

Crawford Central School District
Credit Recovery Program Handbook
Grades 7-12



**CRAWFORD
CENTRAL**

CREDIT RECOVERY

Crawford Central School District Mission

Our mission is to educate and empower each student to reach their full potential by instilling critical thinking skills, a global perspective, and core values of respect, inclusion, honesty, compassion, and excellence.

Crawford Central School District Vision

Where students open doors to their possibilities.

Crawford Central School District Staff

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Purpose of Credit Recovery

Credit recovery is designed for students to get back on track for graduation. The program is for students who have failed a class. The district intends to maximize options for students to stay on track for graduation as early as possible in the academic pathway.

Course Options

Courses will be available through Canvas for grades 7-12 or through a cyber vendor for grades 9-12. Courses are offered in the summer, fall, and spring semesters. The number of classes is limited to two classes per term, unless an extenuating circumstance exists. This will be determined by the building principal.

Courses that a student may take must be the equivalent of the English, math, science, social studies, physical education, or health course that the student did not pass. Elective courses are at the discretion of the guidance counselor and the availability of course offerings.

Students who have not passed a Keystone Exam may participate in a credit recovery class to prepare for a retake.

Students

Students must be a resident of Crawford Central School District to apply for credit recovery.

Students who are in grades 7-8 can take credit recovery courses in the summer of each year.

Students who are in grades 9-12 can take credit recovery courses in the summer, fall, or spring of each year.

Cost

There is no cost to the student during the 2023-2024 school year.

Crawford Central School District Courses

Crawford Central School District courses are designed in Canvas. The courses will be taught by a certified teacher.

The course length includes 10 modules. Students should expect to log on and participate in a minimum of five hours per module. The last module may include a final exam or project. The courses are designed to meet the learning standards in each course to prepare students for the next course of study.

The materials include a district-issued device, novels, or textbooks. Most program content will be delivered online in Canvas. The district does not supply internet or printers.

Teachers of the course will connect with students weekly by email, Teams, Canvas, or phone call. Students are required to respond to the communication. The communication serves as ensuring students are completing the course requirements and mastering instructional standards. Students who fail to communicate will jeopardize the successful completion of the course.

Cyber Vendor Courses

The Crawford Central School District partners with Edmentum to provide online programs. APEX Learning Prescriptive Courses are credit recovery options for students in grade 9-12. The prescriptive courses are 10 or 18 weeks in length. Students are expected to log on and complete assignments according to the pacing of the class. The courses are an adaptive program through pretesting and mastering specific material.

The materials include a district-issued device. The district does not supply internet or printers.

Students communicate with the teacher through the Genius learning management system in Edmentum. A log in and password will be provided to the student by Edmentum.

Keystone Exam Courses

Students who have not passed the Keystone Exam in Algebra I, Biology, or Literature may take the credit recovery course to prepare for the retakes. Students can take the course in the fall for the 2023-2024 school year. Students must have passed the course at the high school to enroll. The Keystone Exam Course will be in Canvas.

Academic Tutoring

Tutoring will be provided at the school building during the school day or summers, as needed. Saturday Academic Recovery Sessions during the school year are provided. A schedule will be posted for the students through Canvas or by the school communication system. Tutoring is done by students and teachers. Students are encouraged to take advantage of the tutoring sessions and help.

APEX Learning tutoring is available through online help sessions. Students must complete an online request form.

Academic Monitors

Academic Monitors will connect with students weekly to check in to make sure students are on pace, offer basic instructional support, and serve as a liaison with the guidance counselor. Students are required to participate in communication with the academic monitor through email, Teams, or phone calls. The Academic Monitors are district teachers or counselors.

Parents

Parents are expected to review student progress each week. Parents can review progress through the learning management system. Academic Monitors will communicate with the parent/guardian as needed.

Accessibility and Pacing of Courses

Students may access courses at any time during the day. The courses are designed with a pacing guide and may include due dates with course assignments and projects. Students should discuss a plan for working on assignments with the Academic Monitor or guidance counselor. It is highly encouraged that students use study hall or Saturday Academic Recovery sessions to complete work in addition to work at home.

Promotion of Students

Promotion	Cochran	Meadville
Grade 9 to 10	5.0	5.0
Grade 10 to 11	11.0	11.0
Grade 11 to 12	18.6	18.0
Graduation	26.2	26.0

Grade 7 to 8 and 8 to 9

Students who fail two Core subjects or one Core and two Encore subjects are retained. A Core subject is any subject that meets five days per week or the equivalent of one full credit. Core subjects include math, English, social studies, and science.

Course Grades and Weighting

Courses will receive a percentage grade and credit count on the student transcript upon successful completion. Credit recovery courses are non-weighted and non-ranked. Credit recovery classes do not count for NCAA course approval. A credit recovery class in Algebra I, English 10, or Biology meets the standard for the Graduation Pathways if it meets the same curriculum content as the end-of-year course. Students may not substitute a course to meet the Graduation Pathway requirement.

Keystone Exam Courses will count for an elective half credit. The course will be added to the student transcript.

Dropping or Withdrawing from Courses

Students who decide to drop or withdraw from a course should contact the guidance counselor during the school year. If the program is in the summer, students should contact the Academic Monitor or Curriculum Office.

Academic Integrity

Students are expected to complete assignments with academic integrity. Plagiarism will not be tolerated. Check your written work by using a plagiarism checker or citing your sources. Students who are found to submit an assignment that is plagiarized or involve cheating will receive a zero on the assignment. Students may be removed from the credit recovery program if there is more than one offense.

Access to Internet

It is the responsibility of the parent/guardian to ensure internet connection. Credit recovery courses are available online.

Crawford Central School District Technology Support

Technology support is offered during the summer and school year. The CCSD Remote Student Helpline is 814-413-0473. The other option is to open an e-ticket. The district technology support is for students experiencing issues with the inability to into a district laptop, lost network or email password, inability to log in to ClassLink, sound, or internet.

Edmentum Technology Support

Credit recovery using Edmentum (ALVS) courses are accessed through the Genius system. If you are having trouble accessing courses, please contact Edmentum at 1-800-447-5286.

Students should contact the teacher with questions related to assignments or performance. You must contact the teacher through the Genius information system.

Credit Recovery Application Procedures

Complete a Credit Recovery Application.

Submit the application to the Guidance Counselor.

Canvas teachers will add students to their class.

Guidance counselors will enroll students in the Edmentum classes.

Follow procedures for picking up the student laptop and any resources for summer school.

CCSD Canvas Credit Recovery

English 7
English 8
English 9
English 10
English 11
English 12

Math 7
Math 8
Algebra I

Science 7
Science 8

Biology
Chemistry
General Science

Social Studies 7
Social Studies 8

Civics
Contemporary Social Issues
World History

Health HS (sem)
Phys Ed HS (sem)

APEX Credit Recovery

English 9
English 10
English 11
English 12
English Foundations I (skills for grades 3-5)
English Foundations II (skills for grades 6-8)

Algebra I
Algebra II
Geometry
Math Foundations I (skills for grades 3-5)
Math Foundations II (skills for grades 6-8)
Probability and Statistics

Biology
Chemistry
Physics
Physical Science

U.S. History
U.S. Government and Politics (sem)
World History

Financial Literacy (sem)
Health (sem)
Spanish I
Spanish II

Physical Education (sem)

Course descriptions may be found on <https://www.apexlearning.com/catalog>

APEX Learning
22-23 Live Help Schedule and Links

Times			Zoom Live Help Rooms
Core Subjects Monday-Thursday, 9AM-6PM ET Friday, 9AM-4PM ET			English/Language Arts (ELA) Live Help
			Math Live Help
			Science Live Help
			Social Studies Live Help
World Languages			
	Spanish	French	World Languages Live Help
Mon/Wed	9:30 - 10:30am ET		
Mon/Weds/Fri	11am – 1pm ET	2pm-4pm ET	
Tues/Thurs	2pm - 4pm ET	11am - 1pm ET	
Electives Monday-Thursday, 9AM-6PM ET Friday, 9AM-6PM ET			<p style="text-align: center;"><i>Please view the Electives Live Help Schedule before entering Live Help to find the appropriate hours for your specific course.</i></p> <p style="text-align: center;">Electives Live Help</p>



**Crawford Central School District
Credit Recovery Application**

Student Information

Student's Name: _____

School: _____ Grade: _____

Date of Birth: _____ Gender: _____

Address: _____

City/State/Zip Code: _____

Student's Phone: _____

Student's Email: _____@craw.org

Guidance Counselor: _____

Student Support Plan

My child has an IEP ___ Yes ___ No

My child has a 504 Plan ___ Yes ___ No

Case Manager: _____

Parent Information

Parent/Guardian's Name: _____

Relationship to Student: _____

Parent's Phone: _____

Parent's Email: _____

Course Requests (to be completed with guidance counselor)

- 1. _____
- 2. _____
- 3. _____

Crawford Central School District Credit Recovery Program

Student Expectations and Responsibilities

- Participate in weekly meetings with the teacher.
- Complete all required assignments according to pacing guidelines.
- Communicate with guidance counselors and nurses, as needed.
- Follow policies and procedures of CCSD and the Credit Recovery Student Handbook.
- Develop a work area that is conducive to learning. This could include working at the public library.
- Participate in online tutoring or discussion sessions, provided by the teacher, if needed.
- Return any materials or equipment provided for the credit recovery class.
- Check school email for communication about the program.
- Read and abide by CCSD Policy 815 Acceptable Use of Internet, Computers, and Network Resources.
- Read and abide by CCSD Policy 249 Bullying/Cyberbullying.

Parent/Guardian Expectations and Responsibilities

- Develop a daily regular schedule.
- Guide students with assignments and activities, as needed.
- Ensure all components are completed.
- Check email for communication about the program.
- Return phone calls or emails with teacher or guidance counselor in a timely manner.

I have read and agree to the expectations and responsibilities of the Credit Recovery Program.

I have read and agree to the Credit Recovery Student Handbook.

Student Signature _____

Date _____

Parent Signature _____

Date _____

Student Success Plan

Study Skills

- Read and review the course syllabus, grading, and resources prior to starting the course.
- Determine a system to take notes. This may be done virtually or physically.
- Back up and save your online work in your student file.
- Check in and respond to communication with the Academic Monitor each week.
- Check in and respond to communication with the Credit Recovery teacher as required.
- Make sure you can log on to your laptop, internet, email, and courses before summer coursework.

Time Management

- Set a schedule and routine.
 - Assignments and due dates
 - Exams
 - Meetings with teachers or Academic Monitors
 - Tutoring or online help schedules
- Keep track of your progress.
 - Discuss your academic plan with Academic Monitor.
 - Ask for help if needed.
 - Rework your strategy if you aren't meeting your learning goals.
- Limit distractions
 - Turn your phone off.
 - Find a conducive place to study.
- Build in time for breaks.
 - Set a timer to take a short break- 5 minutes- to refocus.
- Use an Assignment Tracker
 - Plan and track how long it takes you to complete assignments or study for tests.
 - Use an app.
 - Create your own tracking in excel or Google sheets.
 - Use an assignment notebook or calendar.
- Celebrate your success
 - Reward yourself when you accomplish your goals.

Use helpful Apps

- Reading and Writing
- Productivity
- Mental Health
- Graphic organizers and charts
- Quizzes and Flashcards

CRAWFORD CENTRAL SCHOOL DISTRICT

Pathways to Graduation

Act 158 of 2018 and Act 6 of 2017 prescribed multiple pathways for students to meet Pennsylvania's requirements for graduation. These requirements start with the Class of 2023. Students must participate in the Keystone Exams to fulfill federal requirements in ESSA. Students must meet the criteria of one of the pathways to achieve a diploma.

Keystone Proficiency Pathway		
Advanced or Proficient in Algebra I	Advanced or Proficient in Biology	Advanced or Proficient in Literature

Keystone Composite Pathway		
At least 1 Keystone Exam is Advanced or Proficient	No score is Below Basic	Composite Keystone Score is 4452

Career and Technical Education Pathway		
Meet CCSD grade requirement (60%) for Keystone courses in which the student scored Basic or Below Basic and one piece of evidence.		
Industry-based competency certification (i.e., NIMS or NOCTI)	Likelihood of industry-based competency assessment success at CCCTC. This must be determined by the end of grade 11.	Readiness for continued engagement in CTE Concentrator Program of Study at CCCTC. This must be determined by the end of grade 11.

Alternative Assessment Pathway			
Meet CCSD grade requirement (60%) for Keystone courses in which the student scored Basic or Below Basic and one piece of evidence.			
Alternative Assessment- PDE established score on any assessment		ACT Composite-21 ACT WorkKeys NCRC- Gold Level ASVAB AFQT- 31 PSAT/NMSQT- 970 SAT - 1010	
AP Exam- 3 or higher on exam related to each content area in which the student scored Basic or Below Basic.	Algebra AP Calculus AB AP Calculus BC AP Chemistry AP CS A AP CSP AP Physics 1 AP Physics 2 AP Physics C AP Statistics	Biology AP Biology AP Chemistry AP Environmental Science AP Physics 1 AP Physics 2 AP Physics C	Literature AP English Language and Composition AP English Literature and Composition
Dual Enrollment- passing grade in a course related to each Keystone Exam in which the student scored basic or Below Basic.			

Alternative Assessment Pathway-continued-
Pre-Apprenticeship Program- successful completion of a Labor and Industry registered and Crawford County Career and Technical Center program.
Acceptance into a four-year Institution of Higher Education for college-level coursework.

Evidence-Based Pathway
Meet CCSD grade requirement (60%) for Keystone courses in which the student scored Basic or Below Basic and three pieces of evidence.
Evidence: One or more
SAT Subject Test- 630 or better
ACT WorkKeys- Silver letter or better
AP Exam- 3 or better on any exam
Dual Enrollment- passing any course
Industry-based competency certification (i.e., NIMS or NOCTI)
Acceptance into Institution of Higher Education for college-level coursework.
Evidence: One or Two only
Advanced or Proficient on any Keystone Exam
Service-Learning Project
Letter guaranteeing full-time employment or military enlistment
Internship, Externship, or Cooperative Education Program
NCAA Division II academic requirements for college bound student athletes, with a minimum 2.0 GPA.

Book	Policy Manual
Section	100 Programs
Title	Online Learning
Code	141
Status	Active
Adopted	September 23, 2013

Authority

The Board authorizes a program of online learning as an option offered to K-12 students that provides a learning environment of online/cyber instruction through online courses developed or contracted by the district. The online learning program gives each student an individually-designed

The Board establishes the online learning program for students who reside within the boundaries of the Crawford Central School District and who may enroll in online courses in accordance with Board policy, administrative regulations and procedures.

Online learning students are full-time Crawford Central School District students who may enjoy the academic, extracurricular, athletic and social opportunities available to all district students. Students' progress and achievement will be monitored and assessed throughout their enrollment in the program.

Students enrolled in district-sponsored online courses shall abide by all applicable Board policies, administrative regulations and procedures, and shall be eligible for all district student services, including but not limited to, health services, gifted and special education, library services, and guidance services, in accordance with applicable law and regulations.

Delegation of Responsibility

The Superintendent or designee shall assume responsibility for the implementation and facilitation of online learning programs offered by the district, which shall be aligned with state and federal standards and the curriculum of the district, and for ensuring compliance with this policy, related policies and established administrative regulations or procedures.[1][2]

The Superintendent or designee shall oversee and monitor the delivery of online instruction to those students enrolled in district-sponsored online learning programs.

The district shall develop and/or purchase online courses that meet appropriate state and federal standards and are compatible with approved district curricular offerings. All online coordinators and curriculum developers shall abide by all applicable Board policies, administrative regulations and procedures.

All applicable laws and regulations shall be honored with respect to purchased online courses.

Copyright laws and regulations shall be adhered to at all times by all participants in online learning programs.[3]

Guidelines

Eligibility/Application Process

The following eligibility procedures shall be followed by the student and/or parent(s)/guardian(s):

1. The student must be a Crawford Central School District resident.[4]
2. Parent(s)/Guardian(s) must follow district enrollment policy and procedures.[5]
3. Parent(s)/Guardian(s) and student must meet with district designated personnel to determine a course of study.
4. Parent(s)/Guardian(s) and student must complete a program application and agreement each year.
5. The district may administer assessments to ensure that students are proficient in basic computer skills at the appropriate instructional level.
6. Parent(s)/Guardian(s) of students applying for the online learning program shall be required to assume responsibility for providing access to online Internet connectivity.
7. Parent(s)/Guardian(s) may apply to the district for provision of appropriate computer hardware for online learning programs.

Program Participation

The student shall:

1. Participate in all state and district graduation requirements, including but not limited to, assessments and programs of remediation, in accordance with Board policies and state law and regulations. Online learning students shall meet all established credit requirements, but may have alternate coursework.[6][7]

Online coursework, assessments, benchmarks and grading shall count toward grade requirements if the online course is completed with a passing grade within the scheduled timeframe.

2. Complete all assignments, tests and projects required for each online course.
3. Show evidence of engagement through regular attendance and participation in accordance with course requirements.
4. Accept responsibility for the care of district equipment/materials provided and return it promptly when requested. Parent(s)/Guardian(s) and students shall assume responsibility for the cost of repair/replacement for computers or damaged parts.[8]
5. Comply with the district's acceptable use policy regarding the use of the district's computers and the Internet in the home, if applicable.[9]

Parent(s)/Guardian(s) must make a commitment to assist and monitor their children when they engage in online learning at home.

Attendance

Online learning students shall comply with Board policy, administrative regulations and procedures on attendance.[10]

The district shall monitor a student's active engagement in his/her courses with the expectation that the course will be successfully completed within the time prescribed by the district.

Students who are not completing the required academic progress and requirements may be removed from the program, after a meeting with the administration.

Transportation

For students participating in online learning programs from home, transportation to and from the school building for educational opportunities is the responsibility of the parent(s)/guardian(s). Arrival and departure times must be pre-arranged with the building principal.

Legal

1. Pol. 102
2. Pol. 105
3. Pol. 814
4. Pol. 202
5. Pol. 200
6. Pol. 127
7. Pol. 217
8. Pol. 224
9. Pol. 815
10. Pol. 204
- 24 P.S. 510

Book	Policy Manual
Section	200 Pupils
Title	Graduation Requirements
Code	217
Status	Active
Adopted	November 25, 2013
Last Revised	March 28, 2016

Purpose

The Board shall acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding diplomas and certificates at fitting graduation ceremonies.

Authority

The Board shall adopt the graduation requirements students must achieve in accordance with state regulations.[\[1\]\[2\]\[3\]](#)

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board.[\[1\]\[4\]\[5\]\[10\]\[11\]\[15\]](#)

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, and who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance. The student may receive a high school diploma when s/he completes his/her Individualized Education Program (IEP).[\[6\]\[7\]\[8\]\[18\]\[19\]\[1\]\[9\]](#)

A list of all candidates for the award of a diploma shall be submitted to the Board for its approval.

A requirement for graduation shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which shall be aligned with established state academic standards. The Board shall identify the planned courses and activities for which credit toward graduation shall be awarded.[\[10\]\[11\]\[5\]\[9\]](#)

Beginning with the class of 2017, the Board requires that each candidate for graduation shall have earned at least 25.7 credits at Cochran Junior/Senior High School and 26.0 credits at Meadville Area Senior High School.

<u>Planned Courses</u>	<u>Credits Academic</u>	<u>Credits CCCTC</u>
English	4	4
Social Studies	3-4	3-4
Science	3-4	3-4

Math	3-4	3-4
Computer Science/Applications	2	1
Arts/Humanities	2	2
P.E./Health	2.2 CJSH 2.5 MASH	2.2 CJSH 2.5 MASH
Electives	4.5	5.5
Total Credits	25.7 CJSH 26.0 MASH	25.7 CJSH 26.0 MASH

All students must take a total of 11.0 credits in Math, Science and Social Studies. The district recommends that students complete at least one (1) math, science and social studies credit in their 9th, 10th, and 11th grade years.

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.[\[12\]](#)[\[13\]](#)

A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution.[\[13\]](#)[\[14\]](#)

Delegation of Responsibility

The Superintendent or designee shall be responsible for preparation of suitable diplomas, and planning and executing graduation ceremonies that appropriately recognize this important achievement.

Guidelines

Accurate recording of each student's achievement of established state academic and common core standards shall be maintained, as required by law and state regulations.[\[15\]](#)[\[16\]](#)

Students and parents/guardians shall be informed of graduation requirements students are required to complete.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.[\[17\]](#)

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Diplomas for Eligible Veterans

In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.[\[4\]](#)

Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.

- Legal
1. [22 PA Code 4.24](#)
 2. [22 PA Code 4.51](#)
 3. [22 PA Code 4.52](#)
 4. [24 P.S. 1611](#)
 5. [24 P.S. 1613](#)
 6. [24 P.S. 1614](#)
 7. [22 PA Code 11.27](#)
 8. Pol. 113
 9. [22 PA Code 4.12](#)
 10. Pol. 102
 11. Pol. 127
 12. [22 PA Code 11.4](#)
 13. [22 PA Code 11.8](#)
 14. [22 PA Code 11.5](#)
 15. Pol. 213
 16. Pol. 216
 17. Pol. 212
 18. [34 CFR 300.102](#)
 19. [34 CFR 300.305](#)
 - [34 CFR Part 300](#)
 - Pol. 233

Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	November 25, 2013
Last Revised	April 25, 2022

Purpose

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

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

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

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

Authority

The Board prohibits all forms of bullying by district students.[1]

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

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

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct

which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[2][3]

Title IX Sexual Harassment and other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

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

Retaliation

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

Delegation of Responsibility

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the Safe School Report:[1]

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][6][7]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[\[1\]](#)

Education

The district may develop and implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the code of student conduct. Consequences, may include, but are not limited to:[\[1\]](#)[\[7\]](#)[\[11\]](#)

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

Legal

[1. 24 P.S. 1303.1-A](#)

[2. 24 P.S. 1302-E](#)

3. Pol. 236.1

4. Pol. 103

5. Pol. 103.1

[6. 22 PA Code 12.3](#)

7. Pol. 218

[8. 20 U.S.C. 7118](#)

[9. 24 P.S. 1302-A](#)

10. Pol. 236

11. Pol. 233

Pol. 113.1

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Computers and Network Resources
Code	815
Status	Active
Adopted	August 25, 2014

Purpose

The Board supports use of computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of the Internet, computers and network resources shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Board shall permit authorized users to have Internet and electronic mail (email) access and use electronic devices, computers and network resources in the district, in accordance with Board policy, district rules and administrative regulations. The Internet, computers and network resources are viewed as instructional learning tools for the purposes of integrating 21st Century resources and tools that support teaching and student learning. The Board acknowledges that electronic information research skills are important to the preparation of students as citizens and future employees, and believes these assets offer vast, diverse and unique resources to them. The Board's goal is to promote educational excellence by providing Internet, computers and network resources in a controlled environment to students; however, the use of these technologies is not a substitute for, and must not interfere with, the acquisition of other essential academic skills.

The Board provides Internet, computers and network resources, including email, primarily for educational purposes. District staff are permitted reasonable, limited use of these resources for incidental personal use outside of work time, provided such use is in accordance with Board policy, district rules and administrative regulations.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[\[20\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or

3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under Pennsylvania law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[21\]](#)

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:[\[2\]](#)[\[3\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[\[22\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:[\[22\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[\[3\]](#)

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that Internet, computer and network use is a privilege, not a right. The district's Internet, computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer

appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[4][5][6]

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The use of personal electronic or communication devices on the district's network is permitted only on designated networks with prior authorization from the building principal. When a user connects a personal device to a district-operated network, s/he is agreeing to the requirements contained in this policy and should consider his/her personal device subject to the same levels of monitoring and access as any district-owned, leased, or licensed technology device. These devices, once in a district building, may not be allowed to connect to an outside network in an attempt to circumvent district-owned technology protection measures.[7]

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[3]

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.[8][9][10][11][12]
5. Bullying.[13]
6. Terroristic.[14]

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[15][2][3]

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering to enable access to specific sites containing appropriate material that are inappropriately blocked through technology protection measures but are not prohibited by this policy.[15]

Upon request by students or staff, building administrators may authorize the temporary disabling or adjusting of Internet blocking/filtering to enable access to specific sites for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering for specified sites for a student's use. If a request for temporary disabling of Internet blocking/filtering for specified sites is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[16][2]

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[15]

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and may use tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[2\]](#)
[\[3\]](#)[\[17\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

2. Maintaining and securing a usage log.

3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations for use of the district's Internet, computers and network resources, including procedures to educate students on network etiquette and other appropriate online behavior, including:[\[3\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.

2. Cyberbullying awareness and response.[\[18\]](#)[\[13\]](#)

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[\[3\]](#)[\[17\]](#)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.

2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.

4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

5. Restriction of minors' access to materials harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work, except employee incidental personal use specified in Board policy.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying or harassment of other users.[18][11][13][12]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[7]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. [19]
15. Loading, distributing or using unauthorized games, programs, music, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
21. Use of any peripheral electronic device, including storage media, without district authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[\[23\]](#)[\[19\]](#)

District Website

The district shall establish and maintain a website for educational and instructional purposes, and other purposes consistent with its mission and goals. The district shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All district web pages shall be treated as district-sponsored publications. All users publishing content on the district website shall comply with this and other applicable Board policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[\[15\]](#)

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, computers and network resources, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.
[\[4\]](#)[\[5\]](#)[\[6\]](#)

Legal	2. 20 U.S.C. 6777
	3. 47 U.S.C. 254
	4. Pol. 218
	5. Pol. 233
	6. Pol. 317
	7. Pol. 237

8. Pol. 103
9. Pol. 103.1
10. Pol. 104
11. Pol. 248
12. Pol. 348
13. Pol. 249
14. Pol. 218.2
- [15. 24 P.S. 4604](#)
- [16. 24 P.S. 4610](#)
- [17. 47 CFR 54.520](#)
- [18. 24 P.S. 1303.1-A](#)
19. Pol. 814
- [20. 18 U.S.C. 2256](#)
- [21. 18 Pa. C.S.A. 6312](#)
- [22. 18 Pa. C.S.A. 5903](#)
- [23. 17 U.S.C. 101 et seq](#)
- [24 P.S. 4601 et seq](#)
- Pol. 220



Device Loan Agreement

Student's Name: _____

Student ID: _____

School: _____

Date: _____

One device, charger, and protective sleeve are being loaned to the Student. It is the Student's responsibility to care for the equipment and ensure that it is maintained in a safe environment. Do not leave the device unattended in open areas such as the café, library, gym, hallway, etc.

The equipment is always the property of Crawford Central School District and is being lent to the Student for educational purposes only.

The Student may not deface or destroy the device and related equipment in any way. Inappropriate use may result in loss of network privileges, as well as possible loss of access to the device. A student may also be subjected to a much more restricted user profile.

The equipment will be returned at the end of each school year and reissued the following school year. If the Student withdraws or is no longer enrolled at Crawford Central, the device and accessories must be returned to the school with your withdrawal papers. If the Student does not return the device and related equipment, he/she will be charged a fee that will be the equivalent of the current replacement cost. A police report may also be filed, and restitution could be secured through the court system.

The device and related equipment are for educational use only at school and at home. It is to be used only by the Student, not by other family members.

The Student may not install or use any software other than the software that is owned or approved by Crawford Central. Any attempts at circumventing the system, filter, or to access secured areas of the device will result in disciplinary action.

The Crawford Central School District network and filtering system is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the use of the network. The Student always agrees to follow the District's Acceptable Use Policy, both at school and while at home.

Identification and inventory labels have been placed on the devices. These labels are not to be removed or modified.

Microsoft 365 accounts, including email, will be created for every student to use for appropriate academic collaboration and communication. Google accounts will be created for all K-6

students, including email. Students in grades K-6 are restricted and can only email other district accounts and approved domains.

The student devices are protected by insurance. Accidental damage includes things like keyboard or screen breakage that are accidental. Picking keys off the keyboard or sitting on the devices and breaking the screen are not covered. Students will have one insurance covered incident for the life of the device. This will generally be every three years, but it greatly depends on how often the district can replace aging devices. After that one incident, the Student and their Parent/Guardian are responsible for the cost to repair the device. If the cost to repair exceeds the cost to purchase a new device, the Student or their Parent/Guardian will be responsible for the full replacement cost. Lost items such as cases and charger cables will be charged the actual replacement cost and are not covered under the insurance.

Secondary students in will be expected to use the device during and after the school day for instruction, completion of assignments, and collaboration on group projects. Many homework assignments will also be changing to a digital format. Elementary students will have the same expectations in the situations where the devices are being taken home from school.

All information stored on the equipment or in student accounts carries no expectation of privacy and is property of the District.

To the extent the Student is a minor, a parent must sign this Computer Loan Agreement. The Parent/Guardian signing below agrees to be bound by this Agreement and will be financially responsible for the equipment.

By signing this form, the Student and the signing Parent acknowledge and agree that any information or use of the equipment carries no expectation of privacy. The District reserves the right, at all times and without prior notice, to inspect and search any and all its property for the purpose of determining whether any policy has been violated, or when an inspection and investigation is necessary for the purposes of promoting safety or compliance with state and federal laws.

I understand that a copy of this signed sheet will be maintained in my student file.

Student Signature

Parent Signature

Date

Date