

**Beaver Area School District  
College Square Elementary**

**Student Handbook**



2020-2021

## Table of Contents

District Mission and Belief Strategies.....	3
School Hours.....	3
Transportation Arrangements, Arrival & Dismissal.....	3-4
School Provided Transportation.....	5
Unusual Dismissal Situations.....	5
Digital Communication (Mass Alerts & Website Membership).....	5
Changes in Contact Information.....	6
School Delays & Cancellations.....	6
Teacher Contact.....	6
Visiting the School.....	7
Volunteers in the Schools.....	7-8
Volunteer Etiquette.....	9
Parent Teacher Organization (PTO).....	9
Field Trips.....	9
Lunch and Breakfast Programs.....	9
Medications.....	9
Student Accident Insurance.....	10
Special Programs.....	11
Standardized Assessments.....	11
Attendance Policy.....	11-13
Homework Procedures for Absent Students.....	13
Educational Trips (Family Trips) & Related Absences.....	14
School-wide Positive Behavior Plan and Code of Conduct.....	14
Student Assistance Program (SAP).....	14
Homelessness.....	15
Appropriate Attire.....	15
Playground Regulations.....	16
Bus/School Van Expectations.....	16-17
Cell Phones & Electronics.....	17
Lockers/Cubbies.....	17
Student Searches.....	18
Student Responsibility & Discipline Guidelines.....	18-20
Acceptable Use Policy for Technology.....	21-22
Web 2.0 Tools & iPad Usage.....	22
Digital Etiquette.....	23-24
The Family Educational Rights and Privacy Act (FERPA) - Guidance for Parents.....	24-28
Annual Public Notice of Special Education Services & Programs.....	28-29
Parent Right-To-Know Information.....	30
Bullying Reporting Form.....	31
Absence Excuse Forms.....	32
Technology Authorization and Consent & Release to Photograph or Videotape.....	33-34

### **Mission Statement**

The Beaver Area School District, a dynamic learning community connected by enduring relationships and academic excellence, is dedicated to preparing students to achieve their personal best today and tomorrow - through the pursuit of rigorous academics which integrate creative thinking and innovation, through the development of an informed global perspective, and through the instilling of responsibility to their community.

### **Strategies**

- We will prepare our students to be flexible, adaptable, and resilient in a dynamic world.
- We will develop new sources of revenue and utilize our current resources more efficiently.
- We will foster positive relationships among students.
- We will enrich students' insight into diverse cultures.
- We will elevate the rigor and relevance of our curriculum by renewing and expanding our existing academic programs, designing innovative and integrative educational opportunities to provide multiple pathways of experiences for all learners.
- We will implement innovative functional practices to improve the quality of the student experience.

### **School Hours**

<b>Schedule</b>	<b>Arrival &amp; Drop off</b>	<b>Late Bell</b>	<b>Breakfast &amp; Cafeteria Supervision</b>	<b>Dismissal</b>
<b>Regular Day</b>	Begins at 8:50 am	9:05 am	Begins at 8:40 am	3:40 pm
<b>2-Hour Delay</b>	Begins at 10:50 am	11:05 am	No breakfast served Supervision at 10:40 am	3:40 pm
<b>½ Day</b>	Begins at 8:50 am	9:05 am	Begins at 8:40 am	12:25 pm
<b>2-Hour Early Dismissal</b>	Begins at 8:50 am	9:05 am	Begins at 8:40 am	1:40 pm

Bus stop times will be delayed by 2 hours in the event of a 2-hour delay and will run 2 hours earlier on scheduled 2-hour early dismissal days.

### **Transportation Arrangements, Arrival & Dismissal**

Students who walk to school or are transported by private vehicles should arrive at school between 8:50 am and 9:05 am. Please be aware that adult supervision begins at 8:40 am (in the cafeteria), if you need an earlier drop-off time. The school will not be responsible for students who arrive before 8:40 am.

Adult crossing guards are provided for the safety of our students. Walking students are expected to obey all crossing guards. If a student is reported as not following guidelines, the principal will speak to them.

Due to passenger numbers calculated for buses and vans students should always ride their assigned buses to and from school. Walking students are not permitted to ride buses/vans with friends. Students wishing to go home from school with a friend for play dates should make arrangements prior to school using private transportation. Special exceptions must be requested through the office and students must be granted a bus pass from the office.

If your child/ren's transportation schedule varies (due to your family's schedule or depending on who is picking your child/ren up), please be sure to communicate the arrangements, clearly, to the main office and your child's teacher. It is extremely helpful if you are able to provide a calendar or list of dates.

Transportation schedules will be limited to TWO addresses and must follow a consistent pattern. We are unable to manage personalized schedules that change for individual students.

\* For the 2020-2021 school year, in an effort to support the health and safety of our students and keeping in mind numbers on buses for physical distancing, bus passes will not be granted. Individuals requiring unique transportation that would typically involve a bus pass are to secure their transportation privately.

## **Safety During Arrival and Dismissal**

### **Morning Arrival**

In the morning all students dropped off on College Ave. are to enter the building through the main doors, at the top of the stairs. Parents who need to enter the building should stop at the main office to sign in and to get a visitor's badge. We have staff to welcome the students at the main doors on College Ave. and the bus doors on Fourth St.

\* For the 2020-2021 school year, non-essential visitors need to remain in the lobby area.

We provide supervision beginning at 8:40 am. Students should be in their rooms by 9:05 am. When dropping your child/ren off or picking them up, please follow these parameters to ensure safety for your child/ren and the other children of our community.

- Please be mindful of the buses/vans transporting our students. Do not block their zone.
- Please maintain the flow of traffic on College Ave. and Fourth St.
- Merge with caution when pulling in and out.
- The sidewalk in front of the school is for drop-off, only. If you need to come into the building, please park your car in a designated parking spot.
- Please do not stop in the middle of the road and allow your child/ren to exit the vehicle. Avoid double-parking. When you park in the diagonal spots, please accompany your children, to the crosswalk, where our crossing guard can assist them as they cross.
- Please do not park or drop your child/ren off in the yellow zone, across from the school.

### **Afternoon Dismissal**

Buses & Vans will dismiss @ 3:40 pm (Buses on Fourth St. / Vans on College Ave.).

Students will not be dismissed at the parent pick-up areas until the buses/vans have pulled out.

**Kindergarten** - Main Entrance on College Ave., at the top of the stairs

**1st Grade** - Entrance at the corner of College Ave. and Fourth St.

**2nd Grade** - Fourth St. Doors - after the buses pull away

Beginning around 3:45 pm Parents/Guardians may park along the sidewalks of Fourth St. & College Ave., once the buses and vans have pulled away. The buses and vans have priority parking, then the sidewalk zones will be available for parent parking. Please merge with caution when pulling in and out.

Please do not try to park along the sidewalks before 3:45 pm. If you come early for pick-up - you CANNOT park your car along the sidewalks of Fourth & College. Violators will be identified and cited.

Your cooperation and patience will help our dismissal process to move smoothly and safely for all of our families.

### **School Provided Transportation (School buses or vans)**

- The Code of Conduct for the school building setting is in effect for behavior on the bus and at bus stops. Violations will have the same consequences as outlined in the Code.
- If a student disregards bus rules, or refuses to obey the school bus driver, this is sufficient reason for the student to be denied transportation in accordance with regulations of the local school district.
- Students must ride their assigned bus and use the assigned bus stops.
- Students must present a note if their bus transportation requirements change. All changes must be approved by the office the morning of the request for change.
- Changes to bus transportation are for emergency reasons only. Requests to ride a different bus for play dates or social reasons will not be approved.

\* For the 2020-2021 school year, students will have assigned seats on the bus to facilitate contact tracing, if required.

### **Unusual Dismissal by District or By Parental Request**

If a parent/guardian wishes to have a child dismissed at a time other than the end of the normal school day for medical or emergency reasons, it is asked that a written request be presented to the student's teacher or the secretary in the main office and that the parent/guardian meet the child at the school office at the requested release time.

Every effort shall be made by the school district to notify parents/guardians of any change in the school calendar or the normal time schedule due to emergency or unplanned activities. Parents/guardians are responsible for making arrangements for their children in the event unusual circumstances require a delay or an early dismissal.

## Digital Communication

In an effort to increase communication between school and home, it is encouraged that all families sign up for our Mass Messaging System. This system will be used to communicate delays as well as district and building specific announcements. To receive text messages, emails, and/or phone messages from the BASD, click on the “District Mass Notification Login” icon located at the bottom of the school’s webpage. To receive these alerts, it is crucial that your primary daytime phone number be up-to-date. You can modify your numbers and communication modes here through this link, too.



To receive email blasts concerning school announcements, register at the “BASD Website Parent Login” icon located at the bottom of the school website. We will utilize digital communication to reduce the amount of printed information sent home.



## Changes in Contact Information

Parents/guardians are responsible for making sure that the faculty and administration have up-to-date contact, address, custody, and medical information for every child. Please provide any updates or changes to the school office.

## School Delays & Cancellations

If there are delays or cancellations they will be announced via the following media:

- **Mass Messaging System (please sign up for this service on the district’s website)**
- BASD website ([www.basd.k12.pa.us](http://www.basd.k12.pa.us))
- WBVP (AM 1230)
- 3WS (AM 970 or FM 94.5)
- WMBA (AM 1460)
- KDKA (TV Channel 2), WTAE (TV Channel 4), and WPXI (TV Channel 11)

## Teacher Contact

Parents can leave school voicemail messages or use school email. If you have an important, time sensitive message, it is recommended you speak with the school secretary in order to be certain the intended teacher receives the message. Teachers and administrators should not be contacted at their personal numbers regarding school matters, unless invited to do so.

Visitors will NOT be permitted to meet with a teacher during a his/her instructional time (8:50 am-3:40 pm). If a meeting is desired, arrangements must be made in advance, so a teacher is not interrupted during instruction or supervision of students before or after school.

\* For the 2020-2021 school year, all meetings with building staff must be scheduled in advance and conducted with staff via a safe means that allows for physical distancing for all parties involved. This can include, but is not be limited to, virtual meetings or teleconferences.

## **Visiting the School**

School district policy requires all visitors to sign in at the school's main office as they enter the building. Visitors will be issued a visitor's pass that must be worn in a visible location for the duration of their visit to the school building. Likewise, volunteers must display their approved volunteer badge, or a school-provided badge, in a visible location for the duration of their visit to the school building.

Parents/guardians are expected to part company with their child/ren at the school entrance during arrival.

Parents/guardians are not permitted to visit with their own child/ren during lunch and recess, and they are not invited to observe their child/ren's classes during instructional periods. When volunteering, parents/guardians should keep in mind that they are not here to visit or eat with their child/ren or a small group of children. Volunteers are required to supervise all students.

These policies assist in ensuring the general safety of the students, as well as helping with the overall efficiency of building operations. Special visits by parents/guardians and/or community volunteers need to be approved by the principal.

\* For the 2020-2021 school year, in an effort to support the health and safety of our students and staff, non-essential individuals will not be permitted beyond the lobby. If parents/guardians are picking up/dropping off their child/ren, they are asked to buzz into the office from the main lobby and communicate with the office staff via the intercom.

\* For the 2020-2021 school year, all meetings with building staff must be scheduled in advance and conducted with staff via a safe means that allows for physical distancing for all parties involved. This can include, but is not be limited to, virtual meetings or teleconferences.

\* For the 2020-2021 school year, parents/guardians wishing to drop off treats for birthdays and/or holiday parties must make arrangements with the teacher, in advance. Please send the treat with your child or drop off in the lobby prior to 10am. No homemade treats will be distributed to other students. Only individual, pre-packaged items will be distributed.

\* For the 2020-2021 school year, in an effort to support the health and safety of our students and staff, it is requested that parents/guardians not make trips to the school to drop off forgotten items (including lunches) for their child/ren. If lunch is forgotten, the student can get a school lunch and their account will be charged. If homework or library books are forgotten, our staff will be flexible.

## **Volunteers in the Schools**

The BASD recognizes that community volunteers can make valuable contributions to the educational program. We want to encourage parent/guardian and community participation in and partnership with our schools. However, one of our primary responsibilities as a school district is to ensure the safety of our students. In order to protect our students, all volunteers must provide security clearances.

In accordance with amendments to the State Child Protective Services Law (CPSL), amending School Code requirements. All school volunteers must now have clearances on file with the district and are required to update their clearances every 60 months. These clearances include:

- PA Child Abuse History Clearance
- PA State Criminal History Report
- FBI Criminal History Report (required for residents who have lived outside of the state)
  - Volunteers who have not been a resident of PA for ten consecutive years must submit an FBI Criminal History Report.
  - Volunteers who have been a resident of PA for ten consecutive years must complete a Volunteer Affidavit and have it notarized.

Clearances are required to serve as a **volunteer** for all school activities and events, including:

- PTO Holiday Parties
- PTO Events - as a helper (including School Photos, Holiday Shoppe, Jog-a-thon, Service Projects, Fun Day, Book Fair, Family Events and others)
- Field Trips, Walking Field Trips and any school-sponsored event
- Classroom Helpers
- Other PTO or school-sponsored events

Parents/Guardians may participate in the following activities as a **visitor**. This does not require the submission of your clearances, but does limit your interaction with our students.

- Family Visits (including for an activity, read a book, bring a pet, be a guest speaker, etc.)
- Shopping with your child at the Book Fair or Holiday Shoppe
- Being a spectator at the Jog-a-thon, Fall Costume Parade or similar events
- Other school visit opportunities

Additional information and the links for each Clearance can also be found on our District Webpage: <http://www.basd.k12.pa.us/Volunteers.aspx>

Please plan ahead as it will take some time for your clearances to be processed, and due to the updated legislation, the State of Pennsylvania is processing a high number of background checks. BASD must have your clearances on file before you can sign up to volunteer at events.

For more information, including the required forms, please visit the BASD website or contact the Central Office (724-774-0250 ext. 5004). The cost to produce these clearances shall be the responsibility of the volunteer candidate. While this may create a minor inconvenience for volunteers, we do appreciate your help in ensuring the safety of our students.

### **The Volunteer Process:**

- Complete the required clearances.
- Submit original clearance forms to the Volunteer Office at Central Office (1300 Fifth St.).
- Copies of the originals will be made and returned to owner.
- A photo will be taken for a Volunteer ID Badge.
- These records shall be maintained for the duration of the period the volunteer provides service to the district & a period of 60 months thereafter. Clearances don't need to be updated annually.

### **Volunteer Etiquette**

All volunteers are required to dress responsibly and to serve as appropriate role models.

**For the protection of our students, volunteers are asked to refrain from taking pictures of students with their phones and/or other electronic devices during school events and sharing these photographs via social media (i.e. Facebook, Twitter, Instagram, etc.). We appreciate your attention to our collective responsibility to protect our students.**

\* For the 2020-2021 school year, in an effort to support the health and safety of students and staff, non-essential individuals will not be permitted into the building. Guest readers and presenters can make arrangements with their child/ren's teacher/s to schedule a virtual visit.

\* For the 2020-2021 school year, parents/guardians wishing to drop off treats for birthdays and/or holiday parties must make arrangements with the teacher, in advance. Please send the treat with your child or drop off in the lobby prior to 10am. No homemade treats will be distributed to other students. Only individual, pre-packaged items will be distributed.

### **Parent Teacher Organization**

Our PTO invites all of our parents and guardians to join and get involved in the Parent Teacher Organization. We have an active organization who enhances our children's school experiences with student programming, technology and instructional materials and service. The PTO holds general membership meetings throughout the year. You may visit the school webpage or call the school office to find out more about how to join and who to contact.

### **Field Trips**

In order to attend field trips, students must submit a signed copy of the BASD Parent/Guardian Permission Form detailing the specific trip. Since the district requires written consent for a child to attend any event requiring them to leave school grounds, this form must be signed by a parent/guardian. Additionally, the BASD does not accept emails, handwritten notes, and/or verbal confirmation, either in person or via the telephone; a signed copy of the district approved form is the only permission that will be accepted for a student to attend a field trip.

\* For the 2020-2021 school year, in an effort to support the health and safety of our students and staff, until further notice, we will not be scheduling in-person field trips. Virtual field trips, when possible, will be encouraged.

### **Lunch and Breakfast Programs**

Students who prefer to bring packed lunches can purchase a la carte items separately. Student ID numbers will be provided at the beginning of the year.

Paid Breakfast: \$1.40	Paid Lunch: \$2.45	Entree: \$1.95	
Reduced Breakfast: \$0.30	Reduced Lunch: \$0.40	Milk: \$0.60	Small Water: \$0.50

- To activate or add money to your child/ren's account for online management, click on the "My School Account" icon in the Quick Links at the bottom of the school webpage. You can also access the website directly: <https://www.myschoolaccount.com/Login.aspx>
  - Any questions regarding food services can be directed to Lindsay Huff, the Director of Food Services at (724) 774-0250 ext. 5301.
- \* For the 2020-2021 school year, the cafeteria will not be giving change to students who pay for any meal or food/drink option using cash/coins. Any money given to the cafeteria will be applied to a student's account. If this poses an issue, parents/guardians are encouraged to utilize the online account system.
- \* For the 2020-2021 school year, in an effort to support the health and safety of the students and staff, it is requested that parents/guardians not make trips to the school to drop off forgotten items (including lunches) for their child/ren.

### **Medications**

Any medication to be given during school hours must be delivered directly to the school nurse, the school principal, or the school secretary by the parent or by a responsible adult. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container. A consent form for ALL medications must be filled out by a Doctor.

As per District policy, "medication" shall include all medicines whether or not prescribed by a physician. Also included are natural remedies, herbal substances/supplements, performance enhancers, nutritional supplements and any other "complementary and alternative medicine" (CAM's) such as oils.

Students are not permitted to carry medications to school. Please contact the school nurse for more information or download the "Licensed Prescriber" form from the BASD website.

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 in the presence of the school nurse.

### **Accident Insurance**

Individual students and families are responsible for covering accidents and injuries that are sustained during regular school and extracurricular activities. The district is not responsible for individual student coverage and cannot reimburse for medical deductibles, co-pays, or expenses. However, because the Beaver Area School District purchases sports insurance, parents of any student at the district are able to purchase student accident insurance from the same carrier that sells sports insurance to the district. This insurance policy is offered to the parents for a very reasonable premium. Parents are urged to consider purchasing the policy after careful consideration. **This policy is especially valuable when students are not covered by adequate medical insurance since the school does not provide such insurance.** Insurance information is posted on the school website ([www.basd.k12.pa.us/](http://www.basd.k12.pa.us/))

Insurance.aspx). Information can also be obtained in the main office of each school building as well as district office.

### **Special Programs**

Our focus at the primary level is math and language arts (reading, spelling, writing, phonics), and experience integrated science, social studies and character education lessons. Students are provided with many special programs, depending upon the grade level. Classes are offered in music, art, physical education, library, technology and wellness.

For students who qualify for instructional support and/or access to additional developmental resources, we offer Title I Reading through Multi-Tiered Systems of Support (MTSS) groups and Math Intervention groups, as well as speech and language, physical therapy, occupational therapy, sensory interventions, English as a Second Language (ESL), special education, and gifted/enrichment education services.

### **Standardized Assessments**

Several standardized assessments are given to students. These assessments are administered to both continually monitor the academic progress of each learner, as well as to provide individual and systemic data that can be used to better drive curricular decisions and differentiated instruction to meet the needs of all learners. These assessments include:

Dynamic Indicators of Basic Early Literacy Skills (DIBELS)  
STAR Literacy and Math Assessments  
Other assessments, as necessary

### **Attendance Policy**

The BASD works closely with families to promote healthy attendance and prompt arrival to school. It is the procedure of the BASD to notify parents/guardians of absences and also to explain the school policy governing attendance at school. With the best interest of the student in mind, it is imperative that students attend school regularly in order to benefit from a formal education.

#### **On a typical day:**

- Students who arrive after 9:05 am & before 10:35 am will be marked tardy.
- Arrivals after 10:35 am and before 2:05 pm will be marked absent for the AM session.
- Early dismissals before 2:05 pm will be marked absent for the PM session.
- Early dismissals after 2:05 pm and before 3:40 pm will be marked as an early dismissal.
- Arrivals after 2:05 pm will be marked absent for the day.

#### **On an early dismissal day:**

- Students who arrive after 9:05 am & before 10:35 am will be marked tardy.
- Arrivals after 10:35 am and before 12:05 pm will be marked absent for the AM session.
- Early dismissals before 12:05 pm will be marked absent for the PM session.

- Early dismissals after 12:05 pm and before 1:40 will be marked as an early dismissal.
- Arrivals after 12:05 pm will be marked absent for the day.

**On a 2-hour delay day:**

- Students who arrive after 11:05 am & before 12:35 pm will be marked tardy.
- Arrivals after 12:35 pm and before 2:05 pm will be marked absent for the AM session.
- Early dismissals before 2:05 pm will be marked absent for the PM session.
- Early dismissals after 2:05 pm and before 3:40 will be marked as an early dismissal.
- Arrivals after 2:05 pm will be marked absent for the day.

The rules and regulations governing attendance are as follows:

1. Upon obtaining three (3) unexcused absences, within (10) school days of the third unexcused absences, the school will notify the parent/guardian that the child has been truant. The school may include, with this notice, an invitation for the parent/guardian to participate in a student attendance improvement conference.
2. Upon obtaining six (6) unexcused absences, within ten (10) school days of the sixth unexcused absence, the school will offer the student and parent/ guardian a student attendance improvement conference and make a referral to Beaver County Truancy Intervention Program. The school will hold a student attendance improvement conference, if one has not already been held. Once this conference has been held and a student attendance improvement plan has been created, the school may file a citation against the parent or student in the office or the appropriate judge if the student continues to be truant.
3. Upon ten (10) days of excused absence from school, a letter will be sent to the parents/guardians of a student. This letter is to inform the parent/guardian of the BASD attendance policy.
4. Upon twenty (20) days of excused absence from school, a second letter will be sent to the parents/guardians of a student. This letter will inform the parent that any absence after twenty (20) days must be accompanied by a doctor's statement, or it will be identified as unexcused.
5. An excuse must be turned in using the Beaver Elementary Schools Absence Excuse Form for all absences, even if you have notified the child's teacher and/or the secretaries in the school's main office. Any excuse not received within three (3) days of the absence will be recorded as an unexcused absence.
6. Excessive absences or tardies will result in a Truancy Intervention Program (TIP) meeting with school staff and Beaver County Truancy Intervention Program staff.

While we discourage parents from sending sick children to school, this policy is designed to encourage better overall attendance in order that your child receive the best education possible. If the school feels that a parent/guardian has been negligent in following the attendance policy, the office will enforce the above procedure. It is important that every child attends school on a regular basis and arrives at school at the appropriate time. Under state law, it is the parent's legal responsibility to see that the child's attendance at school is assured. Even when the child may be tardy, it is better to come to school late, rather than not at all.

**Excused absences according to The State of Pennsylvania include:**

- Illness and health-related problems

- Quarantine
- Therapy
- Impassable roads
- Death in the immediate family
- Approved educational trips
- Appearance in court
- Weather that might endanger the child's health
- Observance of religious days or holidays
- Religious instruction (up to 36 hours per school year)
- Exceptionally urgent reasons such as affect the child and ordinarily do not include work at home

**An unexcused absence is the absence of a pupil for one of the following reasons:**

- Absence through parent neglect
- Truancy

\* For the 2020-2021 school year, students who may need to be quarantined due to COVID-19 or possibility of exposure to COVID-19 will be permitted up to ten (10) days of excused absence that will not count towards a truancy violation. Upon communicating the absence to the school, it is requested that a student's parents/guardians specifically state that the student was absent or not able to attend school due to either having COVID-19 or being in contact with someone who had COVID-19. Through the usage of our Learning Management System, Schoology, a student will still be able to access instructional materials, daily.

**Absence from School**

When you know your child will be absent, please call your child's teacher and leave a voice message or send an email by 8:45 am. Written excuses are still required upon the child's return to school. The student should present the Beaver Elementary Schools Absence Excuse Form the first day they return to school to their teacher. Copies of this form can be found at the end of the Handbook, or on the website on the DOCUMENTS PAGE.

**Homework Procedures for Absent Students**

Homework is an integral part of the total educational program in that it serves to give practice and reinforcement to the skills, concepts, and ideas discussed in the classroom.

If a student is absent for several days, every effort should be made to secure the homework for the period of his/her absence. The parent should follow the following procedures:

- Parents may make arrangements with another student to bring schoolwork to the absent child, or the parent may pick up the work at school.
- Notify the school of these arrangements as early as possible, so the teacher has time to get the assignments ready to go home. When your child is absent, contact the school by 10:00 am. Leave a message/email for the teacher explaining whether a student or parent will pick up the work. NOTE: Because of teaching schedules, teachers are not expected to have assignments in the office until 4:00 pm.

The child, unless serious illness or disability prohibits, should make a concerted effort to complete the homework so it may be turned in upon arrival back at school. This will allow the teacher to clarify any misunderstandings or provide reinforcement in appropriate areas.

### **Educational Trips (Family Trips) and other related absences:**

Parents are required to complete a form of written request to have a student excused from school to participate in an educational trip. Forms are available through the school office or on the school website on the DOCUMENTS page.

Parents should make arrangements with their child's teacher for assignments, if the teacher deems it necessary, during absences and trips.

Students on educational trips with family will be marked Excused in our attendance records, if the form is completed and approved.

### **School-wide Behavior Plan and Code of Conduct**

PAWS is our Positive Behavior Support Plan and Character Education program, designed to foster an atmosphere of respect and dignity among students, staff, and our communities. The plan was designed by a team of teachers, administrators and the counselor.

PAWS:

Positive attitude; Appropriate actions; Work together; Safe choices

### **Student Assistance Program (SAP)**

SAP is a safety net designed to help students with supports at school and resources outside of school. Our SAP team consists of specially-trained professionals, including an administrator, school counselor, nurse, teachers, and specialists who work together to identify potential supports and services that may benefit students and families. A function of SAP is to be a referral entity to allow students and their families access to outside agencies that can better serve the needs of students who are struggling with mental health, social-behavioral issues, or any stimuli that significantly has a negative impact on their lives.

When parents/guardians have concerns along these lines, they are encouraged to contact the guidance counselor and/or any member of the SAP team. In order for a student to be involved in the SAP process and pre-screening process by our SAP Liaison via The Prevention Network, parents/guardians need to give written consent for this to occur.

Students, staff, and parents/guardians are strongly encouraged to report any incidents of abuse, physical and/or substance. All staff are court-mandated reporters of child abuse and neglect.

Students who are facing any of these issues should receive professional help as quickly as possible. Confidentiality must be waived in any life-threatening situation. All attempts will be made to coordinate the efforts of the SAP Team, family members, and community services to

prevent harm to a student who is considered at-risk to help the student develop a feeling of self-worth and resiliency.

If a student attempts suicide or exhibits suicidal ideation, he/she must receive a mental health evaluation (at the parent's expense) from a licensed mental health facility. In order to return to school, documentation must be provided that includes a recommendation from a physician or licensed counselor that the student is in compliance with these recommendations and is safe to return to school.

### **Homelessness**

You may qualify for certain rights and protections under the federal McKinney-Vento Act if you live in any of the following situations:

- A shelter
- A motel or campground, due to the lack of an alternative, adequate accommodation
- A car, park, abandoned building, bus or train station
- Or you are doubled up with other people, due to the loss of housing or economic hardship

If you are an eligible student, you have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers the needed documents
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible
  - If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision
- Receive transportation to and from the school of origin, if you request this
- Receive educational services comparable to those provided to other students, according to your needs as a student

If you believe your situation meets the requirements of homelessness, contact Mrs. Betsy Kozak, Beaver Area School District's Director of Student Services at 724 774 0250 ext. 5101.

### **Appropriate Attire**

The appearance of any young person is the responsibility of that individual and his/her parents or guardian. Any type of appearance or attire that is distracting, or causes disruption to the educational process of the school will not be permitted.

Students not abiding by these guidelines will be asked to alter their appearance, change into appropriate clothing, or have their parents bring a change of clothing to school. Repeated offenses will result in disciplinary action. The following are guidelines to which the students should adhere.

- Clothing with obscene or suggestive language or pictures is not permitted.

- Clothing that advertises drugs, alcohol, or a satanic suggestion is not permitted.
- Clothing that demonstrates or promotes violent acts or fighting is not permitted.
- Skirts and shorts of appropriate length should be worn.
- Shirts need to rest below the waistline so the midsection is not exposed.
- Flip-flops are not encouraged since open-toed shoes risk injury.
- Undergarments should not be visible.
- Clothes that are excessively ripped, dirty, or have an odor should not be worn to school.
- Hats, hoods or other headwear that obstructs the view of one's face are not permitted.

\* For the 2020-2021 school year, in an effort to support the health and safety of our students and staff, in accordance with recommendations from the Pennsylvania Department of Education, Pennsylvania Department of Health, and Centers for Disease Control and Prevention (CDC), it is required that all students in the Beaver Area School District wear a face covering. A "face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and for the purposes of the order, and can include a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. (PA Dept of Health Executive Order Requiring Universal Face Coverings Application for Schools, July 3, 2020).

### **Playground Regulations**

- Supervision is not provided before or after school.
- The playground is designed for students between the ages of 5-12.
- Food and drink are to be kept outside the playground area.
- No glass containers are to be brought onto the school campus.
- Do not stand on the vertical posts or any of the tube structures.
- Do not throw objects inside the playground area.
- Do not climb up slides or on the outside of enclosed slides.
- No pushing or shoving - be respectful of all students who are in the area.
- Please place all litter in the provided containers.
- Inappropriate language, abuse of equipment/campus, or failure to comply with the playground regulations may result in the loss of the privilege to utilize school facilities.
- Beaver Area Schools have been declared a SMOKE FREE environment. Please honor this.
- Roller blades, skateboards, and bikes are not permitted on the playground equipment or playground area.

### **Bus/School Van Expectations**

- Remain seated while the bus is moving. Face forward. Do not stand up or lean into the aisle.
- Keep your head & arms inside the window. Do not throw or hang anything out of the window.
- Walk at all times. Be patient while waiting. No shoving in and out of the bus.

- Keep your hands to yourself. Do not touch something that does not belong to you.
- No food or drink should be consumed on the bus, including candy and gum.
- Keep your space clean.
- Speak with a soft voice and use respectful words. Do not yell or use negative language.
- Listen to the bus driver's directions, the first time.
- Show self-control. Do not act in a way that is a distraction to the bus driver.
- Use the handrails to get on and off of the bus.
- While you are waiting for the bus, please stand away from the road at a safe distance.
- Always cross the road in front of the bus. Look both ways to make sure there are no moving cars.

\* For the 2020-2021 school year, in an effort to support the health and safety of our students and staff, in accordance with recommendations from the Pennsylvania Department of Education, Pennsylvania Department of Health, and Centers for Disease Control and Prevention (CDC), it is required that all students in the Beaver Area School District wear a face covering. A "face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and for the purposes of the order, and can include a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. (PA Dept of Health Executive Order Requiring Universal Face Coverings Application for Schools, July 3, 2020).

### **Cell Phones and Electronics**

Cell phones are not encouraged and, if brought to school, must remain turned off and inside a locker/cubby. Requests for exceptions should be made to the principal in writing.

Students are not permitted to make/receive calls or to send/receive messages from their device during school hours - all communication with parents should be via an office or classroom phone or email.

Students are not permitted to bring laser pens/pointers or shocking devices to school. These devices pose safety concerns and will be handled as a discipline violation.

If a student does not follow these rules, the device will be removed from the student and a parent will be required to pick up the device in the office.

Bringing electronic items/devices to school is done so at the student's own risk. We recommend these items remain at home. No locks are permitted on lockers.

### **Lockers/Cubbies**

Lockers are school property. School employees have the right to search lockers or to open them at anytime. Students cannot expect privacy regarding items placed in school lockers or brought onto school property.

Any student entering a locker, other than his/her own, destroying locker contents, and/or stealing locker contents will face school discipline for vandalism or theft. The Beaver Area School District cannot/will not be responsible for any stolen, missing, or damaged personal property.

### **Student Searches**

When there is reasonable suspicion of a violation of school rules or laws, or in the case of an emergency, the administration reserves the right to search a student and his/her belongings. The scope of the search may include, but is not limited to, outer garments, backpacks, purses, and any other personal belongings. As a reminder, lockers are school property and are also subject to search. Non-compliance with a reasonable request to search may result in suspension or referral to the Board of Education for expulsion depending on the scope of the investigation. Any time that a student search is conducted, an administrator will attempt to contact a parent/guardian of the student who was searched in order to disclose the reason for and findings of the search.

### **Student Responsibility and Discipline Guidelines**

The Beaver Area School District Responsibility Code shall apply to any student attending school, on school property, while riding buses, or while attending any school-related function. Where appropriate, the building principal or designee shall have the final say in all disciplinary matters. However, these matters may be brought to the attention of the Superintendent, or Board of Directors, by means of a petition for redress, consistent with Board Policies.

In accordance with Board Policy, Student Responsibility Code, parents should impress upon their children the importance of an education, encourage their children to respect the rights and property of others, and encourage their children to be regular and prompt in their school attendance and to complete their homework assignments and tests in a timely fashion. They should teach their children that appropriate and respectful behavior is necessary at home, at school, and in the community.

The professional staff will work with parents/guardians to encourage maximum student achievement. They shall serve as a positive example for their students at all times, while working to promote a climate of mutual respect between staff and students. The school administration will participate in developing a sound and helpful atmosphere of mutual respect among parents, teachers, and administrators working closely with each in establishing a wholesome relationship between home and school. It will enforce the Disciplinary Code so as to achieve an atmosphere most conducive to learning.

In order to operate an orderly educational system with a minimum of disruption the administration, and where appropriate, teachers are authorized to use the following disciplinary measures:

- A student/parent/staff conference
- Time out placement
- Detention
- Loss of bus privileges

- Suspension (in-school or out-of school at the discretion of the administration)
- Expulsion for those students who are guilty of a single serious offense

There are three levels of inappropriate conduct:

**Level 1:** Level One offenses are the type that disrupt normal operation of the school. In most cases, discipline will be handled by the teacher. If the student's misbehavior is chronic and/or does not cease in accordance with the teacher's corrective instructions, the teacher may send the student to the office for a conference. A level one offense can become a level two offense because of the frequency of infractions. Penalties for level one offenses could be: Parental conference, time out at designated area in or out of the classroom, detention, loss of bus privileges, or suspension. Level one offenses include the following, but are not limited to:

- Tardiness
- Disruptive behavior in class, on school property, or school busses
- Profanity or obscenity
- Unsafe behavior on the school bus or school property.
- Disrespectful behavior

**Level 2:** Level Two offenses are more serious than those found in level one. Students guilty of a level two offense will be sent to the office. The student's parents will be notified. Depending on the offense, students may be assigned to an in-school suspension, be required to make restitution for any damages, be suspended from school from one to ten days and/or be removed from a class. However, a level two offense can become a level three offense because of the frequency of infractions. Level two offenses include the following, but are not limited to:

- Truancy
- Possession or use of tobacco on school grounds or buses
- Fighting or assault
- Theft
- Continuing and excessive tardiness or excessive absenteeism
- Chronic or continuing disruptive behavior
- Disrespect and/or insubordination directed towards an administrator, teacher, counselor, school employee or school approved supervisor
- Cheating or plagiarism

**Level 3:** Level Three offenses are of the most serious nature. Students guilty of these offenses will be suspended from school immediately and their parents notified of the suspension. Suspensions under this section may be from one to ten days depending on the offense. Students may be brought before the Board for a hearing. Students may be expelled for the very serious offenses or because they are guilty of repeated offenses. Level three offenses may include, but are not limited to, the following:

- Physical assault on any teacher or any school employee
- Vandalism or the intentional defacing or destruction of any property
- Storing, possessing or carrying a dangerous offensive weapon as defined by the Pennsylvania Crimes Code.
- Extortion as defined by the Pennsylvania Crimes Code
- Arson as defined by the Pennsylvania Crimes Code

- The possession of firecrackers, fireworks, or explosive materials
- Communication of bomb threats by means of telephone, letter, note, or other means
- Harassment by communication
- Knowingly giving a false alarm
- A single serious offense, or a series of infractions which indicate that the student does not intend to take advantage of his educational opportunities, or that he intends to interfere with the rights of other students to obtain an education.
- Alcohol and other drug related offenses that occur while attending school, on school grounds, while riding on school buses, and/or at any school-related function.
- Language of a racial and/or sexual nature

**A copy of the Bullying Report Form is included with the forms at the end of the Handbook.**

### **Drug/Alcohol Policy – Policy # 218**

The use of alcohol and other drugs or mood altering substances while attending school, on school grounds, while riding on school buses and/or at any school supervised or school related function is covered under this policy.

For the purpose of this Paragraph 12, the use of any alcohol and other drug or mood altering substances shall include the possession, use, or evidence of having used or consumed such alcohol, drugs, and/or mood altering substances, and/or substance use, transfer or distribution, which is not controlled by Pennsylvania law. This disciplinary policy is not intended to apply to the use of tobacco products, which is addressed in Beaver Area School District Policy # 222.

Students charged with any such violation shall be subject to the following disciplinary actions:

- The administration will immediately report the incident to the proper public law enforcement authorities where there appears to be a violation of the law.
- The principal or person in charge of the school where the offense has occurred shall provide the student with an informal hearing as required by Pennsylvania law and, if appropriate, shall suspend the student for ten (10) school days.
- The parent(s) and the Superintendent of the district shall be immediately notified in writing of the suspension.
- The student shall be immediately referred to the Student Assistance Program.
- A hearing before the Board of Directors of the school system, a committee thereof, or an examiner as selected by the Board shall be conducted as required by law.
- First-time offenders found guilty shall be excluded from school and extra-curricular activities for a period of ninety-one (91) school days. A student may be allowed back into school and extra-curricular activities prior to the end of ninety-one (91) school days under the terms of a Probationary Agreement.
- Second-time offenders found guilty shall be excluded from school and extra-curricular activities for one hundred eighty-one (181) school days. A student may be allowed back into school and the extra-curricular activities prior to the end of ninety-one (91) school days under the terms of a Probationary Agreement.
- Third-time (or additional) offenders shall be excluded from school and from extra-curricular activities for one hundred eighty-one (181) school days. A student may be allowed back into

school and extra-curricular activities after ninety-one (91) school days but prior to the end of one hundred eighty-one (181) school days under the terms of a Probationary Agreement.

- Selling, attempting to sell, transferring, distributing or attempting to distribute alcohol or other drugs, as well as any mood altering substance, regardless of whether the substance sold, distributed, transferred or attempted to be sold, distributed or transferred is actually the substance represented, shall result in disciplinary actions:
  - All steps described in Paragraph (A) 1, 2, 3 and 4 shall be followed.
  - First-time offenders found guilty shall be expelled for a minimum of one hundred and eighty-one (181) school days, and shall be barred from participating in extra-curricular activities for the same period of time. A student may be allowed back into school after (91) school days and prior to the (181) school days under the terms of a probationary agreement.
  - Second-time offenders found guilty shall be permanently expelled, and shall be permanently barred from participating in extra-curricular activities.
  - Any student who comes forward and reports to a teacher or a member of the administration, his/her alcohol/drug violation, shall not be subject to punishment unless said student subsequently and separately violates the terms of paragraph 12.

### **Acceptable Use Policy for Technology**

The Beaver Area School District recognizes technology is an essential instructional tool to help all students develop into critical thinkers who use data, innovation, and creativity in order to become skilled problem solvers and learners in the 21st century. Technology skills are a necessity for our students for lifelong learning, in the workplace, and in the global community. However, access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming people, infrastructure, or hardware.

For the protection of students, filtering of content, monitoring of the network, and protection of information will be conducted in accordance with Act 197 (Pennsylvania House Bill 2262), The Children's Internet Protection Act. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the Internet may include the potential for access to inappropriate materials for school-aged students. Every user must take responsibility for his or her use of the network and avoid these sites.

**Hardware and Software: Includes, but not limited to, all computers, laptops, iPads, printers, and all programs installed on said devices.**

- Hardware and software shall not be destroyed, modified, or abused in any way. Intentionally altering the files and/or the hardware on district computers will be viewed as vandalism. Each student will be held responsible for the intentional altering of a device that occurs while said device is in their possession.
- The user shall be responsible for damages to the District's equipment, systems, and software resulting from deliberate or willful acts. Students, parents, or guardians will be charged for willful damage to hardware.
- All district iPads are covered under AppleCare. However, in an instance that AppleCare will not cover damages to the iPad, the student, parents, or guardians will be charged the cost of repair or the cost of replacement.

- All district required apps take precedence over personal apps. Personal apps must/will be deleted if storage limits are exceeded.

**Internet and Intranet: The Beaver Area School District utilizes a local area network, a wireless network and provides access to the internet for academic purposes.**

- District iPads will be content filtered at all times, removal of the profile that governs this is not permitted.
- The internet, network, and computer technology may not be used for illegal activity; transmitting or willfully receiving offensive materials; hate mail; discriminating remarks; or to willfully obtain or send obscene, pornographic, sexist, racist, anarchist, violent or bomb making material. If for any reason such material is received, the material is to be deleted immediately. Saving, forwarding, or printing of said material is strictly prohibited.
- Users shall not intentionally seek information, obtain copies of, or modify data, or passwords belonging to other users or misrepresent other users on the network. Users may not give their password to anyone. Users may not send or receive a message with someone else's name on it.
- Any unauthorized attempt to access the Beaver Area School District's servers, mainframe, routers, networking equipment, internet filters, or operating systems either from on campus or off campus will be considered an attempt at "hacking" and is prohibited.
- Network accounts are to be used only by the authorized owner of the account for an authorized purpose. Attempts to log on to the Internet, network or workstation under an assumed identification will result in cancellation of the user's privileges. Any user identified as a security risk, or having a history of problems with other computer systems may be denied access to the Internet or other technological services.
- The Beaver Area School District reserves the right to log Internet use and monitor computer activity by remote access while still respecting the privacy of user accounts.
- The Beaver Area School District may terminate the availability of Internet, network, or computer technologies accessibility at its sole discretion.

**Web 2.0 Tools**

- Use of blogs, wikis, educationally-based social networking sites, collaboration sites, and other similar web 2.0 entities (including the BASD district website and Moodle) are tools for learning, and as such will be constrained by the requirements and rules of classroom teachers.
- Use of google apps, including e-mail access, are available through the school's domain to ALL students and teachers inside and outside the building but this is still considered a classroom space and must be treated as such.
- COPPA regulations require children under 13 to obtain permission to use certain interactive websites (due to exposure to advertising and creation of accounts). Signing this document will serve as parental permission to use these sites under the guidance of a classroom teacher.
- Users are forbidden to access imessage, chat rooms, blogs, or similar sites without the express permission and guidance of a teacher or administrator.
- The use of anonymous proxies is a form of impersonation and is strictly forbidden.
- The use of devices for game playing is prohibited unless approved and monitored within in a course or during a faculty supervised activity.

## **iPads**

- Beaver Area School District assumes no responsibility for configuration, installation of software, or support of personal devices.
- Beaver Area School District assumes no responsibility for lost, damaged or stolen devices. Students use their personal devices at their own risk.
- Beaver Area School District assumes no responsibility for content viewed or accessed by students who “tether” their personal device and use their cellular data network
- Student devices with camera and video capability can be used only for educational use when authorized by the building principal, district administration, or designated professional staff member for the purposes of participation in educational activities. The Board prohibits all other photography, audio recording, and/or video recording, via electronic devices by students during the instructional day in district buildings, on district property, and when engaged in a school-sponsored activity. The Board prohibits students from taking, storing, disseminating, transferring, viewing, possessing or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including, but not limited to, texting and e-mailing. Because such violations may constitute a crime under local, state and/or federal law, the district shall report such conduct to local, state and/or federal law enforcement agencies.

**Limitations of Liability:** In no event shall the Beaver Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. Use of information obtained via the Internet is at the user’s own risk.

**Failure to follow the procedures listed above will result in suspension or loss of the right to access the Internet, to use Beaver Area School District’s technology, and the user may be subject to other disciplinary or legal actions.**

## **Digital Etiquette**

The Beaver Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

There can be serious repercussions with the inappropriate use of social and digital media that can affect your future. All users must abide by rules of network etiquette, which include the following:

1. Users may not swear, use vulgarities, harass, or use any other inappropriate language. Abusive language will not be tolerated.
  - Do not write anything ANYWHERE you would not want your parents to read or to be read out loud in a court of law.
  - Even though you delete a message, it is backed up on a server somewhere.
  - Speech that is inappropriate for class is not appropriate for use online.
  - What you say and do online should be reflective of who you are.
  - You are representatives of the school when you are online in class.
2. Use of the network to create or transmit material likely to be offensive or objectionable to recipients is prohibited.
  - Even though you may be in a "private" space nothing online is really private.

3. Users are NOT permitted to reveal their personal address or phone number or those of other students and colleagues.
  - Respect others' privacy and your own.
  - Don't give out personal information about yourself or someone else.
  - Instant messages, away messages, and profiles can be copied and pasted.
4. All communication should be clearly identifiable as to who created it.
  - Do not send anonymous messages
  - Do not send messages claiming to have been written by someone else.
  - Having a copy of something doesn't mean you have the right to copy or distribute.
5. Respect the ideas of others and if you disagree be constructive, not critical or rude.
6. Users are expected to adhere to copyright laws.
  - Fraudulent or illegal copying, communication, taking or modification of material is prohibited and will be referred to the appropriate authorities.
  - The illegal use of copyrighted software, files, pictures, music or other electronic information is a violation of federal law and therefore strictly prohibited.
  - Students may not use plagiarized information to complete assignments. All Internet sources must be cited.
7. Cyber Bullying will NOT be tolerated.

**Limitations of Liability:** In no event shall the Beaver Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. Use of information obtained via the Internet is at the user's own risk.

**Failure to follow the procedures listed above will result in suspension or loss of the right to access the Internet, to use Beaver Area School District's technology, and the user may be subject to other disciplinary or legal actions.**

## **The Family Educational Rights and Privacy Act Guidance for Parents - February 2011**

The following guidance provides parents with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private and parochial schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly

related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by a parent to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent.

### **Access to Education Records**

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the parent from obtaining access to the records. A case in point would be a situation in which the parent does not live within commuting distance of the school.

A school is not generally required by FERPA to provide a parent with access to school calendars or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record. Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.

### **Amendment of Education Records**

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair record-keeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

### **Disclosure of Education Records**

Under FERPA, a school may not generally disclose personally identifiable information from a minor student's education records to a third party unless the student's parent has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so by FERPA. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school

official” is not defined in the statute or regulations, this Office generally interprets the term to include parties such as: a teacher; administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.

A school may disclose personally identifiable information from education records without consent to a “school official” under this exception only if the school has first determined that the official has a “legitimate educational interest” in obtaining access to the information for the school. A school that allows school officials to obtain access to personally identifiable information contained in education records under this exception must include in its annual notification of FERPA rights a specification of its criteria for determining who constitutes a “school official” and what constitutes “legitimate educational interests.” A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the school must make a reasonable attempt to notify the parent in advance of making the disclosure, unless the parent or eligible student has initiated the disclosure. The school must also provide a parent with a copy of the records that were released if requested by the parent.

FERPA permits a school non-consensually to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the parent's right to restrict the disclosure of such information, and the period of time within which a parent has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify parents individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform parents of the types of information it has designated as directory information.

FERPA also permits a school to disclose personally identifiable information from education records of an “eligible student” (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a “dependent student” as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations, 34 CFR Part 99), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the U.S., the Attorney General of the U.S., the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- in connection with financial aid for which the student has applied or received;
- to state and local authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena; and
- in connection with a health or safety emergency.

As stated above, the conditions specified in the FERPA regulations have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

### **Annual Notification of FERPA Rights**

Under FERPA, a school must annually notify parents of students in attendance of their rights under FERPA. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. The school must also inform parents of its definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify parents individually of their rights under FERPA. Rather, the school may provide the annual notification by any means likely to inform parents of their rights. Thus, the annual notification may be published by various means, including any of the following: in a student handbook; in a notice to parents; in a calendar of events; on the school's website (though this should not be the exclusive means of notification); in the local newspaper; or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

### **Law Enforcement Units and Law Enforcement Unit Records**

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide a parent with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the parent's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

### **Complaints of Alleged Failures to Comply with FERPA**

FERPA vests the rights it affords in the parent of a student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, we require that a parent have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved.

Please note that a parent should state his or her allegations as clearly and succinctly as possible. To aid us in efficiently processing allegations, we ask that a parent only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA by a school is included. A parent may obtain a complaint form by calling (202) 260- 3887. For

administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (address below) for review and any appropriate action.

### **Complaint Regarding Access**

If a parent believes that a school has violated FERPA by failing to comply with the parent's request for access to his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

### **Complaint Regarding Amendment**

If a parent believes that a school has violated FERPA by failing to provide the parent with an opportunity to seek amendment of inaccurate information in his or her child's education records or failed to offer the parent an opportunity for a hearing on the matter, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the information for which amendment was requested; and the evidence provided to the school to support the assertion that such information is inaccurate.

### **Complaint Regarding Disclosure**

If a parent believes that a school has violated FERPA by improperly disclosing personally identifiable information from his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date the alleged improper disclosure occurred or the date the parent learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the education records were disclosed; and the specific nature of the information disclosed.

This guidance document is designed to provide parents of minor students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows: [www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

If, after reading this guidance document, you have questions regarding FERPA that are not addressed here, you may write to the Office for additional guidance at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

## **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students**

### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate school district or charter school identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean of standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Beaver Valley Intermediate Unit.

### **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit.

### **Consent**

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

### **Program Development**

Once the evaluation process is completed, a team of qualified professional and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the education placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### **Confidentiality of Information:**

The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the responsible school entity listed below. For preschool children, information, screenings and evaluations requested, may be obtained by contacting the Intermediate Unit.

Beaver Valley Intermediate Unit  
147 Poplar Avenue  
Monaca, PA 15061  
(724)774-7800

Beaver Area School District  
Special Education Office  
1300 Fifth Street  
Beaver, PA 15009  
724-774-0250 ext. 5102

**Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1 1 1 2(e)(1)(A)] and the Every Student Succeeds Act [Section 1 1 1 2(e)(1)(A)]**

Dear Parent(s)/Legal Guardian(s):

Your child attends College Square Elementary, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At College Square Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- \* Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,

- \* Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

- \* What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child does receive this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- \* Information on policies regarding student participation in assessment and procedures or opting out, and

- \* Information on required assessments that include

- \* subject matter tested,

- \* purpose of the test

- \* source of the requirement (if applicable),

- \* amount of time it takes students to complete the test, and

- \* time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact our principal Dr. Jessica Hiles at College Square Elementary at 724-774-0250 or email at [hilesj@basd.k12.pa.us](mailto:hilesj@basd.k12.pa.us).

Bullying 252: Attachment

**REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT**

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Alleged harassment was based on: (circle those that apply)

- |          |                    |                         |
|----------|--------------------|-------------------------|
| Race     | Color              | National Origin         |
| Gender   | Age                | Disability              |
| Religion | Sexual Orientation | Bullying/Cyber Bullying |

Name of person you believe violated the district's unlawful harassment policy:  
\_\_\_\_\_

If the alleged harassment was directed against another person, identify the other person:  
\_\_\_\_\_

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.) what, if any, physical contact was involved. Attach additional pages if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

BEAVER AREA ELEMENTARY SCHOOLS  
**ABSENCE EXCUSE FORM**  
724-774-0250 (College Square-ext. 4801) (Dutch Ridge-ext. 3801)



Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Date Returning to School: \_\_\_\_\_ # of Days Absent: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Phone #: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Check Here for Doctor's Excuse Attached.

(Form 1, Rev.4)

BEAVER AREA ELEMENTARY SCHOOLS  
**ABSENCE EXCUSE FORM**  
724-774-0250 (College Square-ext. 4801) (Dutch Ridge-ext. 3801)



Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Date Returning to School: \_\_\_\_\_ # of Days Absent: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Phone #: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Check Here for Doctor's Excuse Attached.

(Form 1, Rev.4)

BEAVER AREA ELEMENTARY SCHOOLS  
**ABSENCE EXCUSE FORM**  
724-774-0250 (College Square-ext. 4801) (Dutch Ridge-ext. 3801)



Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Date Returning to School: \_\_\_\_\_ # of Days Absent: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Phone #: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Check Here for Doctor's Excuse Attached.

(Form 1, Rev.4)

BEAVER AREA ELEMENTARY SCHOOLS  
**ABSENCE EXCUSE FORM**  
724-774-0250 (College Square-ext. 4801) (Dutch Ridge-ext. 3801)



Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Date Returning to School: \_\_\_\_\_ # of Days Absent: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Phone #: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Check Here for Doctor's Excuse Attached.

(Form 1, Rev.4)

# College Square Elementary 2020-2021 Handbook Acknowledgements

The HANDBOOK ACKNOWLEDGEMENT indicates you have reviewed the Handbook with your child and/or know you can access it in the DOCUMENTS section of the College Square webpage for reference.

The TECHNOLOGY RELEASE gives your child permission to use technology for learning (iPads and computers). Our school firewall limits access to school-appropriate sites.

The PHOTO CONSENT communicates permission and restrictions for student photos and videos to be included in the yearbook, websites and district publications.

**Digital Signatures will be collected for each of these releases. Please visit the College Square Website and click on the link for the Handbook Signatures to complete the form. The content of these releases is printed here for your reference.**

## Student Handbook 2020 - 2021

### Parent/Guardian Acknowledgement

I have reviewed the 2020 - 2021 College Square Elementary School Student Handbook with my child and will reference it, as needed.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Beaver Area School District Technology Authorization Form

## Student:

I have read, understand, accept, and will abide by the rules and procedures, which govern my use of the Internet and the computer technology at the Beaver Area School District. I understand that the Internet account is designed for educational purposes only. I understand that failure to follow the procedures listed above may result in suspension or loss of the right to access the Internet and/or use the Beaver Area School District's technology and may result in other disciplinary or legal actions as noted above. I will not hold my teacher, other district personnel, or the Beaver Area School District responsible for or legally liable for materials distributed or acquired from the Internet or network. I also agree to report any misuse of Internet or network to a teacher or administrator.

## Parent/Guardian:

I have read this contract and understand the Internet/Network account is designed for educational purposes only. I understand that the Beaver Area School District will do everything it can to adhere to the Children's Internet Protection Act (Act 197-PA House Bill 2262) and filter questionable material. I also understand that teachers, district personnel, and the Beaver Area School District are not responsible or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of information to the school administration. I accept full responsibility for my student's use of the Internet/Network in the school setting on an independent basis and as outlined in the Internet/Network and Computer Technology procedures and when the student accesses these services when not in school. I hereby give my permission to issue an account for my student and certify that the information contained on this form is correct.

Parent/Guardian Signature: \_\_\_\_\_

Date Accepted and Agreed: \_\_\_\_\_

## Consent and Release to Photograph/Videotape a Student

The District and school occasionally use photographs or video of our students in media publications. Your authorization will enable us to use specially prepared materials to increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites and other publications.

I hereby release and hold harmless the Beaver Area School District and its authorized representatives from any and all actions, claims, damages, costs or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to arise out of any use of these recordings as specified above.

It is understood that the school district will not duplicate photograph(s)/videotape(s) for the use or benefit of any individual student or parent. It is also understood that failure to return this permission form to the school will constitute parent/guardian consent for the purposes described above.

Please indicate, below, if your child may be included - and to what degree. With the exception of the School Yearbook, the child's name will never appear on a public photo or video.

Please check the boxes to give us permission, according with your level of comfort. With the exception of the School Yearbook, the child's name will never appear on a public photo or video.

\_\_\_\_\_ Place my child's photo in the yearbook. (Their name will also be printed.)

\_\_\_\_\_ Please do not include my child's picture in the yearbook.

\_\_\_\_\_ Photos and video media of my child may be posted on PUBLIC District publications (i.e. district website, newsletters, flyers, school/district Twitter and social media accounts etc.) The child's name will not be printed, unless we have contacted you for permission.

\_\_\_\_\_ Photos and video media of my child may NOT be posted on PUBLIC District publications.

\_\_\_\_\_ Photos and video media of my child may be posted on their PRIVATE classroom webpage. This page is password-protected and only available to families in your child's classroom.

\_\_\_\_\_ Photos and video media of my child may NOT be posted on their PRIVATE classroom webpage.

I have read and understand the release.

Parent/Guardian Signature: \_\_\_\_\_