



**Kane Area
Elementary School
2026-2027 Handbook**

Kane Area School District
www.kasd.net

Kane Area Elementary School
400 West Hemlock Avenue
Kane, PA 16735
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FAX (814) 837-9207
Mrs. Shannon Olson, Principal
Mr. Casey Zimmerman, Assistant Principal

Kane Area School District is an equal opportunity educational institution and prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability or any other basis in any education program or activity that it operates, or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Ms. Chelsey Murray, the KASD Title IX Coordinator, Section 504 Coordinator, at Kane Area School District, 400 West Hemlock Avenue, Kane, PA 16735-1696 (814-837-9570).

For more information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the KASD Superintendent, Mrs. Jeannine Kloss, at 814-837-9570.

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180 days - students
188 days - teachers

KANE AREA SCHOOL DISTRICT

2026-2027 Graphic School Calendar

Approved 1-15-26

JULY - 0							AUGUST - 4							SEPTEMBER - 21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8	6	7	8	9	10	11	12
5	6	7	8	9	10	11	9	10	11	12	13	14	15	13	14	15	16	17	18	19
12	13	14	15	16	17	18	16	17	18	19	20	21	22	20	21	22	23	24	25	26
19	20	21	22	23	24	25	23	24	25	*26	27	28	29	27	28	29	30			
26	27	28	29	30	31		30	31												
							() – Inservice Days * - First Day for Students							☐ Vacation						

OCTOBER - 21							NOVEMBER - 16							DECEMBER - 16						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31		
25	26	27	28	29	30	31	29	30												
							() Inservice Day ☐ Vacation ○ Parent/Teacher Conf							☐ Vacation * Early Dismissal HS NOTE: Fri 12/4 & Mon 12/7-Back to back CTC Days						

JANUARY - 19							FEBRUARY - 18							MARCH - 20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6	7	8	9	10	11	12	13
3	4	5	6	7	8	9	7	8	9	10	11	12	13	14	15	16	17	18	19	20
10	11	12	13	14	15	16	14	15	16	17	18	19	20	21	22	23	24	25	26	27
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
							() – Inservice Day							☐ Vacation						

APRIL - 22							MAY - 20							JUNE - 3						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1	6	7	8	9	10	11	12
4	5	6	7	8	9	10	2	3	4	5	6	7	8	13	14	15	16	17	18	19
11	12	13	14	15	16	17	9	10	11	12	13	14	15	20	21	22	23	24	25	26
18	19	20	21	22	23	24	16	17	18	19	20	21	22	27	28	29	30			
25	26	27	28	29	30		23	24	25	26	27	28	29							
							30	31												
							☐ Vacation							() * Inservice Day – Half Day * Last Day for Students – Early Dismissal						

MARKING PERIODS END

First October 29
Second January 20
Third March 31
Fourth June 3

REPORT CARD DISTRIBUTION

November 5
January 28
April 8
June 11

PARENT/TEACHER CONFERENCE DAY

November 11

OPEN HOUSE FOR PARENTS

High School - September 14
Middle School - September 15
Elementary School - September 16

EARLY DISMISSAL

December 22 and June 3

SCHOOL VACATION

September 7 Labor Day
November 26, 27 Thanksgiving Vacation
December 23-31 Winter Break
January 1 New Years
March 26, 29, 30 Spring Break
May 31 Memorial Day

TEACHER INSERVICE DAYS

August 24, 25*
October 12
January 18
February 15, 16*
June 4* ½ day

* - Teacher workday

GRADUATION

June 4, 2027

MAKE UP DAYS (if needed)

March 29, 30

PSSA TESTING WINDOW 2026-27

Grades 3-8
English Language Arts, April 20 - 24, 2026
Mathematics, Science & Make-ups, April 27 - May 1, 2026

KEYSTONE EXAMS TESTING WINDOW 2026-27

Winter:

Wave 1, December 7 - 18, 2026 Literature, Biology, Algebra I

Spring:

May 17 – 28, 2027 Algebra I, Biology, Literature

Mission

The mission of the Kane Area School District is to engage and empower all students in a safe, collaborative environment that fosters positive relationships and diverse pathways to success, preparing them to become future-ready citizens.

Vision

The vision of the Kane Area School District is to educate and support the diverse needs of all students by maintaining high standards and inspiring, guiding, and challenging every student to become a productive, contributing member of their community.

District Shared Values

- Celebrating Success – Acknowledging small victories as steps toward greater achievement.
- Collaboration – Fostering teamwork between students, staff, families, and the community.
- Community Support – Partnering with families and the community to uplift students.
- Diverse Pathways – Offering multiple avenues to success tailored to individual strengths.
- Education – Providing high-quality, inclusive instruction that fosters intellectual and personal growth.
- Engagement – Actively involving students in their educational journey.
- Empowerment – Encouraging students to take ownership of their learning and future.
- Family and Belonging – Creating a sense of roots and connection within the school community.
- Future Readiness – Equipping students with the skills and knowledge for success beyond school.
- Inclusion – Ensuring every student feels valued and has a place to belong.
- Individuality – Honoring and supporting the unique strengths and needs of every student.
- Lifelong Learning – Cultivating a love for continuous growth and knowledge.
- Positive Relationships– Modeling respectful and healthy interactions.
- Productive Citizenship – Preparing students to be responsible, contributing members of society.
- Resilience – Preparing students to be adaptable and versatile as they choose a pathway forward.
- Structure and Stability – Offering a consistent and supportive learning environment.
- Safety – Ensuring a secure environment where students can thrive.
- Student-Centered Approach – Meeting students where they are in their academic and personal journey.

SCHOOL SCHEDULES

School Hours

Kindergarten, 1, & 2 8:10 a.m. – 2:30 p.m.
Grades 3 –5 8:10 a.m. – 2:50 p.m.

Elementary School Office Hours

Monday to Friday 7:30 a.m. – 4:00 p.m.

ASSIGNMENTS OF STUDENTS TO CLASSROOMS

Students, generally, are randomly assigned to a grade-level classroom. The intent is to heterogeneously mix classrooms. Parents may not request a specific teacher for their child. Should a parent feel their child has some special needs; an appointment should be scheduled with the principal to express the concerns.

ATTENDANCE

Any person six (6) years of age and under eighteen (18) years of age must be enrolled in a suitable program of education. If a student has more than three (3) days of illegal absence, the State Code of Education requires the school to prosecute the parents for the child's truancy. If there is a special problem with attendance, be sure to speak with the principal before legal action is taken.

While kindergarten enrollment is not compulsory, students enrolled in the kindergarten program will be expected to attend on a regular basis and comply with the district attendance policy. In an effort to make every child successful, we recognize the extreme importance of excellent attendance. We are asking that you call in to the school office if your child will be out of school for the day. You may leave a message on the attendance line, **837-7555, option 7**. If we do not hear from you, a call will be placed to the contact number that we have on file for your child in order to help support positive attendance patterns.

Excusable Absences and Tardy Minutes Include

- Illness of student
- Death in immediate family
- Reasons of an **urgent** or **emergency** nature
- Pre-arranged doctor and dentist appointments
- Impassable roads (bus unable to pick up students at bus stop or bus is running 20 minutes, or more, late)/ Severe Weather
- Religious Observances
- Exceptional urgent reasons (only with PRIOR PERMISSION from principal)
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.

- Quarantine.
- Recovery from accident.
- Required court attendance.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined.
- 4-H and FFA group, upon prior written request.
- Family educational trips. The School Code of PA permits students to be absent from school for educational trips - NOT VACATIONS. (**Limited to 10 days**). Parents desiring to take their children on an educational trip must submit a written description of the educational value of the trip to the administration. This request must be submitted for review **at least two weeks prior to departure**. Prior to leaving, students are responsible for making arrangements with their teachers to make up all the work to meet course requirements. An educational trip request form is available online at www.kasd.net or from the school office.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

Illegal Absences and Tardy Minutes Include

- Absence from school with parent's consent for reasons other than those considered excusable.
- Leaving school during school hours without office permission.
- Truancy, which is defined as absence from school without knowledge or permission of parents or school authorities.
- The attendance officer, through registered mail, will notify parents of a student who has accumulated 3 unlawful days of absence. Any subsequent day of unlawful absence will result in a School Attendance Improvement Conference, and/or fines as required by state law (School Code, section 1354).

Truancy

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Plan (SAIP) conference was not previously held, district staff shall offer a SAIP conference.

Absences/School Functions

A student is NOT permitted to attend an after-school function if absent from school that day without prior approval or a medical excuse. Examples include school dances and sports functions.

Habitually Truant

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

Absences Excused for Religious Reasons

Students may be excused from attending classroom parties for religious reasons. Parents should make the request in writing. The child may be picked up from school prior to the activity or may participate in an alternate activity in a different location within the building.

Tardy to School

A student is tardy if arriving between 8:10 a.m. and 11:30 a.m.

A student is ½ day absent if arriving after 11:30 a.m. or leaving before 11:30 a.m.

When a student reports to school late, **a parent should come to the office to sign him/her in.** A tardy slip from the office is necessary for admittance to class. Excused (see valid excuses above) tardiness requires a written note, signed by a parent or guardian. A record of all tardy time is kept, and illegal tardy time is accumulated. Each accumulation of 180 minutes tardy time results in an illegal one-half day. Excessive unexcused tardiness may result in additional disciplinary action of 30 minutes of detention for each tardy thereafter.

Procedures When Absent

1. When a child returns to school from an absence, he/she will submit an excuse slip to the office. **The slip must be returned within 3 school days.** If an excuse slip is not submitted within this time period, the days will be considered **illegal.**
2. Excuse slips must be signed by the legal parent/guardian of the student and/or person with whom the child lives and who is acting in the parental role of a child.
3. The school notifies students with records of 8 days of absences of any kind (legal or other). A 10-day formal absence letter, with the possibility of requiring a signed doctor's excuse for future absences is sent if there is legitimate concern about the effort made for attendance.
4. When a signed doctor's excuse is required, the attendance card must also be signed and returned to the school. The doctor's excuse must verify why the student was absent (illness, injury, and appt.) and should provide specific dates the student is to remain out of school. **The excuse must be signed by a licensed physician or professional designee.**

DISMISSALS

In order to minimize confusion, anxiety, and safety risks for our students, Kane Elementary will NOT accept daily changes to a student's dismissal plan after 12:00 PM.

Leaving School Early

For the protection of our students, no student may be permitted to leave school prior to the dismissal hour with anyone other than a school employee or his/her parent or guardian unless WRITTEN PERMISSION from the parent or guardian has first been given. Every student who leaves school early MUST sign out in the office or with the building principal.

Leaving at the End of the Day

It is expected that children leave the school at the end of the day by their assigned bus or walking route. Students must leave at their assigned time as no personal childcare is provided by the district.

Parent Pick-Up

Families utilizing the PPU area will need a placard (provided by the school district) for their vehicle. Parents may not park on Hemlock Ave. and retrieve students. They must go through the parking lot loop. Adults are asked to abide by the guidelines and obey the directions of the district crossing guard and SRO.

EMERGENCY CLOSING – DELAYED OPENINGS

The District Superintendent or representative will announce emergency closings or delayed openings via our alert system. Families with activated student online accounts can edit their emergency notifications from KASD by going to our webpage and clicking on One Call Now Emergency Alerts. Parents should not send their children to school at the regular time if a delayed opening has been announced. These announcements apply to staff as well, so there will be no adults available in the buildings to supervise children.

Announcements will be made as early as possible in the morning (6:00-6:30 a.m.) so parents can make arrangements for childcare, etc. when needed. Emergency closings may be a result of extremely poor highway conditions or other imminent dangers. It is advisable to have a contingency plan in place, so the children know what to do in an emergency situation. This could be a delay in opening the school or closing the school early. It is the parents' responsibility to see that this information is current in the school office.

Remote Learning Day (RLD)

Students will do work through Google Meets at home using their assigned Chromebook. Teachers will hand out schedules for these days or they can be found on our website.

www.kasd.net

Two-Hour Delay / Three-Hour-Delay

The morning bus students will be picked up **2/3 HOURS later than usual**. Instead of 7:10 a.m. **pick up will be at 9:10/10:10 a.m.** **Walking students may enter at 9:45/10:45 a.m.**

Breakfast will be served only for two-hour delays.

TRANSPORTATION INFORMATION

Transportation will be provided by the Kane Area School District for those students who live in excess of one and one-half miles from school; however, this is not guaranteed under all circumstances. The following regulations apply:

Bus Circle

Vehicles may not enter the bus circle for student drop-off or pick-up during arrival or dismissal times. Parents who have a need to enter the building should park in the center lot and enter through the main office. All students entering the building should do so via sidewalks/crosswalks and **NOT** through the bus circle.

Bus Routes And Bus Stops

The procedure will be as follows:

- Bus routes and stops are assigned to students according to residence. Children are required to get on and off at the assigned stops. District provided transportation will stop at scheduled stops **ONLY**.
- Each student will be permitted a maximum of two stop locations – their primary residence and one alternate location. The alternate location will only be listed for custody and/or childcare.
 - If there are two stop locations that will be used on a fixed schedule, then that schedule will need to be provided to the school.
 - If the alternate stop location will only be used periodically, and not on a fixed schedule, then a note will need to be provided for your child on the days they are using the alternate stop. **No changes will be taken by phone.**
- If a stop change is needed due to a change in address for the alternate stop location, requests should be submitted in writing to the school office.
- Emergency situations will be handled on a case-by-case basis. If a change is necessary due to unforeseen events, a note must be provided to the school office. The note can be written and sent in with the child or faxed to the elementary office at 814-837-9207. The note **MUST** include the details of the change, reason, and the address and phone number where the child is being transported. The following will not be accepted as emergencies:
 - Short-term childcare arrangements
 - Birthday parties
 - Personal appointments
 - Visiting friends or family
 - Extracurricular lessons/activities
 - Other matters of convenience

BUS CONDUCT

All District buses are equipped with surveillance cameras. Please refer to KASD Surveillance Policy at www.kasd.net for more information.

Student's and Parent's Responsibilities:

1. Be ready to board the bus on time.
2. Wait until the bus is at a complete standstill before attempting to enter.
3. Remain off the road at all times and behave in a safe manner while waiting for the bus.
4. Students may only ride their assigned bus.

Student's Responsibilities on the Bus:

1. Assist in keeping the bus as safe and clean as possible at all times.
2. Avoid unnecessary noise, which might divert the driver's attention.
3. Never stick hands, arms or any other part of the body out of the window
4. Pay for damage intentionally caused to seats or other interior parts of the bus.
5. Keep personal possessions out of the aisle.
6. Do not throw anything in the bus or out of the bus window.
7. Remain quiet when the bus is approaching railroad crossings.
8. Obey the school bus driver.
9. Tobacco/alcohol products are prohibited.
10. Upon leaving the bus: get off at the stop designated unless parents have arranged an authorized departure with the school.
11. Never experiment or tamper with the bus or any of its equipment
12. Be careful to leave nothing in the bus such as lunches, clothing or books.
13. Remain in assigned seat and out of the aisle until the bus has stopped. Avoid horseplay and objectionable language.
14. Be courteous. Treat the driver and other students with respect.
15. All school rules and district policies apply when riding district transportation.

Driver's Responsibilities:

1. At all times, provide for the safety and welfare of the students assigned to his/her bus.
2. Provide a clean and sanitary bus for students.
3. Obey traffic laws and driving regulations.
4. Follow, as rigidly as conditions will permit, the regular time schedule.
5. Be in control of the bus and passengers at all times.
6. Enforce the regulations of the board and administration.
7. Report all infractions of the rules to the principal of the school involved and to the contractor.
8. Assign seats and insist that they be used.

In Case of Serious Infractions of the Rules the Driver Shall:

1. Report the incident to the school and the contractor. When a bus student so conducts him/herself so as to endanger others, through excessive noise or behavior, the driver shall write a bus conduct slip (keeping one copy).
2. If a pupil has been a continual offender, the principal may notify the parent that he/she may

not ride any bus until the parent and the student have the approval of school officials.

3. Under normal circumstances, the driver will carry the offender to school or to his school bus stop. If the situation is such that the safety of the other students is endangered, the driver may pull off the road and call the office for support. This must be reported as soon as possible to the appropriate building principal.

It is not the intent of the board to make bus riding an unpleasant experience. It is to make it pleasant and safe for all the students that these rules have been adopted. It is not the driver or the principal or the board that excludes a student from riding the school bus. The student excludes him/herself because of anti-social behavior that may endanger the safety of the students, including him/her. **NOTE: If a student is excluded from riding a bus, this exclusion pertains to any and all buses of the district for the designated time period.**

WALKING STUDENTS

DISMISSAL/ARRIVAL RULES

1. Walking students should not arrive at school before 7:30 a.m. Students will be made to wait outside until this time.
2. Obey crossing guard's directions.
3. No horseplay or fighting.
4. Stay on the sidewalk at all times.
5. Do NOT throw snowballs.
6. Cross streets only with crossing guard's supervision.

Supervised Crossings are as Follows:

- Blinker Light – Hemlock Avenue and South Fraley Street to all points east of Route 66
- West Side – Hemlock Avenue and Park Avenue to all points west of the Elementary School
- Please Note – Students who walk are not permitted to leave the walking line to be picked up on Hemlock Avenue. Parents can pick up these students via the Parent Pick-up Procedure if they wish to do so.

BICYCLE RULES

Students in grades 3, 4, and 5 may ride their bicycles to school when a parental permission slip is on file in the office. Students are expected to abide by the following rules:

1. Students should not arrive at school before 7:40 a.m. All bicycle riders will exit the school with the Blinker walkers.
2. All bicycles are to be parked in the bicycle rack immediately upon arriving at school.

3. Bicycle riding is NOT permitted on school sidewalks, lawns or in the bus circle.
4. All riders are expected to ride their bicycles safely in traffic and wear a safety helmet.
5. Bicycles may not be ridden to/from school during the winter season (Nov. 1 – Apr. 1). Only bicycles are permitted. NO scooters, rollerblades, or skateboards will be allowed.

BUILDING DOORS

For security reasons, the outside doors at the Elementary School are only open for students and staff during arrival and dismissal. All others should enter through the front doors while signing in at the front office to obtain a visitor badge. Parents are not permitted to travel throughout the building or wait outside of classroom doors.

Parent drop-off will be at door 7, which enters from the middle school parking lot. These doors will be open at arrival time only. Any student arriving after 8:10 AM must be escorted into the office and signed in by a parent. **DROP-OFF IS NOT PERMITTED IN THE FRONT PARKING LOT BEFORE 8:10 AND WILL BE STRICTLY ENFORCED BY OUR SRO.**

FIELD TRIPS

Field trips are provided by the Kane Elementary PTO. Field trips are planned by the grade level teachers to relate to grade level curriculum.

HEALTH SERVICES

If any child is diagnosed with a communicable disease, please notify the school nurse immediately.

Immunizations

Immunizations required to enter school in Pennsylvania are:

- **4 Diphtheria & Tetanus (4th shot after the fourth birthday)**
- **3 Polio**
- **2 Measles/Mumps/Rubella (MMR)**
- **3 Hepatitis B**
- **2 Varicella at 12 months or older, or laboratory evidence of disease, or a written history of the disease.**

Additional Immunization Requirements (7th grade):

- **1 Meningococcal Conjugate Vaccine (MCV)**
- **1 Tetanus, Diphtheria, Acellular Pertussis (Tdap)**

When should children stay home from school?

- Fever (100 degrees or higher)

- Diarrhea (twice or more in the last 24 hours)
- Vomiting (once or more in the last 24 hours)
- Severe cough and cold
- Pinkeye (Conjunctivitis)
- Headaches or sore throats that are accompanied by fatigue or fever
- Rashes (unless diagnosed and cleared to come to school)

When should you send your child back to school?

- **Fever-free for 24 hours without medication**
- **No vomiting/diarrhea during the last 24 hours**
- **Prescribed antibiotics have been given for 24 hours**
- **His/her appetite and energy level have returned to normal**

Dispensing Medications

Students are not permitted to carry medication with them during the school day. In cases that over the counter medication must be taken during school hours, students should take the medication to the nurse's office at the beginning of the school day. The student should then report back to the nurse's office to take the medication at the proper time. All medication must be in the original, unopened package, marked with the student's name. A note with the parent/guardian signature and any specific instructions on administering the medication must be with the medication.

When a student must receive a prescription medication during school hours, the following regulations shall be followed:

- The school nurse shall be notified.
- The KASD Authorization for Medication form must be complete (including doctor's order/signature and parent signature)
- The medication must be brought to the office by an adult, in the original pharmacy labeled container.
- The medication will be dispensed, as prescribed, by the school nurse.
- The medication will be stored in a secure place.
- It is the responsibility of the parent/guardian to refill the prescription and supply the monthly dose to the school.

Over-the-Counter Medications

Some over the counter medications may be available at school. Students must have a current and complete Medical Services form on file before receiving any OTC medicine. This form is sent home with every student yearly on the first day of school.

Lice Screening

Lice screenings will be done per district policy and when deemed necessary by the school nurse.

Tests and Examinations

Each student has a health record that is initiated in kindergarten and maintained through 12th grade.

The state requires that certain tests and examinations be performed each year on children at particular grade levels. Parents will be notified when these examinations are scheduled. Parents are not notified for routine vision, hearing and growth screenings.

Physical Exams:	K, 6th, 11th
Eyes:	Every year
Ears	K, 1st, 2nd, 3rd, 7th, 11th
Teeth:	1st, 3rd, 7th
Height & Weight:	Every year
Body Mass Index:	K-12
Scoliosis:	6th, 7th

Milk or Food Allergies

Forms must be completed in order for a milk substitute to be supplied by the school. Juice is no longer considered an appropriate substitute for milk and cannot be offered, per federal and state laws. Please contact the food service director or the school nurse for additional information.

STUDENT WELLNESS

KASD recognizes that student wellness and proper nutrition are related to student physical well-being, growth, development and readiness to learn. The following will be considered regarding wellness; a comprehensive school meal program consistent with federal and state nutrition requirements, physical education courses and opportunities for developmentally appropriate physical activity during the school day, and a comprehensive health and nutrition education program sequentially and developmentally appropriate. Goals of the Student Wellness Policy shall be considered in planning all school based activities.

CHILD/STUDENT ABUSE

School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional or other training and experience, that a child under the care, supervision, guidance or training of district employees is a victim of child abuse. A school employee shall immediately contact the principal when the school employee has reasonable cause to suspect, on the basis of his/her professional or other

training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.

CAFETERIA

The school provides breakfast and a hot lunch each day. The cost of school lunches is subject to change. Money is placed in a student lunch account either via the internet or by sending money to the school. Checks may be made payable to the Kane Area School District. No students will be allowed to purchase seconds or snacks if they owe money to the cafeteria.

You can add money to your child's account by going to <https://www.schoolcafe.com/>.

Children are permitted to bring a packed lunch, and if they wish, can purchase milk from the cafeteria. Regardless of free/reduced lunch status, all students need to pay for milk when they have a packed lunch. Canned or glass bottled soft drinks are not permitted at school. Lunch menus are sent home at the beginning of each month.

Kane Area School District

STUDENT CONDUCT RESPONSIBILITIES

A productive education depends upon the maintenance of effective learning conditions, including an orderly environment. Learning is enhanced when order is maintained and the students accept the necessity for order.

Members of the board of education, administrators, teachers, staff members, students, parents and other citizens are responsible for providing the environment that will be most conducive to learning. Essential to the creation of effective learning conditions is proper student behavior and control. In support of the aims of public education, student behavior shall reflect standards of good citizenship expected of a democratic society. Self-discipline, then, becomes one of the important goals of education.

Students shall be expected to conduct themselves in an appropriate manner, in keeping with their level of maturity, and acting with due regard for constituted authority. This includes conforming to school rules and regulations and those provisions of the law applicable to student conduct and behavior.

Consideration for the rights and privileges of others, cooperation with all personnel in the school community, and basic respect for one's own self shall be guiding principles.

High personal standards of courtesy, decency, honesty, and morality, respect for school and personal property, and pride in one's work and achievement shall be expected of all students.

All employees of the district shall share responsibility for supervising the behavior and conduct of students. Student control responsibilities shall extend beyond the classrooms to include all school facilities, school grounds, school buses, school activities and field trips.

STUDENT RIGHTS

Students residing in the Kane Area School District and attending district schools have rights that are protected by national and state law and by school district policy. These rights are herewith enumerated:

- ☐ **Every student between the ages of 6 and 21 has the right to a free education.**
- ☐ **Every student shall be free from discrimination due to race, religion, sex, national origin, marriage, pregnancy, or handicap.**
- ☐ **Every student shall be free from excessive or unreasonable punishment.**
Even when a parent prohibits corporal punishment, reasonable force may be used by teachers and school authorities:
 - ☐ **To quell a disturbance**
 - ☐ **To obtain possession of weapons or other dangerous objects**
- ☐ **For the purpose of self-defense**
- ☐ **With due respect for the rights of others, every student shall be free from compulsory flag salute and the Pledge of Allegiance.**
- ☐ **Subject to instances resulting in a disruption of the educational process or in a health or safety hazard, every student is free to select personal hair and dress styles.**
- ☐ **Every student has the right of confidentiality in his/her records and communications set forth in law and district policy.**
- ☐ **Every student has the right to due process in matters of suspension or expulsion.**
- ☐ **For the protection of persons or property**
- ☐ **Subject to limitations imposed thereon by law, by regulations of the state board of education, or by policies and procedures of the district, every student shall have freedom of speech, press, and assembly.**

Student Searches

Searches of students and their belongings may occur when there exist facts, allegations, or circumstances that create a reasonable suspicion of:

1. A violation of school laws, rules, regulations or policy
2. Harm to a student's self or another
3. Harm to or theft of property
4. Possession of instruments or materials used or potentially used in unsafe behaviors.

Surveillance

The Board and the administration recognize the need to provide a safe and secure environment for all of its students, employees, and visitors. To that end, it is the policy of the Board to employ video surveillance systems at its schools, buildings, and properties. Cameras shall only be installed in public areas. Cameras shall not be positioned in areas where individuals have a right to expect privacy. Video surveillance cameras shall not have audio recording capabilities.

Written Materials/Comments

Students should be aware that the faculty takes all written materials and comments made by students seriously. It is the faculty's responsibility to report to the proper authority anything that could be potentially dangerous to the student or another individual. This includes mention of suicide, threats to other people, and questionable behavior. All such reporting is done in the interest of the student's safety and welfare. Threat Assessments and Suicide Assessments shall be done when deemed necessary.

STUDENT RESPONSIBILITIES

Students attending Kane Area School District Schools have basic responsibilities, which include regular school attendance, conscientious effort in classroom work, deliberate and positive involvement in the educational process, and knowledge of and adherence to rules and regulations. Specific responsibilities include, but are not limited to:

- ☐ **Compliance with compulsory school attendance laws of state and district**
- ☐ **Deferring to the authority of school personnel**
- ☐ **Being on time for school, classes, and activities**
- ☐ **Making up work missed due to absence**
- ☐ **Caring for and protecting school property**
- ☐ **Recognizing and respecting the rights of others (personal, property, educational)**
- ☐ **Meeting common standards of decency, health and safety in grooming and dress**
- ☐ **Using acceptable language at all times**

- ❑ **Being respectful to faculty, staff and peers**
- ❑ **Exhibiting socially acceptable behavior**
- ❑ **Being responsible for one's own actions**
- ❑ **Being honest in reporting time, names, dates, grades, or other data used by the school**
- ❑ **Volunteering information and cooperating with school staff in cases involving discipline or illegal acts**
- ❑ **Refraining from acts of violence or threats of violence, possession, use or threatened use of weapons or instruments capable of inflicting harm on others**

DISCIPLINE

Disciplining students is the responsibility of school personnel and becomes necessary at times to control disruptive influences and deviate behavior, which interrupt the educational process. Discipline will range from verbal reprimand to exclusion from school, depending upon the severity and frequency of the violation, and a student's motive and past record in committing breaches of school rules.

The student guidelines for conduct, rights, and responsibilities, should substantially reduce need for disciplinary action in the Kane Area Schools.

ISS – In School Suspension and OSS – Out of School Suspension

Students will serve ISS or OSS for the following offences:

1. Physical violence towards another student at school, or during a school-related function.
2. Verbal threats that show the intent to cause harm to another student.
3. Other special circumstances deemed appropriate by school administration.

Harassment

The Kane Elementary School strives to provide a safe, positive learning climate for students. It is our policy to maintain an educational environment in which harassment in any form is not tolerated. The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or disability. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

Each staff member of the school is responsible for maintaining an educational environment free from all forms of unlawful harassment. Each student is responsible to respect the rights of their fellow

students and to ensure an atmosphere free from all forms of unlawful harassment.

When a student believes that they are being harassed, they should immediately inform the harasser that the behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure. Harassment complaints may be made to the principal, teachers, counselors or the school nurse. All employees who receive a harassment complaint from a student shall report the complaint to the principal who will then investigate the complaint.

Hazing

The purpose of the policy of the Kane Area School District on hazing is to maintain a safe, positive environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For the purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the board. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

Bullying

The Kane Area School District is committed to providing a safe, positive learning environment for district students. It is recognized that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore bullying that is an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students which occurs in a school setting that is severe, persistent or pervasive may be addressed with, but not limited to, the following consequences; Counseling within the school, parental conference, loss of school privileges, exclusion from school sponsored activities, detention, suspension, expulsion or referral to law enforcement officials.

Cheating/Plagiarism

Students in the Kane Area School District are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable may include; copying another student's work, working with others on projects that are meant to be done individually, looking at or copying answers on a quiz or test, allowing another student to copy answers from one's quiz or test, using unapproved methods to get answers, giving a quiz or a test to others to work from, copying information from a source without proper attribution, taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case by case basis depending on the seriousness of the violation, prior violations and other factors. Disciplinary actions may include redoing assignment/test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

Adapted from School Principal's Legal Alert, 2002

CONDUCT AND BEHAVIOR

The behavior and conduct of students in school should reflect the standards of good citizenship expected of members in a democratic society. Self-discipline is one of the most important goals of education.

By law, a person is guilty of aggravated assault if they attempt to cause or intentionally cause bodily injury to students, teaching staff members, school board members and other employees or students. Fighting is now regarded as a felony, is a serious crime. It is dealt with by school officials and also becomes a matter for the police and courts.

Section 2702 of Title 18 (Aggravated Assault)

A person is guilty of aggravated assault if he/she attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employee or student employee of any elementary or secondary public-funded educational institution.

The above pertains to offenses not happening on just school property but also occurring while a student is in route to school or on his/her way home.

In the case of a fight, charges may be filed in the district magistrate's office by the principal against one or both students involved in the fight. The fine

imposed by the magistrate is a minimum of \$150 and a maximum of \$300.

Expected Standards of Behavior

1. Students shall respect the authority of the adults in charge.
2. Citizenship in school requires respect for the rights of others and taking responsibility for one's own actions.
3. High personal standards of courtesy, decency, clean language, honesty and wholesome relationships with others shall be maintained.
4. Students will show respect for public and personal property. Pride in one's work and achievement within one's ability shall be expected of all students.

Building Rules

1. Walk in the hallways/stairways.
2. Talk using appropriate voice volume.
3. Students are not to bring gum into the building.
4. Telephone calls to and by students are in case of emergency only.
5. No tobacco/alcohol products of any kind are permitted or tobacco related products.
6. Any destruction of property (school or personal property of others) will be the responsibility of students involved.
7. Parents will be contacted if students engage in the act of fighting. Disciplinary actions will be taken (i.e., Detention, in-school suspension, out of school suspension).
8. Weapons, as defined by district policy, brought to school will be confiscated by the principal (Disciplinary actions will be taken. i.e., Detention, in-school suspension, out of school suspension, or possible police charges)
9. Students are responsible for school materials that are assigned to them. Damage beyond normal use will result in a fine.
10. Students are responsible for their own belongings. Toys, sports equipment, hand-held video games, and other similar items should NOT be brought to school without specific permission from the classroom teacher. The school cannot be responsible for lost, damaged, or misplaced personal property.
11. FORGOTTEN STUDENT ITEMS: When parents deliver forgotten student items (lunch, lunch money, homework, etc.) to school, they should be left at the office, NOT TAKEN DIRECTLY TO THE CLASSROOM so instructional time is not interrupted. Office staff will call students or deliver the items at a convenient time.

Possible consequences:

- Verbal warning
- Processing (time out of classroom)
- Loss of a privilege
- Breakfast/Lunch/Recess Detention
- Restitution (ex. replacing damaged property, cleaning, etc....)
- Student generated plan of action
- Letter of apology/letter home to parent
- Parent notification/parent signature requirement

Major Offences

1. Aggression
2. Insubordination
3. Stealing

Possible consequences:

- Conference with parent/teacher
- ISS (In School Suspension)
- OSS (Out of School Suspension)
- Saturday Detention
- Restitution

Recess Rules/Playground

During the school day an outside recess may be scheduled to allow the students the chance to play and socialize with their friends.

- Outdoor recess occurs when the real feel is 20 degrees or above. Children are expected to be dressed properly for the weather, i.e., boots, hats, snow pants.
- Children are to be on the playground during recess only and not before or after school.
- Equipment is to be used for the intended purpose only.

Weapons

Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity is prohibited, and a violation of KASD policy #218.1. The intent of this paragraph includes transporting weapons in privately owned vehicles used to transport students to school. Violation of this policy shall require that the proceedings for the expulsion of the student involved shall be initiated immediately by the appropriate administrator, as well as possible criminal or juvenile delinquency prosecution. Exceptions to this policy can be made on a case-by-case basis at the recommendation of the superintendent due to mitigating circumstances.

Weapon is defined as an instrument of any kind that can be used, to cause harm to an individual. While not inclusive, weapons include handguns, rifles, shotguns, spring gun, air gun, slingshot, bludgeons or clubs, brass knuckles or artificial knuckles, knives or swords, any explosive, including ammunition, dangerous chemicals, razors, or any instrument which, in the judgment of the administration, could be used as a weapon or mistaken for one.

OTHER SCHOOL POLICIES

Animals or Pets

According to Kane Area School District policy students may not bring animals to school. Teacher permission must be acquired if animals/pets are necessary for a class presentation. Service animals are permitted as necessary.

Distribution of Materials by Students

Party Invitations - To eliminate hurt feelings, only invitations for every member of a class will be passed out in school.

Non-School Materials - Any fliers, posters, documents, etc. related to non-school activities must be presented to the building principal for approval prior to distribution.

Class Treats

As per KASD policy 246, we are required to eliminate the likelihood of allergic reactions and limit foods from outside the district that do not meet the nutritional standards. In considering food allergies — especially peanuts, tree nuts and eggs — and sensitivities (such as gluten or dyes), homemade foods can pose a threat to some students. In addition to these concerns, we have no way to control food safety and contamination with homemade goods. Students may continue to celebrate their Birthdays in school (if they choose) but should only bring treats that are packaged and labeled with a list of ingredients. **Please note**, students may still bring homemade foods in their own packed lunches.

HAZARDOUS DRILLS:

WEATHER/FIRE/LOCKDOWN

Hazardous weather drills, fire drills, and lockdown drills, signaled by a series of bells or announcements, will be held periodically to ensure safe procedures are followed in the event of an actual emergency. Teachers will review specific routes and proper disaster evacuation, etc., with their classes.

LOCKERS

All student lockers are the property of the Kane Area School District. For the safety of students, district

employees, and school visitors, it is important that lockers not be used as repositories for controlled items, such as drugs, alcohol, and/or weapons. Accordingly, while students are assigned lockers for storing books, belongings and coats, such assignment does NOT restrict the right of school officials to examine lockers any time they believe it necessary to ensure the safe operation of the school. A student using a locker that is the property of the Kane Area School District is presumed to have no expectation of privacy in that locker or in its contents. Searches of lockers are permissible by school authorities, without warning. In as much as the student is advised not to have any expectation of privacy in such lockers, it is suggested any item in which a student has an expectation of privacy be maintained upon that student's person or that the student not bring such item upon school premises.

Students are responsible for the care of their assigned locker and may be billed for any repair cost. Only the student assigned to a locker may use that locker. Students are responsible for the contents in their lockers. Any items of personal or financial value should not be stored in lockers.

The school reserves the right to inspect lockers at any time and remove books and belongings of other students.

PERSONAL CELL PHONES/ SMART WATCHES

Students are not permitted to use cell phones/smart watches or have them visible during school hours. (7:30 am-2:50 pm) If a student brings a cell phone/smart watch to school it must be turned off at 7:30 am. Use is defined as a cell phone/smart watch that is turned on and ringing or a phone/watch being viewed by a student as to be reading or texting, or a student talking into a phone/watch or listening to a message from a phone. Any student who consistently violates cell phone/smart watch policy will have the phone confiscated and will be subject to school discipline. Parents must pick up any confiscated phones/watches. KASD is not responsible for lost, stolen or broken cell phones/smart watches.

ELECTRONIC DEVICES

As per KASD Policy 237, the Board restricts and/or prohibits inappropriate **use of** electronic devices by students during the school day at any time in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms,

bathrooms, health suites and other changing areas at any time. Not only do they disrupt classes, but they are also often lost, stolen, or broken. Any electronic devices may be confiscated by and turned over to the school office. **Parents may be required to pick up any of these items from the office.**

VALUABLE ITEMS

Do not leave money, electronic devices, watches, jewelry, etc. in your unsecured lockers. If valuables must be brought to school, please leave them in the office with the secretary to be picked up at the end of the day. Valuables taken to gym class should be left with the teacher. The Kane Area School District will not be responsible for lost, broken or stolen items. If an electronic device is brought to school, a parent/guardian must sign a permission slip/policy for the student to use the device in school.

STUDENT ASSIGNMENTS

Homework

Homework assignments are considered to be an important part of a child's education. As a student moves through the different grade levels, the assignments gradually become more complex.

1. An assignment will generally involve at least one of the following objectives:

- ☐ To reinforce and practice what has been taught in class
- ☐ To keep parents informed about what their child is learning in school
- ☐ To develop responsibility and good study habits in the child

2. Assignments should be thoroughly understood by the student. All assignments are reviewed with the students before they are sent home. Students are often given time during the school day to begin the assignment. If a child does not understand an assignment, he or she is expected to ask the teacher to explain it.

3. If a child misses class because of illness, a music lesson, a therapy session, a medical appointment or any other reason, it is the child's responsibility to see the teacher and ask for the assignments.

4. Each child is expected to confer with his/her parents and name a study time and place in the home for the child to work on assignments.

5. Each child is provided with an organizational tool to assist him/her in recording and recalling homework assignments.

Collecting Homework

Homework requests should be made to the office by 8:30 a.m. to be picked up at the end of the day, after

3:15 p.m. Parents should check with the office before coming to school to pick up homework.

DRESS CODE

Parents have the responsibility to see that students are properly attired. Because of the ages of elementary children, there are some restrictions that are necessary for reasons of safety or to prevent distractions.

- 1. Students must wear shoes, boots, or other types of soled footwear. They may not wear just socks or go barefoot in the school. High-heeled shoes are prohibited for safety reasons. Flip-flop sandals or shoes without a strap on the back of the foot are not to be worn for safety reasons. No sneakers with wheels in the sole or cleats will be permitted.**
- 2. Clothing with profane or vulgar sayings may not be worn in school. This includes clothing advertising alcohol, cigarettes, tobacco products, or other drugs or drug paraphernalia, violence, and/or sexual activity.**
- 3. Strapless tops, spaghetti straps, and bare midriff shirts are NOT appropriate for school. The abdomen area should not be exposed at all. Shorts of an appropriate length (at the knee or just above) may only be worn when the weather is appropriate. (Students may not wear shorts from Nov. 1 – Apr. 1)**
- 4. Pants must fit at the hips so they will stay on. If a student's underwear shows, the clothing is inappropriate.**
- 5. Hats and hoods are not to be worn in the building.**
- 6. Students are discouraged from wearing make-up to school. Face paint is not allowed. Fake nails are not permitted. Writing or coloring on the skin will not be tolerated.**
- 7. Costumes are prohibited unless it is an authorized costume day.**
- 8. Students must remove coats during the school day. Outerwear is to be worn for outside recess only.**
- 9. Appropriate clothing and shoes must be worn in order to allow participation in Physical Education classes. Dresses and skirts are not appropriate unless shorts are worn under them.**

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

CURRICULUM

Grade specific curriculum guides are available upon request or at www.kasd.net

Library

Regular visitation and use of the school library is an essential component of your child's school experience. Students become familiar with the library environment, its programs, and staff through these opportunities. A sequential information literacy curriculum is provided for all students. Children learn basic library skills, procedures, and library arrangement. Students will have a designated opportunity for book selection each week with their respective classes. However, students are free to use the facility and select materials accordingly any school day, with permission from their classroom teachers.

Fines will not be charged for overdue materials. If materials are not returned in a timely manner, students will be unable to checkout materials until they have been returned. Students who have lost or have extensively damaged materials must pay the replacement cost of the item. Students who return materials with computerized barcodes, which are damaged or removed, will be issued a **\$5.00 replacement fine**. Should a book, its cover, or the computerized barcode become damaged, loosened, or removed while checked out to your child, please return all components to the school library. Continued late returns, lost items, or damage will result in curtailment of a student's library privileges.

Music

A planned music program is provided for students.

Instrumental- The district offers instrumental lessons to students in 5th grade. Students may begin lessons for strings, brass, woodwinds, or percussion. Upon reaching a certain proficiency level, they participate in the school band and/or orchestra. Students may supply their own instruments or may rent them from a music house of their choice. Information on rentals is sent out to the parents at the time of an instrumental demonstration, which is presented to the student.

5th Grade Chorus - Students may audition for placement into 5th grade chorus. Students usually practice two days a week during regular school hours. Students selected for the chorus are expected to maintain passing grades (70% or higher), and exhibit acceptable behavior and conduct to be eligible to participate in weekly music practices and programs.

Physical Education

The elementary physical education program's objectives are mastery of basic skills, movement

activities, improvement of self-esteem and lifetime fitness. Lifetime fitness activities will help promote a healthy lifestyle that will hopefully continue well past the students' school years. Whenever possible, health objectives are coordinated with the physical education program. Gym shoes & a crew neck T-shirt (long enough to "tuck in") must be worn for physical education classes. Participation grades will be affected by the lack of appropriate attire.

COMPUTER USE

The internet in the Kane Area School District is for educational purposes only. Any violation of the KASDNET Student Acceptable Use Policy (Board Policy #815) may result in loss of internet access and/or student use and/or other disciplinary actions. Please refer to the most recent version of Policy #815 on the district website at www.kasd.net. **Elementary students and parents should review this policy, sign and return the student account agreement located on the last page of this handbook.**

COPPA

Our district utilizes several computer software applications and web-based services operated by third parties. These include Google Education, IXL, Accelerated Reader, and similar educational sites and programs. A complete list of the programs with the privacy policy for each are listed on our district website, under **Information for a Parent**. The direct link is COPPA.kasd.net. This list of approved sites is updated regularly, so be sure to check back often for new websites and apps.

In order for students to use these programs and services, certain personal identifying information must be provided--generally the student's name, and sometimes their email address. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/privacy-and-security/children%27s-privacy>.

REPORT CARDS

Letter grades are one form of communication between the teacher and parents. Parents should contact their child's teacher as to the meaning and value of the grades and to keep informed of their child's progress.

Parents should sign and return the report card envelope to school. This indicates to us that the parents have seen the report card. The signature on the envelope does not necessarily indicate approval of the marks, but only that the report card has been seen.

Report cards will be issued 4 times yearly for grades K – 5. **The grading system for grades 1-5 is as follows:**

% Range	Grade	Descriptors
93 – 100%	A	Work is at highest level of expectation
86 – 92%	B	Work exceeds minimal level of expectation
77 – 85%	C	Work is at minimal level of expectation
70 – 76%	D	Work does not meet minimal expectations.
Below 70%	F	Work unacceptable for certification.
	I	Required work has not been completed

Students cannot receive a grade lower than a 55 during the first two marking periods.

Grades in music, art, library, physical education, handwriting, social studies, science, and health may be indicated by the following:

O – Outstanding

S – Satisfactory

U – Unsatisfactory

Occasionally a final report card may be marked "placed" instead of "promoted". This indicates the child has not fulfilled the requirements for that grade level, but because of various factors (maturity for example), is being advanced to the next grade for the best interest of the child. The school recommends retention in a grade level when it is felt that the child will benefit from the added year. Parents may also wish to initiate a request for retention. A conference is scheduled with the parent in either case.

Retention Criteria

- **Lack of academic progress**
- **Lack of growth in behavior**
- **Teacher Recommendation and meeting with parents**

PARENT CONFERENCES

Parents are encouraged to stay in communication with teachers on a regular basis. Teachers may be

contacted via the student agenda, by e-mail, or by phone. Formal conferences can be arranged at times convenient to the parties involved. A Parent-Teacher Conference Day will be held on November 11, 2025.

STUDENT RECORDS

All parents are required to put in writing their request to inspect, review, or copy their child's educational records. In the case of divorced or separated parents, each parent has access to their child's records unless the school district receives a copy of the court order or similar legal document, which limits access. This is true even if only one parent has physical custody of the child.

REGISTRATION AND WITHDRAWAL

Admission of Beginners

Children shall be admitted as beginners in first grade in elementary school providing they have reached the age of six years on or before August 31. The admission period shall be restricted to the first two weeks of the school year. A birth certificate must be presented to the school before a child can be registered into school for the first time. The Kane Area School District also requires proof of residency within the district boundaries when a child is enrolled. A copy of the child's health record listing state-required immunizations and dates is also required.

Change of Status within the District

Families of children attending the school should notify the school office when they change:

- **Residence or mailing address**
- **Telephone numbers**
- **Parents' and/or child's last name**
- **Babysitter/Daycare**
- **Legal child custody**

The legal custody of a school child is important information that should be brought to the attention of the teacher and the school office, especially in the event of any changes in custody agreements. The school will adhere to the most current custody order that is on file in the office.

Moving from the School District

If you find you must move from the school district, notify the school office as far in advance as possible giving the date of your move. The office will provide you with a copy of your child's immunization records, which you will need to register in another school district.

Before transferring from the school, each child should take care of matters such as settling cafeteria

accounts, returning library books, returning textbooks to the teacher, etc. Records will not be forwarded to a new school until all such matters are taken care of. Whenever a pupil transfers to another school, a certified copy of the student's disciplinary record shall be transmitted to the school to which the pupil has transferred.

SCHOOL SERVICES

Accident Insurance

At the beginning of each school year, a group accident insurance policy is made available for parents who wish accident insurance protection for their children. There is a choice of an "At School" plan or "24 Hour Coverage". Read the application to determine exact coverage.

Students may enroll in the group insurance plan by completing the application received at the beginning of the school year. All students **MUST** have insurance to participate in after-school programs/trips including band, chorus, etc. Parents may use their own insurance or purchase school-approved insurance. Additional forms are available in the office. **It is recommended that you purchase insurance during the first month of school** to ensure coverage when your student is participating in a school-sponsored activity.

McKinney-Vento Homeless Education Assistance Improvements Act of 2001

The McKinney-Vento Homeless Assistance Act of 1987 aids homeless children and youths who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento. Information can also be accessed at the following Pennsylvania Department of Education website link - [Education for Homeless Youth \(pa.gov\)](https://www.pa.gov/education/homeless-youth)

The categories of children who are "homeless" and entitled to the protections of the federal law include the following categories:

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- ii. 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;
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- iv. "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and,
- v. "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.

Communication and collaboration among education and child welfare professionals is critical to support school stability and continuity for children in out-of-home care. The law requires child welfare and local education agencies to work together to promote school stability and continuity including trying to ensure children remain in the school in which they were enrolled at the time of placement when it is in their best interest. Best practice would suggest that decisions be made collaboratively between school personnel, child welfare agencies and any other individual involved in the child's case including the child, resource parent, child advocate and attorney. It is imperative that caseworkers and school district administration and staff work together to help ensure the educational progress of all students.

Under the Pennsylvania Education for Homeless Children and Youth State Plan, homeless children are defined as "children living with a parent in a domestic violence shelter; runaway children and children, and youth who have been abandoned or forced out of their home by parents or other caretakers; and school-aged parents living in houses

for school-aged parents if they have no other available living accommodations."

This policy helps maintain continuity and school stability for homeless children in compliance with the McKinney-Vento Act. The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is fully resolved by a McKinney-Vento coordinator, state coordinator, through mediation or in court.

The McKinney-Vento Act requires that, "local educational agencies will designate an appropriate staff person, who may also be a coordinator for other federal programs, as a local educational agency liaison for homeless children and youth." **The liaison for homeless children and youth in the Kane Area School District is Ms. Chelsey Murray.**

Pursuant to the McKinney-Vento Act, every state must develop procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youths. 42 U.S.C §11432(g)(1)(C). The state must ensure that LEAs comply with requirements set forth in the McKinney-Vento Act including ensuring immediate enrollment, providing written notice to families concerning school selection, enrollment decisions and providing enrollment and pendency in the school of choice while a dispute is being resolved. 42 U.S.C §11432(g)(2)(A). Level 1 – A dispute may be raised with the Local Educating Agency (school district). Level 2 – A complaint may be files with a McKinney-Vento coordinator. **For more information on the dispute process or anything related to the McKinney-Vento Homeless Act please contact Ms. Chelsey Murray, cmurray@kasd.net or 814-837-9570 x1217.**

Title I/MTSS

Title I is a federally funded program that provides additional help to students who are having difficulties with reading. Reading specialists and aides provide extra help in the multi-tiered system of support (MTSS) model to students during the school day. This additional help is what some students need to be successful learners. For more information on the district's Title I program, please contact the building principal. Kane Area Elementary School is a Title I school-wide school. A school wide program permits

a school to use funds from Title I, Part A and other Federal education program funds and resources to upgrade the entire educational program of the school in order to raise academic achievement for all the students.

Prescreening Referral/MTSS/SAP

Any elementary student experiencing difficulty functioning successfully in the classroom may be referred to prescreening referral by their classroom teacher, their parents, or other concerned adults. The MTSS team is a grade level based system to discuss, design and deliver appropriate interventions based on student needs. Team members include the classroom teacher, the principal, the counselor, and most importantly the parents. Other school personnel may also be on the team depending on the needs of the child. Needs may be academic, behavioral, or social based. Intervention plans will be designed and discussed with parents. Students who are in need of community based services may be referred to the Elementary Student Assistance Program (SAP). Parental consent is necessary for this type of referral.

Counseling Services

The elementary counseling program is designed to deal with all children to enhance their total educational program. Its variety of functions includes parental involvement, group counseling, and crisis counseling and/or liaison resource for individual counseling through various outside community services. Basic screening evaluation and assessment services are offered as well. Further information regarding counseling services may be obtained by contacting the elementary counselor through the school office.

Psychologist

Parents and teachers can request the services of the school district psychologist to administer specialized tests and to give guidance when exceptional problems develop. No testing will be done without first receiving the parent's permission.

Student Pictures/Yearbook

Individual student pictures are taken each year in the fall and are made available to parents who wish to purchase them. Picture money is due at the time the child's picture is taken and pictures are delivered before Christmas. We try to select a reasonably priced and reliable school photographer. Spring pictures are also taken and are available for purchase.

A yearbook will be available for those interested. The books are ordered in February, with payment at that

time, and delivery in early May. All student pictures taken in the fall and many candid shots will appear in the yearbook. **If a family chooses to not have their child photographed for any reason, they need to notify the office annually in writing.**

Special Education Services

The Kane Area School District offers a wide variety of special education services to students of our district. Those interested in exploring any of the following services are urged to contact the Superintendent's Office at 837-9570 or the Elementary Office at 837-7555 for further direction.

1. **Psychological Services** are available through a certified school psychologist upon request and with the consent of the parent/guardian. Results of a psychological evaluation will be shared with the parent/guardian.
2. **Prescreening Referral** is an early intervention service designed to identify students experiencing learning difficulties. Under the direction of a Prescreening Referral Coordinator, a team, which includes the student's teachers and parents/guardians, meet to adjust the regular educational program to better address the specific needs of the student.
3. **Multidisciplinary Evaluation (MDE)** is a process used to recommend whether a student is exceptional and in need of specially designed instruction. Information is provided and examined by a team (Parent/Guardian, school personnel, and other resource persons) to determine whether to recommend services in any of the following areas:
 - Gifted support
 - Learning support
 - Emotional support
 - Physical support
 - Autistic support
 - Hearing impaired support
 - Life skills support
 - Speech and language support
 - Blind or visually impaired support
 - Multiple disabilities support
4. **Chapter 15 Services** are provided by the district in compliance with the law to protect handicapped students who require aides and/or accommodations designed to fulfill educational needs commensurate with non-handicapped students.
5. **Homebound Instruction** is a service provided to students who, by doctor's order, cannot attend regular classes for a period of time not less than ten school days. The district will provide guided instruction by a certified

professional for 5 hours a week for the core courses (language arts, mathematics, science, and social studies).

Additional information pertinent to these services, as well as due process rights for parents/guardians can be obtained in the guidance office of the elementary, middle, or high schools.

Behavior Management Policy for Special Education Students

For special education students displaying behavior difficulties, which may be interfering in the learning process, the IEP team should consider a Behavior Management Program with the cooperation of Intermediate Unit Nine consultants. For each eligible student or young child who exhibits behavior problems that interfere with the student's ability to learn, including students identified as seriously emotionally disturbed, the IEP shall include provisions for a program of behavior management in accordance with Chapter 342 (relating to special education services and programs).

Positive rather than negative measures shall form the basis of behavior management programs. This would include methods, which utilize positive reinforcement to shape student behavior, ranging from use of positive verbal statements as a means of reinforcement for good behavior to specific tangible rewards. The type of intervention chosen shall be the least intrusive necessary and shall be in accordance with Chapter 342 (relating to special education services and programs). Aversive techniques, restraints or discipline procedures may never be used as a substitute for a behavior management program.

Speech and Hearing Therapists

A speech/language clinician is provided by the Kane Area School District to aid children who have speech/language impairments that affect academic achievement or classroom communication. Parents and teachers may recommend children for consideration for speech/language support through the Prescreening Referral process. If prescreening referral determines that the child's speech/language skills seem to be affecting his ability to communicate effectively in the classroom or to do his best academic work, the child would be recommended for a speech/

language evaluation. Parents and teachers are encouraged to be involved in each step of this process. Similar procedures would be followed for children with a hearing impairment, with services being provided by an I.U. #9 hearing therapist.

VISITATIONS

ALL VISITORS MUST REPORT TO THE OFFICE UPON ENTERING THE BUILDING. Kane Area School District utilizes the Raptor Visitor Management System in all of our schools to strengthen our program of school safety for students and faculty. Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of the visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office/secure vestibule or pick up paperwork.

Please do not wait outside your child's classroom for school to end or go directly to a classroom when school is still in session. If you need to visit the classroom you may sign in at the office and wear a visitor badge.

VOLUNTEERS

Parents and other community members who wish to volunteer must complete a form to be kept on file in the school office. The complete volunteer policy can be found at www.kasd.net or in the elementary office.

ALL VISITORS/PARENTS ARE TO REPORT TO THE OFFICE FIRST TO SIGN IN AND OBTAIN A VISITOR'S BADGE. Those without a visitor's pass will be considered to be trespassing.

**Kane Area Elementary School
Title I
SCHOOL/HOME/STUDENT COMPACT**

Rules of School Conduct: Be Respectful, Be Responsible, Be Honest, Show Compassion, and Be a Good Citizen

SCHOOL AGREEMENT:

The school experience is important to all students and we understand our role as educators and models; therefore, we agree to do the following:

- Provide a safe, positive and healthy learning environment
- Treat each child with dignity and respect
- Provide high-quality curriculum and instruction in an effective learning environment that enables students to meet the challenging Pennsylvania Academic Standards
- Assure every student access to quality learning experiences
- Strive to address the individual needs of the student
- Communicate clear expectations of performance to students and parents
- Acknowledge that parents are vital to the success of child and school
- Address the importance of ongoing communication between home and school
- Provide frequent reports to parents/families on student progress including conferences where individual achievement is discussed.
- Participate in regular, meaningful communication with family members including annual parent-teacher conferences where individual achievement is discussed.
- Provide reasonable access to the school with opportunities to volunteer and participate in school activities

PARENT/GUARDIAN AGREEMENT:

Participation in my child's education will aid their success and attitude; therefore, I agree to do the following to the best of my ability:

- Support my child's learning
- Participate, as appropriate, in decisions relating to the education of my child and positive use of extracurricular time
- Send my child to school on time and ready to learn on a regular basis
- Foster a positive attitude for education and school
- Encourage my child to show respect for all members of the school community and school property
- Review all school communication and respond promptly
- Create a home atmosphere that supports learning
- Attend school functions and conferences
- Volunteer in my child's classroom

STUDENT AGREEMENT:

I realize that education is important and that I am responsible for my own success; therefore, I agree to:

- Follow the Rules of School Conduct
- Get to school on time every day
- Have a positive attitude toward school
- Be respectful to all school members and to school property
- Be cooperative, follow directions and ask for help when needed
- Be responsible for completing assignments on time
- Do work that is neat and shows my best effort

This School/Home/Student Compact can also be found on the district website under the Title I information. If you have any questions, comments, would like to have an additional copy of this document, or would like to provide feedback to this compact you may contact:

Mrs. Shannon Olson
Elementary Principal
(814) 837-7555 ext. 2201
solson@kasd.net

TEAR OUT AND RETURN THIS PAGE TO THE ELEMENTARY OFFICE BY FRIDAY, September 4, 2026.

Kane Area School District - Student Account Agreement

Student Section

Student Name _____ Grade _____ School _____

I have read the KASDNet Student Acceptable Use Policy and the Surveillance Policy. (The most recent version of these policies can be found at www.kasd.net). I agree to follow the rules contained in the Policies. I understand that if I violate the rules my account can be terminated, and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the KASDNet Student Acceptable Use Policy and the Surveillance Policy. (The most recent version of these policies can be found at www.kasd.net). I will supervise my child's use of the system when my child is accessing the system from home.

I hereby release Kane Area School District, its personnel, and any institutions with which it is affiliated, from an and all claims and damages of any nature arising from my child's use of, or inability to use, KASDNet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information in this form is correct.

Parent Signature _____ Date _____

Parent Name _____

Home Address _____ Phone _____

This space reserved for System Administrator

Assigned Username: _____

Assigned Temporary Password: _____

HANDBOOK REVIEW FORM

Student Name _____ Grade _____ Homeroom _____

I have read and reviewed the contents of the 2025-26 Parent/Student Handbook with my son/daughter.

Parent Signature _____ Date _____