

Case Avenue Elementary Learning Community Handbook



2026-2027

Case Avenue Elementary School
Learning Community Handbook
2026-2027

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

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2026-2027 IMPORTANT DATES

Tuesday 1:30 p.m. Dismissals

September 29, 2026
November 10, 2026
January 26, 2027
February 23, 2027
May 18, 2027

**EARLY
DISMISSAL**

Act 80 Days (No school)

February 12, 2027
April 16, 2027

Case Avenue School Picture Day

October 7, 2026

End of Quarter/Report Card

1st Quarter - October 29, 2026
2nd Quarter – January 20, 2026
3rd Quarter – March 30, 2027
4th Quarter – June 3, 2027

Progress Reports

September 28, 2026
December 8, 2026
February 23, 2027
April 30, 2027

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

Board of Education Meetings

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

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

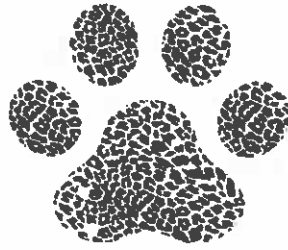
MISSION STATEMENT
for
Case Avenue Elementary School

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

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

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





UNLEASH THE TIGER WITHIN!

In our school, a tiger grows,
Not with stripes—but a heart that shows.

It's deep inside, a mighty grin,
So let's **UNLEASH THE TIGER WITHIN!**

Be **KIND** in every word you say,
A little care goes a long way.
Help a friend who's feeling blue,
The tiger **ROARS** when you are true!

Be **RESPECTFUL**, strong and wise,
With listening ears and thoughtful eyes.
We share, we wait, we take our turn—
The tiger shows the way we learn.

Be **SAFE** in all the things you do,
Think ahead and follow through.
Walking feet and gentle hands,
The tiger leads with smart, safe plans.

Be **ACCOUNTABLE**, take the lead—
Own your words and every deed.
If you mess up, make it right,
The tiger shines with honest light.

So every day, in all you do,
The tiger's watching—*it's* in you!

Be kind, be safe, be strong and true...
UNLEASH THE TIGER —it starts with YOU!

CASE AVENUE SCHOOL STAFF

PRINCIPAL	Ms. Traci Valentino			
KINDERGARTEN	Mrs. Amanda Peagler	Mrs. Lynn Piccirilli	Mrs. Kimberly Lewis	
FIRST GRADE	Mr. Sheldon Bourdeau	Mrs. Dani Djakovich	Ms. Kelly Tomko	Mrs. Beth Wilson
SECOND GRADE	Miss Ali Baker	Mr. Nik Hunchuk	Mrs. Jill Stanek	Mrs. Amy Zolnier
THIRD GRADE	Mrs. Holly Bobby	Mr. Doug McVehil	Miss Sophia Piccirilli	Mrs. Mary Jo Rahn
FOURTH GRADE	Mrs. Norann Bianco	Miss Molly Schuster	Mrs. Heather Scullin	
FIFTH GRADE	Mrs. Mindi Evans	Mrs. Karen Frazer	Ms. Alexandra Gilliland	
SIXTH GRADE	Mr. James Antel	Mr. Justin Everett	Mr. David Tomko	
SPECIAL SUBJECTS	Art Band Strings Library Music Technology Physical Education	Mr. David Zahniser Mr. Brad Volek Mrs. Jennifer Shaffer Mr. Brian Weigle Ms. Bobbie Buttermore Ms. LuAnn Funk Mr. Anthony Kosciuszko		
ADMINISTRATIVE SECRETARY	Mrs. Tracie Monoc			
PARENT LIAISON/ATTENDANCE OFFICER	Ms. Tia Austin			
SCHOOL RESOURCE OFFICER	Officer Andrew Oshall			
CAFETERIA STAFF	Mrs. Connie Bastide	Mrs. Cassie Yusko	Mrs. Amy Lesheski	Mrs. Debbie Szugye
	Mrs. Dawn Darr	Mrs. Stacey Hines		
CUSTODIANS	Mr. Chaz Chavara			
LEARNING SUPPORT/ EMOTIONAL SUPPORT		Mrs. Heather Shuttleworth	Miss Kyle Luca	Mrs. Johnna Parson
		Mrs. Brittany Sanders	Mrs. Jill Burns	Mrs. Sarah Lehman
		Miss Samantha Mooney		
GUIDANCE	Ms. Stacy Elias	Mr. Sam Schweiss		
HEALTH SERVICES	Mrs. Megan Metro			
QUEST	Mrs. Katie Olive			
SPEC. EDUC. AIDES	Mrs. Jessica Anderson	Mrs. Mackenzie Bittler	Mrs. Charity Heim	Mr. Cody Hosfelt
	Ms. Karen Lisi	Mr. Ken Messina	Mrs. Carol Palmer	
SPEECH/HEARING THERAPIST	Mrs. Alissa Wallace	Miss Allie Staunch		
TITLE I READING SPECIALIST	Mrs. Darcy Wiesen			
TITLE I AIDES	Ms. Judi Boland		Ms. Loretta Given	Mr. Max Frazer
TIGER SCORE	Mrs. Michelle Davidson		Mrs. Kelly Pagliarini	Mr. Ward McKinney
	Mrs. Candice Bonner		Miss Kayla Choffin	Ms. Macy Horvath

CASE AVENUE ACADEMIC PROGRAMS

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

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

PA COMMON CORE STANDARDS

ENGLISH LANGUAGE ARTS

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

MATHEMATICS

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

STEELS STANDARDS

Science, Technology & Engineering, AND Environmental Literacy Sustainability Standards

SOCIAL STUDIES

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

ADDITIONAL LEARNING EXPERIENCES:

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

CASE AVENUE SCHOOL HOMEWORK POLICY

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

Student's Responsibilities:

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

Family's Responsibilities:

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

Teacher's Responsibilities:

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



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

STUDENT ASSESSMENT

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

- Student Work Displays in Each Classroom and Throughout Case Avenue School
- Quarterly Report Cards Grades 1-6
- Semester Report Cards Grade K
- Pennsylvania State School Assessments (PSSA)-Grades 3-6
- Benchmark Reading Assessments – Grades K-6
- Formal Assessments
- Cognitive Ability Test – Grade 1
- Acadience Benchmark Testing – Grades K-3
- Reading & Math NWEA Map Growth Testing – Grades 3-6

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

SHARON CITY SCHOOL DISTRICT ELEMENTARY GRADING SCALE

90% -100%	4	Exceeding the Standard
80% - 89%	3	Meeting the Standard
70% - 79%	2	Progressing Toward the Standard
60%-69%	1	Not Meeting the Standard
50%-59%	F	Failure

CASE AVENUE SCHOOL HONOR SOCIETY

Case Avenue School has an Honor Society for students in **grades 4, 5, and 6**. Each nine week period, those fourth, fifth, and sixth grade students with an average of 93% or higher and no lower than 80% in Reading, Writing, Word Study, Math, Science and Social Studies will be recognized during a breakfast celebration. The breakfasts will align closely with the report card dates and will be on the monthly calendars.

At the end of the year, all students in **grades 4, 5, and 6** who qualified for recognition in all *four consecutive nine week grading periods* will be rewarded with a special medal.

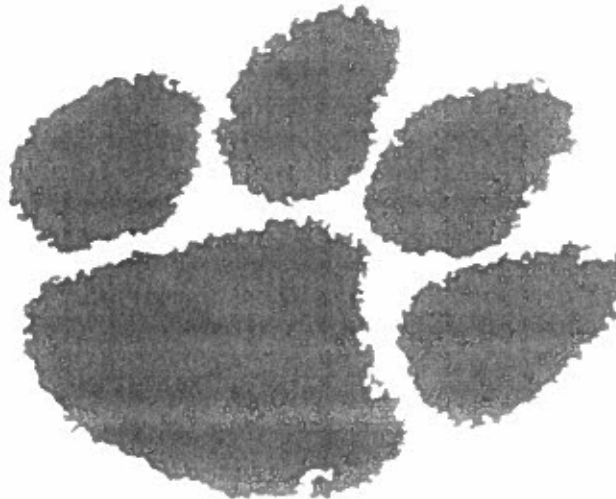


CASE AVENUE SCHOOL VOLUNTEER PROGRAM

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

Parent Volunteer Expectations:

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



SHARON C.O.O.L PROGRAM

Children's Opportunities for Outside Learning



WHAT IS IT?

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

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

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

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

SHARON CITY SCHOOL DISTRICT READ PROGRAM

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

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

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



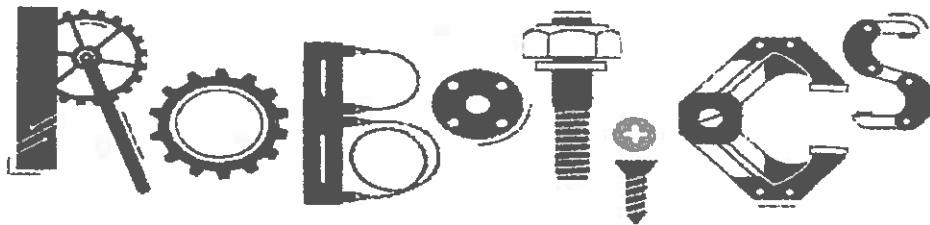
ROBOTICS TEAM

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

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

Application Requirements:

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



GIFTED EDUCATION

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

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

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

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

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

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

TITLE IX

The Sharon City School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to The Sharon City School District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Sharon City School District's Title IX Coordinator:

Mrs. Amy Simpson

215 Forker Boulevard

Sharon, PA 16146

Email address: amy_simpson@sharonsd.org

Phone # 724.983.4000 x4990

The Sharon City School District's nondiscrimination policy can be located at <https://go.boarddocs.com/pa/sharon/Board.nsf/Public?open&id=policies#>. Grievance procedures can be located at <https://www.sharonsd.org>

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact Amy Simpson at amy_simpson@sharonsd.org or call 724.983.4000 ext 4990

Nondiscrimination/Discriminatory Harassment Policy

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies. A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

Reporting

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Compliance Officer:

Amy Simpson

Supervisor of Curriculum, Instruction and Assessment

215 Forker Blvd

724-983-4000

Email address: amy_simpson@sharonsd.org

ENROLLMENT OF STUDENTS/CLASSROOM REQUESTS

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

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

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



CASE AVENUE ARRIVAL AND DISMISSAL

	<u>Doors Open</u>	<u>Tardy</u>	<u>Dismissal</u>
<u>Grades K-6</u>	8:00 AM	8:30 AM	2:35 PM- ALL WALKERS
			2:45 PM- CAR RIDERS
*Early Dismissal days:	ALL WALKERS-1:20 PM		CAR RIDERS-1:30 PM

***Two-Hour Delay days:** School starts promptly at 10:30 am. Students may enter the building at 10:00 am. There is no breakfast served on two-hour delay days.

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

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



There are three lots on the Case Avenue School Grounds:

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

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

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

CAR RIDERS: Dismissal at 2:45-lower doors

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

WALKERS: Dismissal at 2:35-lower doors

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

VISITOR PARKING:

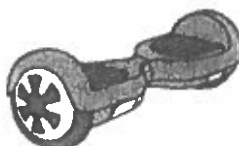
Visitor parking is available in the lot on the EAST side of the building along the High School. Parking along Linden Street is also permitted. Parents picking up students for an appointment during the school day may temporarily park in front of the school on the NORTHWEST side. (Lot B)

STUDENTS WAITING FOR A HIGH SCHOOL SIBLING:

Students waiting for a HS sibling will wait with their grade level and be brought to the main doors at 2:55 p.m. Only students waiting for a sibling are permitted to go to the gym. **ONLY HIGH SCHOOL SIBLINGS will be permitted to pick up at the main doors. Parents must pick up their students as walkers or car riders.**

BICYCLES

Children must have written parental permission to ride their bikes to and from school. Also a lock must be provided for each bike and a helmet must be worn. The students are responsible for their bikes. The school is not responsible for stolen or damaged bikes. The school may discourage students from riding bikes, motorized scooters, etc. to school if they do not follow rules of safety.



Linden St

Case Ave

Case Ave

Case Avenue
Elementary School

Petals

E State St

E State St

Papa John's Pizza

J Bradley McGonigle
Funeral Home and

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

At 2:45 p.m. the Case Avenue turn-a-round will be open for the car riders to turn left and pick up students. Cars must travel south on Case Avenue to enter the loop. Once through the loop and loaded, the cars will turn left onto Case Avenue towards East State Street.

CASE AVENUE STUDENT COUNCIL
"Caring And Supporting Everyone in our Community"

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

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



ELECTRONIC DEVICES

No radios, cellular phones, Apple watches, iPod, cameras, pagers, electronic tablets and or handheld devices, etc..., are to be in students' possession after 8:15 AM. It is the expectation that all electronic devices are to be kept in the students' closet or submitted to the front office to school for safekeeping until the end of the day. Any student who participates in the incitement, initiation, or recording (including distribution and/or posting) of a fight may be subject to disciplinary action up to and including suspension. **Tracking devices must be approved through the office.**

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

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

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

CHROMEBOOKS



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

SCHOOL SECURITY AND VISITORS

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

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

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

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

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

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

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

STUDENT PETS

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



STUDENT ATTENDANCE

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

1. **After two consecutive days of absence**, you may contact the school to request homework (724-983-4015). Please call before the student's scheduled lunch time and pick up the work at the office after 2:30 PM.
2. Upon the child's return to school a **written excuse** for each absence/tardy must be presented to the child's teacher. According to school policy any absence without a written note after three days will be considered unexcused and/or illegal. All notes must be received within 3 days of the child's absence.
3. If you take your child to a doctor when he/she is absent, please secure an excuse from that doctor for that visit/illness to be brought to school. The school fax is 724-983-1005.
4. Following **10 absences** of any nature, including those excused by parent note, medical doctor, or approved vacation, it is mandatory to obtain a medical excuse for the absence to be considered excused. If your child accumulates **10 absences** and you fail to obtain a doctor's excuse, the absence will be marked **UNEXCUSED**.
5. Sharon City School District is required to record all tardies and accumulate a total number of minutes for student records.
6. **Students with no tardies or absences will receive a Perfect Attendance Award.**
7. Upon accumulating **10 unexcused absences**, charges can be filed with the **district justice**.

District Policy 204

Excessive Absence - Grades 1-12

The following applies to class absences exclusive of those which are documented by a physician's medical excuse.

A student who has thirty (30) or more class absences for a year or year-long course, fifteen (15) or more class absences for a semester or semester course, and eight (8) or more class absences for nine (9) weeks or a nine-week course shall be ineligible for credit without winning an appeal process.

Appeal

A student may individually request a waiver of the attendance provision by appealing to the building's administration. The individual case shall then be reviewed by the Appeal Committee after all records, including physician's excuses, are submitted to the appropriate grade level administrator. The Appeal Committee will consist of an administrator, attendance officer, guidance counselor and a classroom teacher who will determine whether the student's absences or tardies were legitimate. If the committee so determines, the student may be granted a waiver.

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

The following constitute as reasonable cause for absence from school:

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

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

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

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

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

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

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

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

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

Family Trips/Vacations:

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

Other Information:

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

Reasons such as "visiting", "away from home", "overslept", and family emergencies are not legal reasons for missing school. These will be marked illegal.

RELEASING CHILDREN FROM SCHOOL

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

1. Children shall be released from school only to their parent/guardian or persons authorized by their parent/guardian. Prior to his/her release, a written note must be given to the teacher indicating the time and reason. **PHONE CALLS FOR EARLY DISMISSALS WILL BE ACCEPTED. Parents/guardians must come into the school to pick up their child, signing them out at the office.** You will be asked to show proper identification, **no student will be called until the parent/guardian arrives. NO CHILD WILL BE SENT HOME ON HIS OWN.**
2. **Early pick-up just for convenience is not encouraged.** This is very hard on students/teachers, especially when it is close to dismissal. **Parents are not permitted to pick up students from the office at 2:20 or later without a written excuse.** Please be considerate.
3. Requests for release time for dental and medical appointments shall be honored when it is impossible to arrange them during non-school time; however, we are asking that you try and get appointments after school hours as dismissal during the school day does create an interruption for your child and his/her class. If a child returns to school the same day after the appointment, the student must stop at the office before going to his/her room.

Students shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, scouts, etc. **Students with a sibling/relative are not permitted to attend Recognition Day ceremonies. Student dismissal after a Recognition Day ceremony is not permitted.**

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

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

School Matters!



Attend Today, Achieve Tomorrow

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

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

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

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

EVERY DAY COUNTS

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



STUDENT TELEPHONE USE AND MESSAGES FOR STUDENTS

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

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

PERSONAL VALUABLES / MONEY IN SCHOOL

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



CASE AVENUE SCHOOL BREAKFAST AND LUNCH PROGRAM

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

STUDENT CAFETERIA EXPECTATIONS

- Please follow the wellness guidelines when bringing a lunch in for your child during the school day.
- Lunches should **not include pop, energy drinks, powders, etc.** and must be brought in for **your child only.**
- **Please do not bring in lunch from a fast food restaurant.**
- Students are not permitted to bring in large bags of snacks, chips, cookies, candy, etc.. Items should be "snack size".
- Students are not permitted to share food of any kind while in school. This rule protects students with allergies and health issues that are food-related.
- Students are not permitted to purchase food from their account for other students or adults.

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

HOLIDAY TREATS AND SNACKS

Students should **NOT** bring in treats of any kind, packaged or unpackaged, for holidays such as Halloween, Christmas and Valentine's Day, out of respect for student allergies.

(For Valentine's Day, students are permitted but not required to bring in their own box for valentines.)

DELIVERIES

Students are not permitted to accept deliveries of flowers, balloons, candy, etc. This also applies to recognition day and graduation ceremonies.

BIRTHDAYS

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

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



CASE AVENUE HALLOWEEN GUIDELINES

General Guidelines:

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

Costume Guidelines:

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

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

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

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



STUDENT HEALTH AND NURSING SERVICES

HEALTH SERVICES

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



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

EMERGENCY CARDS

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

WHEN SHOULD A CHILD BE KEPT HOME FROM SCHOOL

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

1. Temperature of 100.0 or above, runny nose, red or runny eyes, sneezing or coughing, a rash or a sore throat are signals that the child is coming down with a cold or an infection. These symptoms are usually contagious, so keeping the child at home will safeguard both your child and others. If the early stage symptoms are not neglected, the period of absence from school will be short.
2. Painful symptoms such as earache, vomiting, diarrhea, toothache or severe headache are obvious reasons for a child being put to bed rather than sent to school.
3. All students must be fever free for 24 hours without the use of fever reducing medication (Advil, ibuprofen, Tylenol, acetaminophen).
4. Any student given prescription antibiotics, including antibiotic eye drops for pink eye must have 24 hours of antibiotics in the child prior to returning to school.

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



PRESCRIBED MEDICINE

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

PEDICULOSIS

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

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

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

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

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

To keep lice from coming back:

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

DISPENSING OF STANDING ORDER MEDICATION:

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

CASE AVENUE PTO

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



Book Fairs
Case Avenue School Fun Day
Classroom and Recreation Supplies
Field Trips, Kindergarten thru Sixth Grade
Holiday Breakfast
School Programs and Assemblies
Sixth Grade Fun Night
Teacher Appreciation Day
Tiger Apparel
Holiday Crafts

Please consider being a member of our PTO and offering your support as well. PTO membership is \$5.00 per family. PTO members and parents who have their clearances will be considered for field trip chaperones. Clearances and PTO dues must be turned in by January 31, 2027. **There will be no exceptions.**

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

All parents are encouraged to join the Case Avenue PTO Facebook page. **This is a private group and only parents/guardians are permitted to join.**

PTO Officers:

President - Taylor Lozano
Vice President - Heidi Soxman
Treasurer - Nikki Sims
Secretary - Anna Clark

Teacher Representative - Jill Stanek



Sharon City School District District-Wide Student Code of Conduct

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

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

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of school.

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

Student Expectations As Expressed By Students & Staff

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

Infractions and Disciplinary Responses

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

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

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

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

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

- ❖ Live to high academic standards
- ❖ Be responsible for yourself and your actions.

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

INFRACTIONS AND DISCIPLINARY RESPONSES

KINDERGARTEN – GRADE 6

Level 1 Infractions

Insubordinate Behaviors

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

Level 1 Infractions

Disciplinary Responses

First Offense (Classroom Teacher):

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

Second Offense (Classroom Teacher):

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

Third Offense (Principal):

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

Fourth Offense (Principal):

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

Fifth Offense (Principal):

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

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

- 2A** Physical aggression (i.e. engaging in kicking, hitting, pushing, shoving, expectionation).
- 2B** Social alienation (i.e. gossiping, embarrassing, setting another up to look foolish, spreading rumors).
- 2C** Verbal aggression (i.e. mocking, name calling, dirty looks, taunting, teasing about clothing).
- 2D** Intimidation (i.e. threatening to reveal personal information, publicly challenging to do something, defacing property or clothing).

- 2E** Using profane, obscene, vulgar language or gestures.
- 2F** Lying or giving false information to school personnel.
- 2G** Violation the District's Internet Use Policy.
- 2H** Engaging in scholastic dishonesty (cheating/plagiarizing).
- 2I** Engaging in a pattern of persistent Level 1 behavior.

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

Level 2 Infractions
Disciplinary Responses

First Offense (Classroom Teacher):

- Contact home – parent/guardian
- Documentation of incident

Second Offense (Principal):

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

Third Offense (Principal):

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

Fourth Offense (Principal):

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

INFRACTIONS AND DISCIPLINARY RESPONSES KINDERGARTEN – GRADE 6

Level 3 Infractions

Dangerous, Disruptive, or Violent Behaviors

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

Infractions 3A-3D are considered bullying behaviors.

Level 3 Infractions

Disciplinary Responses

First Offense (Principal):

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

Second Offense (Principal):

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

Third Offense (Principal):

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

INFRACTIONS AND DISCIPLINARY RESPONSES KINDERGARTEN – GRADE 6

Level 4 Infractions

Dangerous or Violent Behaviors

- 4A** Physical aggression (i.e. physical violence against families or friends, threatening with a weapon, inflicting bodily harm).
- 4B** Social alienation (i.e. maliciously excluding, manipulating social order to achieve rejection, malicious rumor mongering, threatening with total isolation by peer group).
- 4C** Verbal aggression (i.e. verbal threats of aggression against property or possessions, verbal threats of violence or of inflicting bodily harm).

- 4D** Intimidation (i.e. threats of using coercion against family or friends, coercion, threatening with a weapon).
- 4E** Engaging in sexual harassment (i.e. sexually suggestive comments, innuendoes, proposition, or inappropriate physical contact of a sexual nature).
- 4F** Possessing illegal drugs, look-alike drugs, drug paraphernalia, alcohol, or controlled substances without appropriate authorization (contact School Resources Officer/Citation).
- 4G** Participating in an incident of group violence.
- 4H** Engaging in theft of knowingly possessing property belonging to another without authorization.
- 4I** Engaging in a pattern of persistent Level 3 behavior.

Infractions 4A-4D are considered bullying behaviors.

Level 4 Infractions

Disciplinary Responses

First Offense (Principal):

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

Second Offense (Principal):

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

INFRACTIONS AND DISCIPLINARY RESPONSES KINDERGARTEN – GRADE 6

Level 5 Infractions

Seriously Dangerous or Violent Behaviors

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

Level 5 Infractions

Disciplinary Responses

First Offense (Classroom Teacher):

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

Any student who participates in the incitement, initiation, or recording (including distribution and/or posting) of a fight may be subject to disciplinary action up to and including suspension.

DETENTION

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

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

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

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

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

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

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





NO. 221-AR
SHARON CITY SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

Dated: April 20, 2009
Revised: June 8, 2009
Revised: April 26, 2010
Revised: August 19, 2013
Revised: June 14, 2014
Revised: August 17, 2020
Revised: August 22, 2022
Revised: June 20, 2023
Revised: May 18, 2026

DRESS APPAREL

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

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

TOPS

Permitted:

All tops must be worn with a collar or crew look. Polo-style shirts with a collar, oxford shirts with a collar, dress shirts with a collar, crew neck shirts, turtlenecks, and mock turtlenecks are permitted. Sweaters including crew neck, v-neck, full length zipper, half-zipper pullover, boat neck, vest/sweater vest, and cardigan are permitted. Fleecewear or Sharon Tiger teamwear with a full or half zipper are permitted.

No more than the top two (2) buttons may be unbuttoned on any style of a collared shirt. All shirts must have sleeves including short sleeve, cap-sleeve, three-quarter length, and long sleeve.

Undergarment shirts must not go below the mid-thigh area in length and must be any solid color. All shirts must have finished seams, including sleeves, collars and shirt sides.

All tops must not go below the mid-thigh area in length. Students must wear clothes that fit.

Prohibited:

Hooded tops or "hoodies" may be worn as outerwear but must be placed in lockers upon arrival to school.

Outerwear/outdoor clothing is not permitted once classes begin.

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

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

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

BOTTOMS

Permitted:

All bottoms must be no shorter than two inches from the top of the knee.

All bottoms must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and top of the hip bone.

All shorts must have a finished hem.

Prohibited:

Cut-offs or holes of any kind are not permitted in bottoms. Students are NOT permitted to wear pajama bottoms, pajama bottom-style pants, yoga-style/spandex or lycra shorts.

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

HOSIERY

Permitted:

Tights, leotards, etc. are permitted but MUST be worn under an approved bottom style (shorts, dress, skirt, etc.).

Prohibited

Fishnet or ripped-up stockings are not permitted

DRESSES/JUMPERS AND SKIRTS/SKORTS

1. All dresses must have a collar or crew look and sleeves or be worn with an approved top. All jumpers must be worn with an approved top.
2. Dresses and jumpers must be no shorter than two (2) inches from the top of the knee.
3. The hemline on skirts, skorts, dresses and jumpers must be no shorter than two (2) inches from the top of the knee.

FOOTWEAR

Permitted:

Students are required to wear any style of "closed toe" footwear, made of canvas, plastic, rubber, leather, fake/faux leather or leather-like synthetic compound with either a rubber sole or leather sole, which includes: dress shoes, casual shoes, athletic shoes, closed-toe Crocs, boots, and closed toe sandals.

Footwear may have a back or be "backless" in nature. Boots may extend no higher than the bottom of the knee.

Prohibited:

"Open toe" footwear is strictly prohibited. Slippers and flip flops of any kind (leather, transparent plastic, rubber, wood, etc.) are strictly prohibited. Flip flops are defined as flat and backless consisting of a flat sole held loosely on the foot by a Y-shaped or V-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot.

Shoes with wheels ("heellies") and lights are strictly prohibited.

DRESS CODE EXCEPTIONS

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

RELIGIOUS EXEMPTIONS

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

GENERAL

All clothing is to be clean and neat.

Attire that is not in compliance with this dress code policy is not permitted.

Clothing displaying offensive, provocative or inflammatory words, sayings, symbols, weapons or pictures, including those related to substances such as tobacco, alcohol or other drugs is prohibited. In addition to the clothing items expressly prohibited under this policy, Principals and District Administration have discretion to address any attire/body art that is offensive, degrading, vulgar, contrary to the educational mission of the school that disrupts the learning environment, or infringes upon the rights of others.

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

HAIR

Hair is to be clean and neatly groomed.

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

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

JEWELRY AND ACCESSORIES

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

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

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

Items must be used to hold hair back or to keep hair out of the eyes. Items cannot be worn as a headband or just around the forehead. A bandana cannot be worn as a headband under any circumstances.

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

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

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

Gold teeth or grills of any type are strictly prohibited.

GANG-AFFILIATED ATTIRE/ACCESSORIES

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

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

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

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

VIOLATIONS

Grades K-6

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

First Offense:

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

Multiple Offenses:

Multiple offenses may include, but not be limited to:

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

Grades 7-12

(Sharon Middle/High School)

First Offense:

1. The student shall be given an opportunity to correct the infraction in school either by obtaining appropriate clothing on his/her own or from the nurse's office.
2. If the student is unable to correct the infraction in school, an attempt shall be made to contact the student's parent/guardian to request that appropriate clothing be brought to the school so the student may be in compliance with the Dress Code. The student shall wait in an alternative education placement until apparel changes are made.
3. If the student's parent/guardian cannot be reached or is unable/unwilling to deliver appropriate clothing to the school, the student shall be placed in alternative education setting for the balance of the school day with instructions to report the following day dressed appropriately.

Second Offense:

Assigned 2 hour detention.

Subsequent & Chronic Offenses:

The student will be assigned a period of suspension.

CHILDREN/YOUTH EXPERIENCING HOMELESSNESS

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

Defining Homelessness

Section 725(2) of the McKinney-Vento Act defines "homelessness children and youths"

as any individual who lacks a fixed, regular, and adequate nighttime residence.

Furthermore, this includes children and youths who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up"); living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; or abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.
- Unaccompanied homeless youth including any child who is not in the physical custody of a parent or guardian. This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

PROVISIONS OF THE ACT:

School Placement Process

Students who are experiencing homelessness and unaccompanied youth have the right to attend either their original school or the school in the area in which they currently reside for the duration of their homelessness, or until the end of the school year if the family finds permanent housing. A school district must provide you with a written explanation of its position and inform you of your right to appeal the decision if they believe attending the school of origin is not in the best interest of your child.

Enrollment of Students

Schools are to immediately enroll students experiencing homelessness and unaccompanied youth, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, and any other required documentation.

School/Health Records

The educating district should immediately enroll and begin to provide instruction. The receiving school district may contact the district of origin for oral confirmation that the child has been immunized. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within 30 days. The district's homeless liaison can assist you in obtaining necessary immunizations, or immunization or medical records as needed.

Transportation

In the case where the educating district is different from the district where the student is temporarily residing, students shall receive transportation to and from the school of origin if necessary.

Food Services

All Sharon City School District students receive a daily, free school breakfast and lunch. After school dinner programs are available as well for all students grades K-12.

Title I

Students who are experiencing homelessness and unaccompanied youth are entitled to Title I educational services. Title I services include academic assistance for students within the classroom. All students in grades kindergarten through sixth grade are screened three times per year to determine academic programming needs.

Dispute Resolution Process

If a dispute arises over school selection or enrollment for a student eligible under the McKinney-Vento Act:

The child or youth shall be immediately enrolled into the school in which enrollment is sought, pending resolution of the dispute. Sharon City School District will provide its share of the transportation to the school selected for the duration of the dispute resolution process.

If the Sharon City School District disputes the identification of an individual, the student and parent/guardian will be contacted in writing to communicate their concerns. The Homeless Liaison will maintain communication until the dispute is resolved.

If dissatisfied with the school's decision, the parent, guardian, or youth may appeal the decision to the state level through the PA Regional Coordinator:

Wendy Kinnear, PA Regional Coordinator

724.458.6700

wendy.kinnear@miu4.org

Resources:**Visit our website for more information:**

<https://www.sharonsd.org/page/students-experiencing-homelessness>

SCSD Policy 215 Students Experiencing Homelessness, Foster Care and Other Educational Instability

<https://go.boarddocs.com/pa/sharon/Board.nsf/Public?open&id=policies#>

Pennsylvania Department of Education

www.education.pa.gov/homeless

Pennsylvania Department of Education Basic Education Circular:

<https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx>

District Contacts:

Molly Bundrant, Sharon City School District Homeless Liaison

Phone: 724.983.4030 x5221

molly_bundrandt@sharonsd.org

STUDENT SEARCHES

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

Student desks are school property and remain at all times under the control of the school district. Illegal items (firearms, weapons, etc.), or other items reasonably determined to be a threat to the safety or security of the student or school personnel, would be seized. Items that are used to disrupt or interfere with the operation of the school may be temporarily removed from student possession. Search of persons or clothing shall be done only with good reason by the school principal or her designee with a witness present. A student's person and/or personal effects (e.g., purse, book bag, coat) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If such a search yields illegal or unauthorized materials, such findings will be turned over to proper legal authorities.

DRUG FREE ZONE

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



SAFE2SAY SOMETHING PROGRAM

What is Safe2Say Something?

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

Here's how it works:

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

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

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

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

CASE AVENUE SCHOOL

STUDENT FORMS



Excuse for Educational Family Vacation

Dear Ms. Valentino:

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

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

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

Parent Signature: _____ Date _____

Parent Name: _____ Phone _____

.....



Approval



Disapproval

Parent Liaison/Attendance Officer

Traci Valentino, Principal

EXCUSE FOR ABSENCE OR TARDINESS

Case Avenue School

724-983-4015

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

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

Dear Mr./Mrs. _____
(Teacher)

The reason for *Absence / *Tardiness was:

Signature _____ **Date** _____

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