that are unacceptable will not be allowed.
17. Students must obey the bus driver.

C. After Leaving the Bus

1. When necessary, cross the road at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of smaller children.
3. Be alert to a danger signal from the driver.
4. Go directly into the school in the morning or home in the evening.

Violations of any of the above will be dealt with by administration. Students will be issued a bus incident report, which will indicate the disciplinary action that will take place. Students may have their bus riding privileges suspended. The length of the suspension will be appropriate for the act or behavior exhibited.

If a student is suspended from the transportation system, it is the responsibility of the student's parents to provide transportation for the student to and from school. Any absences due to bus suspension will result in illegal absences.

CAFETERIA BREAKFAST and LUNCH PROGRAMS

Students are encouraged to participate in the school meal program. Nutritious meals are prepared and served daily by the cafeteria staff.

- **All breakfasts and lunches for the 2024-2025 school year are free for students. A la carte items will be deducted from their lunch accounts, however.**

Current Cafeteria Prices

	Daily
Elementary Student Breakfast	\$1.35

The Smethport Area School District utilizes a computerized debit system for cafeteria purchases. With this system, each person is issued a Personal Identification Number (PIN). Even though the student may be able to receive a free meal, the PIN number allows them to purchase another meal or a la carte items.

The Point of Sale system allows the parents/guardians to deposit money in the student's lunch account in order to purchase meals or extras. Parents can send in money with their child, or they can choose to use the online School Cafe System. School Cafe is a prepayment system that allows the parent to make deposits into their child's account via the web at www.schoolcafe.com/SMETHPORTAREASD. There is a small transaction fee for making a deposit online. School Cafe can also be used to check your child's account balance or view their purchase history. You may also set up an email alert to be informed when your child's account balance is getting low. There is no charge for these services.

If your financial situation should change at any time during the year, contact Ms. Cox in the Superintendent's Office at 814-887-5543. The information is held in strict confidence.

Families can also apply for free and reduced meals online by going to the COMPASS website at www.compass.state.pa.us. COMPASS allows Pennsylvania residents to apply for social service programs, such as Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, and Children's Health Insurance Program (CHIP) online.

Extra menu items are any single item on the menu. Students are charged for any extras that they choose and must have money in their account to cover these.

If a parent/guardian does not want their child to purchase extras, they may request this in writing to the Food Service Director, who will then put a block on the account.

ELEMENTARY SCHOOL BREAKFAST PROCEDURE

- Each morning, the breakfast cart will be upstairs from 7:40 am to 8:05 am. This cart is for grades K-2. Grades 3-6 MUST eat in the cafeteria. Breakfast times are also 7:40-8:05 am in the cafeteria.
- The daily breakfast served consists of at least 4 components, and a student must choose at least 3 components, one of which MUST be a fruit/juice for it to be charged as a meal.

ELEMENTARY SCHOOL LUNCH PROCEDURE

- Students are responsible for their own lunch account balance.
- If an account has a negative balance, no extras or doubles may be purchased.
- All money should be taken to the cafeteria in the morning before 10:00 am. Money will not be taken through the lunch line.

- All accounts must be paid in full by the end of the year. No Exceptions!
- Any money left over in the child's account at the end of the school year will be available to the student at the beginning of the next year.
- The daily lunch serve consists of 5 components, and a student must choose at least 3 components, one of which MUST be a fruit or vegetable.
- Students may bring lunches from home rather than eating a cafeteria-prepared lunch. It is assumed that such a lunch has the parent's approval. However, no soda pop may be brought to school to drink at lunch time or throughout the day. Energy drinks of any kind are strictly prohibited. Also, students bringing candy, potato chips, corn chips, and so forth should only bring enough for themselves. Many parents do not want their children to eat such food at lunch time, and so we request that students not share any item with their friends.
- With the Point of Sale system, we encourage parents to send in lunch money for their child's account in advance. Charges are discouraged. Please also keep in mind that your deposit will need to cover any extra menu items that your child may purchase. You may deposit as much money as you would like into your child's account. Deposits to cover more than one week at a time are encouraged, but not mandatory. If possible, deposits should be made by check. If that is not possible, cash is also accepted. Checks can be mailed to the school payable to the Smethport Cafeteria Fund, or sent to school with your child. You must also fill out a School Lunch Deposit Slip with your child's account number, amount of the deposit, and the child's name, or have this information with the deposit. A cafeteria employee will sign the School Lunch Deposit Slip when it is received, and return a copy to you as your receipt.
- Students in 1st grade will be inputting their ID #s in the cafeteria at the start of each new school year. These ID #s will be the same through 12th grade. Please go over them with your child.
- If you have any questions about your child's account, please feel free to call the Elementary Cafeteria at 887-5012 ext. 3309.

CLASS SCHEDULE

- Students are not to be in the building before 7:30 am. Please do not drop students off before this time.
- Students should be picked up no later than 3:00 pm. Supervision is not available after 3:10 pm.
- Kindergarten through Sixth Classes begin 8:10 am Tardy after 8:15 am
- Early Van 2:40 pm Pick-up/Walkers 2:50 pm Regular Bus 3:00 pm
- Grade level times for lunch and recess will be scheduled prior to the start of each school year.

COMPUTER USE

- Students are granted access to computer accounts on our Local Area Network for academic use. Computers are available for students to use educational programs, do research, and to use for school assignments. Please use this privilege to learn all you can. Do not abuse the privilege, the equipment, the software, or materials. Do not type anything on a computer at SAES that you would not want any student, teacher, or administrator to see.
- “Hacking” or accessing any material that you are not authorized to access is a serious offense and could result in the restriction of computer privileges. Do not attempt to run any programs that are not on your desktop computer or access any files outside your own directory.
- Do not access the Internet or other resources unless you and your parent/guardian have signed the SAES Internet Agreement and follow the rules contained in the agreement.
- Each user will be held responsible for any alterations of a computer that occur when he/she is working at that computer or while such computer has been signed over to the user.
- Please refer to SASD Policy 815 for additional information about acceptable computer use.
- All students must have an acceptable use form on file in the office as well as a device agreement.

CUSTODIAL RIGHTS

The school district will direct all communications to the student’s natural parents or guardians. When custodial rights are changed, the school should be presented with legal documentation. Court Orders of this nature should be registered with the principal. The school may request notarized statements where custodial arrangements are informal.

Legal Parents/Guardians not living at the same address as the student may request school information by contacting the building secretary.

DRESS CODE

Because of the ages of elementary children, a dress code is not as strictly enforced as at the high school level. However, there are some restrictions that are necessary for reasons of safety or to prevent distractions.

1. Students must wear shoes, boots, or other types of soled footwear. They may not just wear socks or go barefoot in the school.
2. Safe footwear is needed. Therefore, footwear with cleats may not be worn in school. Sneakers with wheels may not be worn in school. Students will also be discouraged from wearing ‘flip-flops’.
3. Profane or vulgar sayings may not be worn in school. This includes clothing advertising alcohol, cigarettes, tobacco products, or other drugs or drug paraphernalia.
4. Halter tops, short shirts, and “short shorts” are not appropriate for school situations and may not be worn. If a student’s underwear shows when he/she sits down, the clothing is inappropriate.

Violators of the dress code will be removed from the classroom and required to remain in the Elementary Office until a change of clothing can be obtained.

GRADING PROCEDURES

Below are the percentage grading standards for the Smethport Area School District

Letter	Percentage
A	95-100
A-	93 - 94
B+	91 -92
B	87 - 90
B-	85 - 86
C+	83 - 84
C	76 - 82
C-	74 - 75
D+	72 - 73
D	67 - 71
D-	65 – 66
F	below 65

Grades are determined by the teacher based on (but not limited to) homework, tests, workbooks, projects, and class participation. Grades of O, S+, S, S-, and U are also given on special subject areas of art, instrumental music, physical education, library, and vocal music as well as subject areas that are largely teacher directed (i.e. handwriting).

The Smethport Area School District has an online grading system. Parents are able to monitor their child's progress in each class by logging onto this system from any computer with internet access. The link to the system is found on the district's website at www.smethportschools.com. Parents are assigned a username and password that enables them to access grades and classroom information for their child(ren). Questions on usernames, passwords, or a login difficulty can be directed to the elementary office.

HONOR ROLL and ROLL OF DISTINCTION

During the grade level award assemblies held at the end of the school year, students who have all A's, B's, O's, S+'s, and/or S's for the all marking periods will receive a Certificate of Superior Achievement. Honor Roll consists of all A's and/or B's as well as O's and/or S's for all four marking periods. Roll of Distinction consists of all A's as well as O's and/or S's for all four marking periods.

DEFICIENCY REPORTS

Any student who appears to be doing unsatisfactory work at the midpoint of a marking period will have a deficiency report sent home to his/her parents. As a parent/guardian, you are encouraged to discuss these reports with your child and to contact the teacher for advice on how your child can improve his/her academic performance. The report is to be signed by the parent and returned to the school.

GUIDANCE SERVICES

The Elementary Guidance counselor conducts a variety of services for the students of our school.

These services include, but are not limited to, educating our students on dealing with bullying behavior, counseling students/parents about academic, social or adjustment problems, and acting as a liaison between the school and community-based organizations such as Mental Health and CYS.

If you wish to speak with the Guidance Counselor, please call 887-5012.

HEALTH SERVICES

If a student is not feeling well, he/she should not report to school. Stay home and return to regular school when symptom and fever free (less than 100 degrees) for 24 hours without fever reducing medications. Consult with your doctor or personal care provider (PCP) if his/her symptoms do not improve and obtain any necessary testing/medicine at the direction of your doctor or PCP.

The Nurse's Office is open throughout the school day. Just call or come to the Elementary Office whenever you wish to speak with the Nurse, and we will make the appropriate arrangements.

Unless a pupil's life is obviously in serious danger, or serious injury would result from delay, the parents of the pupil will be consulted before any major treatment or disposition is arranged. If a dire emergency exists, the child will be taken to the hospital by ambulance, and efforts to contact the family will be continued. If an emergency situation does not exist, the child will be kept in school until transportation arrangements can be made. The responsibility of transportation rests with the parents. School officials will notify the parents that the child is injured or ill. When both parents work, provisions should be made by the parents to care for sick children.

If medical treatment is required from a doctor, dentist, or hospital, payment for such treatment is the responsibility of the parents and/or their medical insurance carrier.

Whenever a child is too sick to remain in school, the parents will be contacted. It is the parents' responsibility to make arrangements for the child to be transported home. Please note on the emergency card who is to be contacted if neither parent can be reached. Also, if both parents work, note on the emergency card which parent we should try to call first.

The following guidelines are based on board policy #209:

1. Students entering the Smethport Area School System from another district may be requested to have a medical examination if adequate health records are not available.
2. Kindergarten and sixth grade students are required to have a medical examination by the school physician or family physician. The nurse will notify parents when they are due.

3. All students will be given a vision screening test and will be weighed and measured annually. In addition to height and weight, it is now required by the state of PA that a body mass index be completed on all students yearly. A letter will be sent home with your child's results.
4. Hearing screenings are given to Kindergarten through third grade students.
5. Dental examinations are given to Kindergarten and third grade students. The nurse will notify parents when they are due.
6. Lice can infest anyone—no matter how clean you keep your family. Don't be embarrassed if lice come to your house—they like everyone! To prevent lice from spreading, students found with lice will immediately be removed from the classroom. The Nurse will contact the parents and give instructions on how to get rid of the lice. The student will be excused from school for up to one day in order to have treatment. Absences longer than one day will be marked illegal. All nits (the white egg sacs) must be removed before the students may return to school. The Nurse will check the student before the student will be permitted to go to the classroom.
7. If your child has a fever (temperature of 100° or above), they should not be in school. They must be fever free for 24 hours (without fever reducing medication) before returning to school.
8. All students must be immunized, unless exempt for religious reasons, against specific diseases in accordance with state law and regulations. A certificate of immunization, as required by the Pennsylvania Department of Health, must be maintained as part of the health record for each student. Vaccinations are required per PA State Guidelines. A student may be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization. A student who has not been immunized, unless exempt for medical or religious reasons, in accordance with state regulations shall not be admitted to or permitted to attend district schools. However, a student may be provisionally admitted by the Superintendent after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth day of attendance. All physical, dental, and medication forms are available on the District website under the Nurse's Corner.

MEDICATIONS

In order to protect your child as well as employees of the school district, and in accordance with Board Policy #210, the following procedure concerning the giving of medicine to students is in effect. Please read this procedure carefully, and if you have any questions, call the Elementary Nurse at 887-5012. No exceptions to this procedure are permitted.

1. No medicine of ANY KIND may be given to students by school personnel without a doctor's written order. This includes ibuprofen, cough medicine, cold tablets, and so forth.
2. The doctor's written order must contain the following information and be on file with the Elementary Nurse.
 - a. Child's name

- b. Name of medication
- c. Times and how often the medicine is to be given
- 3. In addition to the doctor's order, you as the parent or guardian must send a written request to the school asking us to give the medicine to your child.
- 4. Finally, the container for the medication MUST have:
 - a. The name of the medication
 - b. The name of the student
 - c. The name of the doctor
 - d. The directions on giving it

Without each of the above steps being completed, the nurse will NOT be able to give your child any medication no matter how serious the illness.

However, a standing order for epinephrine auto-injector from the school physician will allow school health staff and trained teachers or support staff to administer epinephrine in the event of anaphylaxis emergency. If the epinephrine auto-injector is administered, 911 will be called immediately.

An over-the-counter permission form will be sent home at the beginning of each school year. Standing orders are in place for the medications listed on that form. It must be signed by a parent and on file for your child before any of those medications can be administered.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss the decision, review and sign the opt-out form.

The Pennsylvania School Code, Section 1414.10 was amended to include Sun Protection Measures for students permitting school entities to allow the application of sunscreen. Parents/guardians may choose to supply their child with non-aerosol topical sunscreen if it is approved by the U.S. Food and Drug Administration.

There are two "Non-Aerosol Topical Sunscreen Use" forms that need to be completed (a parent form and a student form). The forms will be sent home with students at the beginning of each school year and can be located on the Smethport Area School District's website under the Nurse's Corner link.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program is a program designed to help students overcome barriers to learning. Trained staff and faculty are available for identification and referral of students recommended for SAP services. With parental consent, students may be referred to out-patient counseling services, school-based services, case management, or monitoring. All services are

strictly confidential. If you would like more information or to refer your child, please contact the Guidance Counselor at 814-887-5012.

SPECIAL EDUCATION SERVICES

Students who are eligible for and in need of special education programming, related services, and/or gifted education services shall receive services under the Individuals with Disabilities Education Act (IDEA).

Child Find

Smethport Area School District is responsible to locate, identify, and evaluate students suspected of being a child with a disability who may be eligible for and in need of special education programming and related services. Various screening methods across grade spans are utilized to determine a student's needs and identify instructional interventions, support, and services that will enable a student to make reasonable academic progress in the general education curriculum despite learning challenges.

Screening activities include, but are not limited to: review of a student's individual grade level performance data (cumulative records, enrollment records, report cards, etc.), hearing screening, vision screening, motor screening, and speech and language screening. In the event that instructional interventions, supports and services do not result in a student making reasonable academic progress in the general education curriculum, the data collected through the screening activities, in addition to evidence obtained through a formal educational evaluation, will be used to assist school staff and parents in determining if a student is possibly an exceptional school-aged person eligible for and in need of special education programs and services.

Screening

Kindergarten students are screened at the beginning of the school year to address readiness skills in literacy, numeracy, fine motor, gross motor, social/emotional, and speech and language skills. At that time, existing concerns are shared with parents and appropriate staff members. The progress of the student is monitored to determine if there is a need for a follow-up evaluation for services.

Smethport Area Elementary School conducts local assessments at each grade level. These assessments include, but are not limited to: AIMS probes, Study Island, STAR, and various benchmarks in ELA/Math. Student data is analyzed and reviewed during data team meetings. Through data analysis, students in need of academic and/or behavioral supports/interventions may be identified. The student's parent/guardian is notified regarding the concerns and data. Instructional/behavioral interventions are put into place to meet the student's needs. If reasonable progress is not being made, parents will be notified regarding a need for an evaluation. An evaluation will assist school staff and parents in determining if the student is eligible for and in need of special education programming and related services.

At any time, a parent/guardian may initiate a referral for an evaluation that will determine if their child is eligible for and in need of special education programming and specially designed instruction. Referrals may be initiated through the Principal or the Director of Special Education.

Gifted Screening

Students can be identified as potential candidates for a Gifted Individualized Education Plan (GIEP) by classroom teachers, parents/guardians, or other school personnel.

Referrals are made by written request to the building principal or the Director of Special Education. The building principal or Director of Special Education will immediately, upon receipt, give the written request to the School Psychologist. Within 10 calendar days of the receipt of the written request, the School Psychologist will acknowledge the referral in writing by sending a letter to the parents/guardians explaining the gifted screening process, including procedural safeguards.

Please note: Screening activities do not serve as a barrier to the right of a parent to request a formal evaluation, at any time, including prior to or while conducting screening activities. Informed parental/guardian consent is required prior to the initiation of a formal evaluation process.

Evaluations

- Chapter 14 (Special Education)
 - Evaluation is the procedure used to determine if a child has a disability and if the disability is of the nature and extent that a child would be eligible for special education programming and related services. Evaluation procedures used are determined by an Evaluation team, which includes the parent/guardian. Parents are asked to provide permission to conduct the evaluation via a Permission to Evaluate form (PTE). The evaluation team takes into consideration cultural issues as they determine the assessment tools that will be administered for the student. A single test or procedure cannot be the sole factor in determining if the child is eligible for and in need of special education programming and related services. The initial evaluation shall be completed and a copy of the evaluation report shall be presented to the parent/guardian no later than 60 calendar days after the District receives written parental consent.
- Chapter 16 (Gifted Education)
 - The Gifted Multidisciplinary Evaluation (GMDE) follows state guidelines for assessment and eligibility; see the “Parent Guide to Special Education for the Gifted” for details. The GMDE includes administration of a psycho-educational assessment, which includes an intelligence test and achievement test, at a minimum. Information gathered throughout the screening process is compiled into a Gifted Written Report (GWR). If the student scores a Full Scale IQ greater

than or equal to a standard score of 126 and exhibits multiple criteria of giftedness, the student is deemed Mentally Gifted. The district will convene a Gifted Individual Education Plan (GIEP) team meeting in order to develop an appropriate educational plan for the student. If the criteria are not met, the student is ineligible for gifted services under Chapter 16 and a Notice of Recommended Assignment (NORA) will be issued with the final copy of the GWR. Parents/guardians are kept informed at every stage of the screening process and their input is actively sought. Parents also have the right to contest the decision made.

- Independent Educational Evaluation
 - The parent/guardian of a child with a disability has the right to obtain an independent educational evaluation of his/her child, subject to the provisions outlined below. The parent/guardian will be provided, upon request, information about where an independent educational evaluation may be obtained, and the LEA criteria applicable for independent educational evaluations as set forth below. An “independent educational evaluation” means an evaluation conducted by a qualified examiner who is not employed by the LEA and “public expense” means that the LEA either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent.
 - If a parent/guardian requests an independent educational evaluation, the District may ask the parent/guardian’s reason why they have objection to the District’s evaluation. The explanation by the parent/guardian is not required and the District shall not unreasonably delay either providing the independent evaluation at the District’s expense or initiating a due process hearing to defend the District’s evaluation.
- Parent Initiated Independent Evaluation
 - If a parent/guardian obtains an independent evaluation at private expense, the result of the evaluation must be considered by the District; if it meets, the District’s criteria in any decision made with respect to the provision of FAPE to the child and may be presented as evidence at a hearing under this subpart regarding that child.
- Program Development
 - Smethport Area School District is required to provide a free and appropriate public education (FAPE) to children with disabilities who are determined, through the evaluation process, to need special education and related services under IDEA and 22 Pa. Code.
 - If a child is identified by the District or an Early Intervention provider as possibly being in need of special education and related services, the parent/guardian will be notified of applicable procedures and receive a copy of the Procedural Safeguards Letter/Notice. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- Autism
 - Deaf/Blindness
 - Visual Impairment
 - Deafness
 - Hearing Impairment
 - Other Health Impairment
 - Multiple Disabilities
 - Intellectual Disability
 - Specific Learning Disability
 - Traumatic Brain Injury
 - Developmental Delay (age 3-school age)
 - Orthopedic Impairment
 - Emotional Disturbance
 - Speech/Language Impairment
 - Mentally Gifted
- The legal definitions of these disability categories, which schools are required to apply under IDEA, may differ from those used in the medical and clinical practices. Under Section 504 of the Federal Rehabilitation Act of 1973, and under the Federal Americans with Disabilities Act, some school age children with disabilities who do not meet the criteria outlined above might be eligible for special protections, adaptations, and accommodations in instruction, facilities and activities.
 - Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to one or more areas of the school program.
 - The Individuals with Disabilities Education Act (I.D.E.A.) intends to provide greater access to children with disabilities to the general curriculum. Such programs are also available at the McKean County Prison.
 - After an evaluation team has determined that a child with a disability is eligible for special education, an IEP team develops an educational program. The Individualized Education Plan (IEP) is based on the evaluation that identifies the type of service, the level of intervention, and the location of intervention. The IEP team must include: LEA representative, general education teacher, special education teacher, child's parent, and the student (if 14 years of age).
 - The IEP team determines the type and intensity of special education and related services that a child needs based on the individualized program of special education and related services that is developed. Parents/guardians of the child have the right to be notified of and to participate in all meetings of the IEP. The IEP is revised as often as warranted, but must be reviewed annually. The law requires that the program and placement of the child, as described in the IEP, be reasonably calculated to ensure meaningful educational progress to the student at all times. IEP's contain a statement of present educational levels of performance, annual goal(s) established for the child, and a statement of the special education

services and/or related services. For students who are 14 years or older, the IEP also includes an appropriate transition to assist in the attainment of post-secondary objectives. SASD must invite the child to the IEP team meeting at which the transition plan is developed.

- A student's special education placement must reflect the least restrictive environment (LRE) in which the student's educational needs can be addressed. All students with disabilities must be educated to the maximum extent appropriate with students who are not disabled as determined by the IEP team. Services include a continuum of support from itinerant support services to pull out support services. In addition, the District collaborates with a variety of PDE approved educational programs and placement outside the students regularly attended school district.
- Services for Protected Handicapped Students
 - In compliance with state and federal laws, and 22 Pa. Code, Chapter 15, the school district will provide to each protected handicap student without discrimination or cost to the student or family, the related aides, services or accommodation which are needed to provide equal opportunity to participate in and obtain the benefits of school programs and extra-curricular activities to the maximum extent appropriate to the student's abilities.
 - To qualify as a protected handicapped student, the student must be of school age with a physical or mental disability that substantially limits life activity and prohibits participation in or access to an aspect of the school program. These services and protections for handicapped students are different from those applicable to all students eligible for or thought to be eligible for special education services. Parents may initiate an evaluation of the student at any time. Parents who are in need of more information pertaining to the process, procedures or provisions of services to protected handicapped students, should communicate with the Procedural Safeguards (Mediation, Prehearing Conference, Due Process Hearing)
 - Procedural Safeguards protect the rights of students and parents/guardians. These safeguards include the understanding that parental consent is always required to conduct an initial evaluation, conducting a re-evaluation, initially placing an exceptional or eligible child in a special education program, and disclosing unauthorized persons personally identifiable information. Parental consent may be revoked at any time.
 - SASD will notify parents/guardians in writing whenever it wants to begin, change, or discontinue special education and related services and in doing so will provide parents with a comprehensive written description of their parental rights.
 - The District will notify parents in writing when it proposes to or refuses to: conduct an evaluation or reevaluation or initiate or change the identification or placement of a child. The District will notify parents/guardians when it refuses to provide an independent educational evaluation at public expense, conduct an evaluation that the parent requests, and/or make changes to an IEP when requested to do so by parents/guardians.
 - Parents/guardians who disagree with actions, proposed or refused by the District

have the right to request mediation, pre-hearing conference, a due process hearing or file a complaint as outlined in IDEA.

- Parents/guardians may request mediation by checking their choice on the Notice of Recommended Educational Placement or by letter. A pre-conference hearing is between the District and the parents/guardians. Either party may waive the right to a pre-conference hearing. Through this process, the District, parents/guardians, and attorneys representing each attempt to resolve the dispute. If the dispute is not resolved, the parent/guardian may request an impartial due process hearing with an independent hearing officer, or if a hearing has been scheduled, move to the due process hearing. Parents/guardians requesting a due process hearing must notify the school in writing of the nature of the problem with the school's proposed or existing program, placement, evaluation, or identification; the facts relating to such a problem; and a proposed resolution to the problem to the extent known and available to the parents/guardians at the time. This notice is required and failure to provide such notice may diminish or extinguish a claim for attorney's fees and costs if counsel represents the parents/guardians.
 - Upon request, SASD will make available the following printed information in the Office of Student Services:
 - information regarding special education programs and services
 - procedural safeguards
 - due process right
 - information pertaining to the awarding of or prohibition of attorney's fees
 - information regarding guidelines for parental claims for tuition reimbursement
 - information pertaining to the discipline and suspension/disciplinary exclusion of eligible students
 - information relating to the procedures to be followed when a referral to law enforcement and judicial authorities is pursued.
- Complaint with the Bureau of Special Education, Department of Education
 - Parents/guardians who believe the special education procedures and requirements outlined in federal and state laws have not been adhered to by the District in regards to the identification, evaluation, educational plan development, and/or implementation of the IEP may file a written complaint with the Bureau of Special Education by calling the Special Education Consult Line at 1-800-879-2301.
- Communication
 - If a person has questions regarding the contents of any of this notice or is in need of further information about child find, screening and evaluation procedures, (including purpose, time, and location), provisions of special education programs and services, and/or on the rights of parents and children, including the right to due process procedures, should contact any school administrator or guidance counselor at the following telephone numbers:
 - Supervisor of Special Education 814-887-5545

- Elementary Administration and Counselor 814-887-5012
- If the parent/guardian needs this document in his/her native language, an interpreter or support for assistive technology for communication purposes, the school district will arrange for the services for the parent/guardian. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

HOMEWORK

Students will be assigned homework appropriate to their individual grade levels. It is the school's expectation that all homework be completed by the due date. Grade levels have either a home/school communication folder or a homework assignment book. Please be sure to check for your child's folder or book nightly and initial.

Parents are encouraged to assist their children with homework completion—creating a quiet place to work at home, maintaining a consistent time each night that work is to be completed, providing help when needed, checking that work has been finished, and reminding children to take breaks. If you feel that the amount of homework becomes challenging for your child, please contact your child's teacher to discuss strategies that you can try at home.

Also, be sure to check for the homework expectations that your child needs to follow.

Individual teachers or grade levels will have more specific homework guidelines of which you will want to make yourself aware.

Suggestions for the amount of time spent on homework each night:

Kindergarten: 15 min.

1st-2nd Grade: 15-30 min.

3rd-4th Grade: 30-45 min.

5th-6th Grade: 30-60 min.

LIBRARY

Each student will have library access on a regular schedule. Each student is encouraged to check out books for recreational reading and for research.

- Books are checked out for four (4) school days at a time, to coincide with class schedules, and they can be renewed.
- No fines or charges for overdue materials.
- Lost or damaged items checked out to a student will require a parent or guardian to pay the replacement cost to the library. If the lost item is later found and returned to the library in usable condition, the money will be refunded.
- K-3 classes are asked to transport books in a plastic bag inside backpacks to protect them from leaking water bottles, juice boxes, etc.
- In order to check out movies, students must have parents sign a permission slip giving parental permission.

LOST and FOUND

A lost and found display is kept near the Elementary Office. Any item found without a name is placed in this area. Students or parents can claim these items. We do not attempt to determine true ownership of unmarked items. Unclaimed items are given to local charities or disposed of after two weeks. Please be sure to write your child's name on all personal items.

MUSIC PROGRAMS

The Smethport Area Elementary School has two special music programs, Instrumental Music (Band) and Elementary Chorus, for students in Grades 4, 5, and 6. Students may participate in the following programs on a voluntary basis as described:

- Instrumental Music/Band: The School District provides a certified instrumental music teacher who gives lessons during school to students participating in the program. Students who maintain a certain level of proficiency are then permitted to join the Elementary Band (Beginning/Advanced). The Band gives a winter and a spring concert each year as well as participating in other special activities.
- Elementary Chorus: A certified music teacher supervises the choral program. Students will learn to follow a director's lead and, depending on the abilities of the group, learn to sing in parts. The Chorus gives a winter and a spring concert each year as well as participating in other special activities. Since only a limited number of students can participate in Chorus, students selected for Chorus are expected to remain in it for the entire school year.

PARENT - TEACHER CONTACTS/ CONFERENCES

Teachers are pleased to discuss with parents any questions or concerns about their child or educational program. However, the educational program functions best with the fewest interruptions.

We would like to take this opportunity to encourage your cooperation in following a few basic guidelines to effectively communicate with school personnel:

1. Parents/guardians should communicate first with teachers regarding classroom problems.
2. Appointments for private conferences with teachers should be made in advance by contacting the secretary at 814 - 887- 5012.
3. All visitors to the school are to report to the office.

Problems which cannot be resolved during parent-teacher conferences should be taken to the building principal. Parent-Teacher Conferences are conducted yearly. Please refer to the school calendar for exact dates.

PARENT TEACHER ORGANIZATION

The PTO provides an enormous amount of support to the school. The money collected from the various fundraisers throughout the school year allow us to have the "extras" that help to provide a well-rounded program for the school. The members work very hard and can use any and all help. If you are able to assist in any way, please, call one of the officers to volunteer.

Meetings are held on the first Tuesday of the month at 6:00 pm at the Elementary School.

Sarah Smith – President

Vicki Neely – Vice President

Torri Johnson – Secretary

Alexis Okerlund – Treasurer

PICKING UP YOUR CHILD

If you wish to pick your child up during school hours, please contact the Elementary Office. The secretary will then call your child(ren) to the Office, and you can take your child(ren) with you. Do NOT go directly to the classroom; no teacher or aide is permitted to release a child unless notified by the Elementary Office staff.

If you wish to pick your child up after school, please send a written note with your child to school, fax a note OR come into the office to sign the change of transportation form. Your child's name will be on a 'pick-up' list that a school staff member reviews before releasing a student. All students getting picked up at dismissal time will exit through the circle by the High School Gymnasium. No one will be permitted to wait inside the building for pick-ups at all. Parents should wait in their cars. All pick-ups will be dismissed by 3:05 pm. Your help and cooperation is greatly appreciated as we work together to maintain the safety of all students. (See "Pick-Ups" section)

POSSESSION and USE of LASER LIGHTS on SCHOOL PROPERTY

Students are not permitted to have in their possession or use laser lights on school property. The Smethport Area School District recognizes its responsibility as an educational institution to be in the vanguard in promoting sound public policy, especially when it relates to public health, safety and comfort. The district recognizes that the inappropriate possession of laser pointers presents serious possible risks to persons.

Possession - shall include, but not be limited to the following conditions: a student is in possession of a laser pointer when the laser pointer is found on the person of the student; in the student's locker; under the student's control while he/she is on school property, on property being used by the school, at any school function or activity at any school event held away from the school; or while the student is on his/her way to or from school.

Students may possess and/or use laser pointers with the expressed written consent of the building principal and/or the purpose, manner, and duration outlined in said consent.

Penalty - The possession and/or use of a laser pointer as set forth in this policy shall be considered a Level II offense.

The possession and/or use of laser pointers by non-students/non-employees while on school

property, at school-sponsored functions or activities, at any school event held away from school, on property being used by the school or on any public conveyance providing transportation to a school or school-sponsored functions or activity is prohibited unless expressed written consent of the building principal is obtained.

SCHOOL ALERTS

School Alerts is a self-service, web-based, emergency notification system that empowers the school to send urgent news to your cell phone, home phone, or email account. Once you sign up for this service, the school can text your cell phone, send a message to your landline, or send an email with timely information about cancellations, severe weather warnings, fire, crime watch, power failure, boil-water advisory, or other event.

Sign up online at www.smethportschools.com (under Parent section, click on PowerSchool) to receive alerts from the Smethport School District about potential, developing, or existing emergencies.

SCHOOL CLOSINGS/EMERGENCY DISMISSAL

If it becomes necessary to close school due to inclement weather, the closing will be announced on the following stations:

Smethport	WQRM	106.3 FM	Bradford	WESB 1490 AM
Coudersport	WFRM	600 AM	Kane	WLMI 103.9 FM
Olean	WPIG	95.7 FM	Port Allegany	WHKS94.9 FM
St. Marys	WKVE	97.5 FM		

All students must have on file a plan for emergency dismissal. These plans will be easily accessible to office personnel and teachers in the event of an emergency (i.e. early dismissal).

SENDING MONEY TO SCHOOL

Children, at times, bring money to school for different purposes. Often they do not know which amount is for what purpose, and they sometimes lose the money before they arrive. Parents can help teachers by placing money in envelopes clearly marked with the child's name, the amount of money enclosed, and the purpose for which it is intended. It is also a great help to teachers if they do not have to make change. Please, do not allow your child to bring money to school unless there is a specific need for the money. Generally speaking, children should not have money in school.

SEXUAL HARASSMENT

It is the policy of the Smethport Area School District to maintain a learning and working environment that is free from Sexual Harassment. The School District prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of Smethport Area School District to harass a student or an employee through conduct or communication of a sexual nature

as defined by this policy.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School District.

Any person who believes he/she has been the victim of sexual harassment by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to the Superintendent.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

TECHNOLOGY/CELL PHONES

Smethport Area School District encourages the use of technology to advance learning. However, a distinction between educational technology and entertainment technology exists.

Entertainment devices, such as radios, music players, earphones for music or gaming, gaming devices, cell phones, laser pointers, etc. are not normally permitted during school hours. This means that they must be turned off and put away between 8:15 am and 3:00 pm. Otherwise, they may be confiscated and turned into the Office.

A student (first offense) may pick up his/her device at the end of the school day from the principal. A discipline referral will be issued for the first offense. **All subsequent offenses will require that a parent/guardian pick up the device from the Office.** Discipline referrals will be issued for all subsequent offenses.

No pictures or videos are to be taken at any time using student cell phones or electronic devices while at school.

Failure to surrender a phone/personal electronic device when observed in violation of the cell phone policy will be considered an act of insubordination. Therefore, the student will face immediate disciplinary action per the student code of conduct.

Be advised that you assume the risk if you bring an electronic device to school.

ONE-TO-ONE DEVICE PROGRAM

Smethport Area School District is pleased to provide each student in grades K-6 a personal device (Chromebooks K-6) for school-related tasks. Students may not deface or destroy this property in any way. Students will be issued one device for the school year. The goals for the 1:1 program are as follows:

- Enhance learning for all students
- Provide equal access to technology for the purpose of individualized instruction

- Strengthen 21st century college and career readiness, such as problem solving, critical thinking, communication, collaboration, and creative processes

The District has device insurance, available for purchase, to help offset any potential damage. Purchasing insurance is not required, but highly recommended. A Device Loan Agreement and Student/Parent Agreement must be signed prior to the issuance of the device.

Any issues with the device (malfunction, damage, theft, cracked screen, etc.) must be reported to the school regardless if the device is insured or not. Students should take the device to their teachers for inspection. If a device is not insured, parents/guardians and students will be responsible for any repairs/replacement costs. If necessary, unpaid bills will be turned over to the district magistrate for collection.

Any intentional or negligent damage by a student to a device will be subject to discipline for “Destruction of School Property.” Repeated damage to the device by a student will result in restricting privileges and device use.

The device may be used for non-commercial purposes, in accordance with District policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes. Students must, while on school grounds, be connected to the District wireless network.

TERRORISTIC THREATS and ACTS

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

The Board also recognizes that terroristic threats and acts disrupt the effective learning conditions within the school. A student who makes a terroristic threat or does a terroristic act is not acting as a responsible student and citizen.

Terroristic threat means a threat to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly or facility of transportation or otherwise cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

Whenever a terroristic threat or terroristic act is directed at the School District and/or a member or members of the School District community, the Superintendent, or designee, shall promptly notify law enforcement officials.

Whenever a student makes a terroristic threat or commits a terroristic act concerning the

School District, the Superintendent, or designee, shall promptly:

1. notify law enforcement officials
2. institute suspension and/or expulsion proceedings, when necessary

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, the student shall be subject, upon return to school, to random searches.

In the case of exceptional students, the District will take all the steps necessary to comply with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et. seq.).

TOBACCO POLICY

The Smethport Area School District is committed to protecting the public health and to provide for the comfort of all parties by controlling tobacco use on all school property.

School property includes all buildings, lands, grounds, buses and vehicles owned or leased by, or under the temporary or indefinite control and possession of the district, specifically to include school buildings, parking lots, leased and owned vehicles, athletic and recreational facilities and other sites owned by others but under temporary district control or use.

This policy is intended to ban the possession and use of tobacco products for the foregoing reasons and to comply with Act 168 of 1988 and Act 145 of 1996.

I. Tobacco Use Prohibition—Students

- A. **Offense Defined**—A pupil who possesses or uses tobacco in a school building, a school bus or on school property (as defined above) commits a summary offense and violation of this policy.
- B. **Penalties**—A pupil who commits an offense under this policy shall be subject to prosecution initiated by the school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district, and to pay court costs. In addition, any pupil found to be in violation of this policy shall be subject to the following penalties:

First Offense Three (3) day in-school suspension or until a parent conference is completed

Second Offense Five (5) day in-school suspension and a parent conference

Third Offense Nine (9) day in-school suspension and a parent conference

Fourth Offense Propose six-week expulsion

Fifth Offense Propose one semester expulsion

On the first and subsequent violations students will be referred to the local magistrate as well as the SAP program.

- C. **Definitions**—“tobacco”—a lighted or unlighted cigarette, cigar, pipe or other lighted/unlighted smoking product and smokeless tobacco in any form.

- II. Tobacco Use Prohibition—Employees and general public
 - A. Offense Defined—The use of tobacco products by employees and the general public is prohibited on or in school property at all times.
 - B. Penalties—Employees violating this policy shall be subject to such disciplinary measures as permitted by law, including verbal warnings, written warnings, suspension without pay and discharge as the circumstances warrant. A circumstance warranting the imposition of discipline more severe than a verbal warning shall be repeat violations of the prohibition against tobacco use.
 - C. Any adult pupil or visitor to the Smethport Area School District found to be in violation of the prohibition against tobacco use shall be ejected from district property. Refer to Smethport Area School District Policy #5150.1

VACATION TRIPS

Many times, parents wish to take their children on a vacation during the school year. The School Code of Pennsylvania permits students to be absent from school for educational trips—not vacations. Therefore, if you wish to take your child on a trip, please notify the Elementary Office at least a week in advance. You will be given a form asking the dates of the absence, the locations to be visited, and specific items of educational value the student will see.

If a trip is approved, the child is then given an excused absence for the trip. In order to keep up with the classmates who will still be in school and to maintain the school work, the child must do some studying on the trip. We try to keep the amounts reasonable, but the work is necessary. Your child(ren) should notify the teachers involved as soon as possible before the trip, so assignments can be selected and prepared.

In order to be sure that educational trips do not coincide with PSSA testing, contact the office before making plans for trips in March thru May. Educational trips will not be approved if scheduled during PSSA testing periods.

If you have any questions, please be sure to telephone the Elementary Office (887-5012) before taking the trip so all your questions will be answered.

NOTE: Students who go on trips that have not been approved in advance are considered illegally absent, and the parents may be subject to prosecution for the students' truancy.

WEAPONS VIOLATIONS

The Smethport Area School District recognizes its responsibility as an educational institution to be in the vanguard in promoting sound public policy, especially when it relates to public health, safety and comfort. The district recognizes that the inappropriate possession of firearms and/or other weapons presents serious possible risks to person and property. These guidelines are further intended to convince young people of the critical importance of firearm and/or weapon safety.

Weapons—For the purpose of these guidelines, weapons shall include, but not be limited to, devices and materials described in Act 26 of 1995 and subsequent revisions: any look-alike

weapon, any knife, cutting instrument, cutting tool, nunchaku stick, firearm, shotgun, rifle, and any other tool capable of inflicting serious bodily injury.

The possession and/or use of firearms and/or weapons by students, staff, or general public is prohibited on or in school property, at school-sponsored activities or on any public conveyance providing transportation to a school or school-sponsored activity. The prohibition shall extend to possession and/or use off or away from school property to students when under the jurisdiction or control of the district, and by the general public at any time while on or in school property. Notwithstanding the following:

These guidelines shall be communicated by such means, including student newsletter, student handbook, or posting, and in such manner as determined by the building principal and/or supervisor.

1. The building principal, supervisor, and/or designee shall fully investigate any allegation of the possession or use of a weapon by any individual while on or in school property which is under his/her jurisdiction.
2. Proper care shall be taken to ensure the safety of all persons who may become involved in the incident and to isolate the individual(s) posing the danger.
3. In the case of firearms the appropriate law enforcement authorities shall immediately be notified and, if deemed necessary, their help requested. Where other weapons may be involved, the law enforcement authorities may be notified and, if deemed necessary, their assistance requested.
4. The firearm, or other weapon, shall be confiscated. Where a clear and present danger is evident, assistance from the appropriate law enforcement authorities shall be obtained.
5. The Superintendent shall be notified of the incident as soon as it is practicable.
6. The parent(s) and/or guardian(s) shall be notified of the incident as soon as practicable.
7. Whether such investigation shall prove founded or unfounded, the investigator shall submit a written summary to the Superintendent.
8. If such investigation shall prove founded, the Superintendent shall:
 - a. Determine whether or not to request the filing of criminal charges, and
 - b. Cause expulsion proceedings (for a minimal period of twelve (12) months) to be instituted against any student violating this policy, except that the Superintendent, for good reason, may institute lesser discipline as an alternative to expulsion, pursuant to other district policies. Where applicable, the district shall comply with the Individuals with Disabilities Education Act.
 - c. Report all violations of this policy to local police and all student violations of this policy to the Pennsylvania Department of Education (which reports shall contain the information requested by the School Code Sec.1302-A and Sec.1303-A). Refer to Smethport Area School District Policy #5152

DISTRICT PHILOSOPHY on SCHOOL DISCIPLINE

Child behavior management and discipline consists of strategies to promote appropriate behavior through positive behavior reinforcement as well as through the establishment and enforcement of district/classroom rules with corresponding consequences. These strategies are carried out across a wide spectrum of opportunities and include, but are not limited to, the physical design of the classroom environment, development of daily routines, student observation of proper behavior being modeled, consistent reinforcement of positive behavior, and the realization that consequences follow actions.

The purpose of learning behavior management and discipline concepts, skills and content is to provide a consistent framework for students and staff to guide behavior and consequences in the school setting. This allows for optimal learning and promotes the development of a student's social skills and self-regulation within a safe and productive environment.

Students best learn behavior management and discipline concepts, skill and content when they feel they have meaningful involvement in their school, have opportunities to be leaders, and are invited to form student/adult partnerships in an effort to improve their school. Our philosophy encourages using proactive measures to promote the development of responsible and empowered students.

SMETHPORT ELEMENTARY DISCIPLINE POLICY

Level I

Minor misbehavior on the part of the student which impedes orderly operation of the school/classroom. These misbehaviors can usually be handled by an individual staff member, but sometimes requires the intervention of other school support personnel.

Types of Misbehavior (including, but not limited to)

minor bus misbehavior	unacceptable demonstrated social relationships
inappropriate language	cheating/lying
dress code violation*	electronic device misuse
insubordination	restroom violation
non-defiant failure to complete assignments	general disregard of classroom rules

intimidation	
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* Please refer to the Dress Code section of the student handbook.

Procedures

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a conference with the counselor and/or administrator and possible parent/guardian. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member using a Discipline Referral Form.

Corrective Options (including, but not limited to)

verbal warning	parent conference
special assignments	assigned seat
counseling	loss of privileges
supervised study	behavior contract
teacher detention	detention/lunch detention

** The above list is based on Board policy. It provides examples of misbehaviors and consequences. It is not meant to be all-encompassing.

Level II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I disciplinary options, have failed to correct the situation. These infractions do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Types of Misbehavior (including, but not limited to)

continuation of unmodified Level I behavior	tobacco/related product possession
major classroom disturbance	leaving without authority
major insubordination	bus infraction
misuse of technology	
defiance	

* Please refer to the Tobacco Policy and Bus Pupil's Responsibilities sections in the student handbook.

Procedures

The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or responsible staff member to determine the most appropriate response. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. Parental notification and/or conference is initiated.

Corrective Options (including, but not limited to)

modification of schedule	withdrawal of privileges
in-school suspension	counseling
detention	parent conference
behavior contract	referral to outside agency
legal action	

** The above list is based on Board policy. It provides examples of misbehaviors and consequences. It is not meant to be all-encompassing.

Level III

Acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depending on the extent of the school's resources for remediating the situation in the best interest of all students.

Types of Misbehavior (including, but not limited to)

continuation of unmodified Level II behavior	assault/battery
fighting	harassment*
destruction of property (\$500 or less)	false fire alarm
possession/use of unauthorized substances*	threats to others
petty theft	

* Please refer to the Tobacco Policy and Sexual Harassment sections in the student handbook.

Procedures

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.

Corrective Options (including, but not limited to)

temporary removal from class	detention
out-of-school suspension	legal action
in-school suspension	referred to outside agency
restitution	withdrawal of privileges

** The above list is based on Board policy. It provides examples of misbehaviors and consequences. It is not meant to be all-encompassing.

Level IV

Acts which result in violence to another's person or property but whose consequences pose a threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the board of school directors.

Types of Misbehavior (including, but not limited to)

continuation of unmodified Level III behavior	arson
extortion	terroristic threat/act*
bomb threats	furnishing/selling/possessing unauthorized substances
possession/use of weapons*	destruction of property (more than \$500)
assault/battery	

* Please refer to the Weapons Violations, Terroristic Threats and Acts section of the student handbook.

Procedures

The administrator verifies the offense, confers with the staff involved and meets with the student. The student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted. A complete and accurate report is submitted to the superintendent for board action. The student is given a full due process hearing before the Board.

Corrective Options (including, but not limited to)

board expulsion	legal action
restitution	out-of-school suspension
homebound instruction	

** The above list is based on Board policy. It provides examples of misbehaviors and consequences. It is not meant to be all-encompassing.

Note: It is at the discretion of administration to determine if there will be a suspension of school sponsored activities.

BULLYING

Bullying is engaging in behavior that prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes the use of teasing, taunting, threats, coercion, repeated harassment, abuse, oppression, intimidation against students, school personnel, school visitors, or exclusion of anyone physically or psychologically. Please report any ongoing difficulty with teasing or bullying to the teacher, guidance counselor, or principal. The school personnel will make every effort to resolve the problem. Smethport Elementary School utilizes the Bullies2Buddies program for training and instruction on methods of conflict resolution, peer mediations, and anger management. The Bullies2Buddies program teaches students how to respond to bullying behaviors that are not physically harmful and can help to de-escalate the problem. Smethport Elementary School also promotes kindness and good will among students with the Rachel's Challenge Program. Students are encouraged to say kind words and do nice things. The PBIS (Positive Behavior Interventions and Supports) system as well as SEL (social-emotional learning) support students and encourages positive behavior and relationships.

TITLE IX COMPLAINT and GRIEVANCE PROCEDURE

Prohibition against Discrimination and Harassment/Title IX Sex Discrimination (including Sex-Based Harassment)

It is the policy of the District to maintain an environment for learning and working that is free from discrimination and harassment as defined herein and as defined with more specificity in Board Policy 103 and Board Policy 104, and associated Attachments (including Grievance Procedures) to those Policies.

Students are specifically notified that the District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator is:

Mrs. Kerri Dach, Director of Special Education
Smethport Area School District
412 S. Mechanic St. Smethport, PA 16749

Email: kdach@smethportschools.com

Telephone Number: 814-887-5545

The U.S. Department of Education's Office for Civil Rights may be contacted at:

U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg.

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

FAX: 202-453-6012; TDD: 800-877-8339

Email: OCR@ed.gov

<https://ocrcas.ed.gov/contact-ocr>

To report information about conduct that may constitute Title IX sex discrimination, including sex-based harassment, or make a complaint of Title IX sex discrimination, please refer to the District's Nondiscrimination Policies and Grievance Procedures, which can be located on the District's website under Board Policies, Policy 103 (Students) and Policy 104 (Employees): <https://www.smethportschools.com/> or contact the District's Title IX Coordinator.

In the event of a conflict between this section and Board Policies 103 and 104, and associated Attachments, the language of Board Policies 103 and 104 and associated Attachments shall prevail.

Definitions

"Discrimination" shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, religious creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy and/or handicap/disability.

“Harassment” is a form of discrimination based on the protected classifications listed above consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation or other conduct that may be harmful or humiliating or interfere with a person’s school or school-related performance when such conduct is:

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

It shall be a violation of this policy to harass a student or District employee. Bullying can be a form of harassment. A student’s sending, sharing, viewing, selling, purchasing or otherwise disseminating of obscene, pornographic, lewd, sexually explicit or nude images, photographs or video content of another student may be considered harassment.

“Title IX Sex Discrimination” – includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity.

“Title IX Sex-Based Harassment” - Title IX sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including:

1. *Quid pro quo harassment* - a district employee or other person authorized to provide a district aid, benefit or service explicitly or impliedly conditioning the provision of a district aid, benefit, or service on an individual’s participation in unwelcome sexual conduct.
2. *Hostile environment harassment* - unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from a district education program or activity. Determination of whether a hostile environment has been created is a fact-specific inquiry that includes consideration of factors, including but not limited to:
 - a. The degree to which the conduct affected the complainant’s ability to access the district’s education program or activity;
 - b. The type, frequency and duration of the conduct;

- c. The complainant's and respondent's ages, roles in the district education program or activity, previous interactions and other relevant factors;
 - d. The location and context in which the conduct occurred; and
 - e. Other sex-based harassment in the district's education program or activity.
3. *Sexual assault, dating violence, domestic violence or stalking.*
- a. *Dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. *Domestic violence* includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. *Sexual assault* means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - d. *Stalking*, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sex-based discrimination or harassment under Title IX. This includes conduct that is subject to the District's disciplinary authority. An education program or activity includes, but is not limited to, academic, extracurricular, research,

occupational training and other education programs and activities of the district. The District is obligated to address a sex-based hostile environment in a district education program or activity, even when some conduct is outside the district's program or activity, or outside of the United States.

Violations of this Discrimination/Harassment Policy, as set forth more fully in Board Policy 103 and associated Attachments, including acts of retaliation as described in the Policy, may result in disciplinary consequences under applicable Board policy and procedures up to and including referral for expulsion from the District.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation and Grievance Procedure:

The Board encourages students and third parties who believe they or others have been subject to Title IX sex discrimination, including sex-based sex harassment, and any other discrimination or harassment as defined in this Policy and Board Policies 103 and 104, to promptly report such incidents to any District employee (but preferably the building principal) or the Title IX Coordinator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this Policy is encouraged to immediately report the matter to any District employee (but preferably the building principal) or the Title IX Coordinator.

The complainant (the alleged victim) or the individual making the report may use the Discrimination/ Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form (an Attachment to Policies 103/104) which has been developed for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this Policy and the relevant attachments followed. A copy of this Report Form can be accessed on the District's website at <https://www.smethportschools.com> and through the building principal or the Title IX Coordinator. The rights of complainants and respondents (the accused) are outlined in detail in Policies 103/104 and associated Attachments, which outline the District's applicable Grievance Procedures.

SMETHPORT AREA ELEMENTARY SCHOOL

414 South
Mechanic Street
Smethport,
Pennsylvania
16749
814-887-5012

The Smethport Area Elementary School Student Handbook is intended to serve as a reference book for students and their families. It is always important to know and understand the basic rules of the school. This handbook includes necessary information for a successful school year. As families, please take the time to carefully read and review the information. By the end of the first week of school, return the signed portion below to your child's homeroom teacher.

We have read and reviewed the Student Handbook for the
2024-2025 school year at Smethport Area Elementary School.

Student Name (print) _____

Grade _____ Date _____

Student Signature _____

Parent Signature _____ Date _____