

# Clearfield Area Junior/Senior High School

Home of the BISON



## Student Handbook

**MR. TIMOTHY JANOCKO  
PRINCIPAL**

**MRS. HEATHER PRESTASH  
ASSISTANT PRINCIPAL/CYBER ADMINISTRATOR**

"Together we prepare our children for success in  
today's world and their future."

**[www.clearfield.org](http://www.clearfield.org)**

# TABLE OF CONTENTS

<b>3 Welcome</b>	<b>Student Rights/Responsibilities/Activities Cont.</b>	<b>37 Extracurricular Activities</b>
<b>4 Mission and Vision Statements</b>	Flag Salute and Pledge of Allegiance	Athletics
<b>School Moto</b>	Gifts to Staff Members	Communication Guide
<b>CHS Alma Mater</b>	School Rings	Award Procedure
<b>5 Administration/School Board</b>	Student Office Holders	Rules and Regulations
<b>6-9 Faculty/Staff</b>	Student Parking and Driving Regulations	Eligibility Policy
<b>10 School Calendar</b>	Student Fees, Fines and Charges	Music Awards
<b>11 Schedules</b>	<b>22 Foods Service Program/Procedures</b>	Other Activities
2018-2019 Bell Schedule	School Lunch and Breakfast Program	Student Office Holders
Two-Hour Delay Schedule	Meal Prices 2018-2019	<b>42 General Attendance Requirements</b>
Early Dismissal Schedule	Payments	Compulsory Attendance Ages
<b>13 Activity Schedule/Club List</b>	<b>23 Health Services</b>	Attendance Policy
<b>14 General Information</b>	Screenings	Absences and Excuses
Administration Organization	Immunizations	Special Dismissal
School Safety	Medication Procedure	Medical/Dental Appointments
Visitors	Epi-pen policy	Signing Out when leaving School
Video Surveillance	<b>25 Transportation</b>	Fieldtrip Policy
Office Telephone	Pupil Transportation	<b>45 Discipline</b>
Cell Phones	Regulations	Types of discipline
Fire Drills	Bus Discipline	Discipline/conduct guidelines
Lockers	Incident Emergency Procedures	Controlled
Lost and Found	Audio/Visual Cameras for Buses	Substances/Paraphernalia
Bulletin Board	<b>27 Special Services</b>	Tobacco-possession, use
Study hall	<b>28 Academics</b>	Use/possession of look-alike
Activity Period	General Grading System	Tobacco
Student Fundraising	Report Cards	Weapons
Library/Research/Resource Center	Graduation Requirements	Search & Seizure
Enrolling	Weighted Classes and Class Ranking	Disciplinary Violations
Dismissal	Recognitions	<b>55 District Information/Policies</b>
Delayed Starts and Cancellations	National Honor Society	Asbestos Notice
Early Dismissal	Academic Letter	Non-Discrimination Policy
<b>18 Guidance Programs and Services</b>	Citizenship Award	Technology Acceptable Use Policy
Program and Services	Physical Education Grading	Unlawful Harassment Policy
Student Assistance Program	Junior High Testing	<b>63 APPENDIX</b>
Homelessness Program	Senior High Testing	Excuse Form
<b>19 Student Rights/Responsibilities/Activities</b>	Add/Drop Policy	Family/Vacation Form
General Student Responsibilities	Make-Up Work	Student Parking Permit Application
Dressing and Grooming Code/Policy	Credit Recovery	Drug/Alcohol Policy/Procedures
Backpacks/Book Bags	Student/Parent Resources	Bullying Incident Form
Student Sign- In/Sign- Out	Sapphire-Community Portal	
Hall Passes	District Notification	
Employment Certification	FERPA	
	Cooperative Education	
	Cyber Service Program	

## WELCOME MESSAGE

Parents/Guardians and Students,

We welcome you to Clearfield Area Junior/Senior High School and hope that the 2018-2019 school year is filled with successful experiences in various aspects of student life including academics, responsibility, and athletics.

This handbook has been prepared to serve as an informational guide for students and parents as to the rules, regulations, and general information about CAJSHS. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource to assist their child in following the rules contained in this handbook. A copy of this handbook shall be placed in the school library for the school term and may be accessed at our website: [www.clearfield.org](http://www.clearfield.org).

Although the information in this handbook is detailed, it is not exhaustive and may not cover every situation that could possibly arise during the school year. Therefore, this handbook is not a “contract.” The administration reserves the right to make decisions and rule revisions at any time to insure the well-being of all students in situations that may or may not be covered in this document or of which may be impacted by the enactment of a new state or federal law. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based upon state and federal statutes and regulations, and the common good of the students and staff of CAJSHS.

In order to communicate thoroughly with parents in our community, teachers once again will be utilizing Sapphire for grade reporting, and important messages throughout the year will be posted on the website, and social media outlets (CASD Facebook, Twitter).

We look forward to another great year with your child(ren). We thank you in advance for your support and involvement in your child’s educational experience.

Sincerely,  
Tim Janocko, Principal  
Heather Prestash, Assistant Principal  
And CAJSHS Staff

### NOTICE OF NONDISCRIMINATION

The Clearfield Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, handicap or genetic information in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Terry Struble (Title IX Coordinator) at Clearfield Administrative Center, 2831 Washington Avenue, Clearfield, PA 16830, telephone: (814)-765-5511, Extension 6010 or Thomas Mohny (Section 504 Coordinator) at Clearfield Administrative Center, 2831 Washington Avenue, Clearfield, PA 16830, telephone: (814)-765-5511, Ext. 6009.

## **CASD Mission Statement**

*Together we prepare our children for success in today's world and their future.*

## **CASD Vision**

At CASD, every one will be responsible for safety, benefit from high quality learning experiences, collaborate in their learning communities, use multiple resources for learning, and be prepared and equipped with tools necessary so that they can succeed.

## **School Motto**

**COURTESY, HONOR, SERVICE**

## **CLEARFIELD HIGH SCHOOL ALMA MATER**

Here's to the praise of Clearfield High.  
Here's to its girls and boys;  
Here's to the time that's passing by,  
Here's to our student joys;  
Here's to the school we hold so dear,  
Here's to the friendly tie;  
Here's to the days of song and cheer,  
Here's to old Clearfield High!  
Oh Clearfield High, Oh Clearfield High,  
Thy praise we love to sing;  
The songs and cheers as victory nears,  
Through field and hall will ring.  
The time will come when songs will fade,  
When cheers will die away.  
But Clearfield High, we still will hail,  
While memory holds her sway,  
But Clearfield High, we still will hail,  
While memory holds her sway.

**CLEARFIELD AREA JUNIOR/SENIOR HIGH SCHOOL**  
**2831 WASHINGTON AVENUE/PO BOX 910**  
**CLEARFIELD, PA 16830**  
**Phone: (814) 765-5511 Ext. 2000 Fax: (814) 765-2405**

**ADMINISTRATION**

Mr. Terry Struble.....Superintendent of Schools  
Mr. Timothy Janocko..... Principal  
Mrs. Heather Prestash.....Assistant Principal/Cyber Administrator  
Mr. Jamie Quick.....Director of Professional Development  
Mr. Thomas Mohny.....Director of Special Education  
Mr. Mark Bender.....Assistant Director of Special Education  
Mr. Robert Gearhart.....Athletic Director

**SCHOOL BOARD**

Mr. Larry A. Putt .....President  
Mrs. Susan E. Mikesell .....Vice President  
Mr. Philip E. Carr .....Member  
Mr. Greg Clark .....Member  
Mr. Tim N. Morgan.....Member  
Mr. Randy Pataky .....Member  
Mrs. Gail Ralston .....Member  
Mrs. Shawna Rothrock .....Member  
Dr. Michael Spencer .....Member  
Ms. Katlyne Fye.....Senior Student Representative  
TBD.....Junior Student Representative



**bi-son** \ˈbɪs-əns, -zen\  
*n.* 1: the pride of Clearfield, Pennsylvania

## 2018-2019 JUNIOR/SENIOR HIGH SCHOOL FACULTY & STAFF

<b>Administrative</b>	<b>POSITION</b>	<b>Location</b>
Janocko, Tim	HS Principal	Main Office
Prestash, Heather	Assistant Principal/Cyber Administrator	Main Office
Bailor, Sandy	Jr/Sr HS Secretary/Athletic	Main Office
Davis, Kim	Jr/Sr HS Secretary	Main Office
Glunt, Jessica	Jr/Sr HS Secretary/Cyber	Main Office
Thorp, Lisa	Jr/Sr HS Secretary/Attendance	Main Office
<b>Athletics</b>		
Gearhart, Robert	Athletic Director	Main Office
Gearhart, Chad	Asst. Athletic Director	Main Office
Shimmel, Donnie	Asst. Athletic Director	Main Office
TBD	Athletic Trainer	Athletic Training Room
<b>Guidance</b>		
Klepfer, Stacey	School Counselor	Guidance Office
Mikesell, Jon	School Counselor	Guidance Office
Spaid, Susan	School Counselor	Guidance Office
Bloom, Martha	Jr/Sr HS Secretary/Guidance	Guidance Office
Keith, Judy	Career Center Asst.	Guidance Office
<b>Food Service</b>		
Kavelak, Jeff	Director	Food Service Office
Nicklas, Beverly	Administrative Assistant	Food Service Office
<b>Health Center</b>		
Hinchliffe, Cindy	Nurse	Health Center
Yingling, Barb	Health Assistant	Health Center
<b>Library</b>		
Brady, Alice	Librarian	Library Services
Charity Taylor	Library Assistant	Library Services
Debbie Garito	Library Assistant	Library Services
<b>Related Arts</b>		
Adams, Leann	Teacher	Arts and Crafts

Kuntz, Carleigh	Teacher	Arts and Crafts
<b>Business Education</b>		
Hoover, Nancy	Teacher	Business/Computer
Troupe, Jena	Teacher	Business/Computer
<b>Technology Education</b>		
Lytle, Brian	Teacher	Technology Ed
Pistner, Jacob	Teacher	Technology Ed
Way, Lawrence	Teacher	Technology Ed
<b>English</b>		
Borden, Tangi	Teacher	English
Cima, Timothy	Teacher	English
Danver, Sloan	Teacher	English
Knepp, Michael	Teacher	English
Moyer, Michelle	Teacher	English
Ryan, Joseph	Teacher	English
Salvatore, Wendy	Teacher	English
Stibitz, SuAnn	Teacher	English
Warlow, Tiffany	Teacher	English
Yingling, Eric	Teacher	English
Zimmerman, Emily	Teacher	English
<b>Extended Services</b>		
Danver, Derek	Teacher	Extended Services
TBD	Teacher	Extended Services
<b>Family and Consumer Science</b>		
Brownlee, Teresa	Teacher	FCS/Co-op
Sallack, Beth	Teacher	FCS
Woolridge, Erica	Teacher	FCS
<b>Foreign Languages</b>		
Poleto, James	Teacher	Spanish
Wittie, Stephanie	Teacher	Spanish
<b>Gifted Programs</b>		
Grice, Leslie	Teacher	Gifted Support
Spila, Barbara	Teacher	Gifted Support
<b>Health/Physical Education</b>		
Billotte, Brandon	Teacher	Health & PE/Driver's Ed
Collins, Scott	Teacher	Health & PE
Glunt, Nathan	Teacher	Health & PE
Jacob, John	Teacher	Health & PE

Kaskan, Kelly	Teacher	Health & PE
Morrison, Jackie	Teacher	Health & PE
<b>Mathematics</b>		
Bookhamer, Judi	Teacher	Math
Cali, Timothy	Teacher	Math
Caragein, Myles	Teacher	Math
Inman, Jessica	Teacher	Math
Keser, Paul	Teacher	Math
Knopick, Danielle	Teacher	Math
Miller, Devin	Teacher	Math
Simpson, April	Teacher	Math
Zimmerman, Sean	Teacher	Math
<b>Music</b>		
Mandell, Raymond	Teacher	Music
Rothrock, Andrew	Teacher	Music
Switala, Steve	Teacher	Music
<b>Science</b>		
Barsody, Leonard	Teacher	Science
Domico, David	Teacher	Science
Duttry, Lewis	Teacher	Science
Fye, Sarah	Teacher	Science
Gearhart, Chad	Teacher	Science
Marshall, Kim	Teacher	Science
Huff, Angela	Teacher	Science
Putt, Dan	Teacher	Science
Sipes, Nathan	Teacher	Science
Wingate, Linda	Teacher	Science
Zelenky, Sue	Teacher	Science
<b>Social Studies</b>	Teacher	Social Studies
Billotte, Donald	Teacher	Social Studies
Gearhart, Robert	Teacher	Social Studies
Pallo, Pat	Teacher	Social Studies
Scaife, Eric	Teacher	Social Studies
Shimko, Andrew	Teacher	Social Studies
Shimmel, Donald	Teacher	Social Studies
Tubbs, Robbie	Teacher	Social Studies
Winters, Todd		
<b>Special Education</b>	Teacher	Special Education
Appleton, Leslie	Teacher	Special Education
Kayla Benton	Teacher	Special Education
Bender, Barbie	Teacher	Special Education

Colna, Beth	Teacher	Special Education
Gilga, Amy	Teacher	Special Education
Hamm, Danica	Teacher	Special Education
Komonczi, Jessica	Teacher	Special Education
McGranor, Denise	Teacher	Special Education
McKolosky, Holly	Teacher	Special Education
Mease-Gisewhite, Jennifer	Teacher	Special Education
Plyler, Brande	Teacher	Special Education
Presloid, James	Teacher	Special Education
Taylor, Chris	Teacher	Special Education
Ward, Karen	Teacher	Special Education
Wright, David	Teacher	Special Education
<b>Vocational Agriculture</b>		
Carr, Jackie	Teacher	Vocational Agriculture/FFA



**Clearfield Area School District  
2018-2019 DISTRICT CALENDAR**

JULY					JANUARY					
2	3	4	5	6		X	2	3	4	Jan. 1, New Years Vacation
9	10	11	12	13	7	8	9	10	11	Winter Keystones Jan. 7-18
16	17	18	19	20	14	15	16	17	18	Jan. 21- In-Service, Act 80
23	24	25	26	27	□	22	23	24	25	End of 2nd 9 weeks Jan. 16th
30	31				28	29	30	31		Student Days Teacher Days
										22 / 101 22 / 105

AUGUST					FEBRUARY					
August 20th- K Inservice					Feb. 15- No School					
August 21st and 22nd- K 1/2 days					Feb. 18- In-Service Act 80					
6	7	8	9	10	4	5	6	7	8	
13	14	15	16	17	11	12	13	14	X	
◆	◆	□	□	□	□	19	20	21	22	Student Days Teacher Days
●	28	29	30	31	25	26	27	28		Student Days Teacher Days
5/5 8/8					19 / 120 19 / 124					

SEPTEMBER					MARCH					
Sept. 3 - No School Labor Day					End of 3rd 9 weeks- March 21st					
X	4	5	6	7					1	
10	11	12	13	14	4	5	6	7	8	March 28 - Conf. Day Act 80
17	18	19	20	21	11	12	13	14	15	March 29 - No School
24	25	26	27	28	18	19	20	21	22	Student Days Teacher Days
19 / 24 19 / 27					25 26 27 □ X 20 / 140 20 / 144					

OCTOBER					APRIL					
Oct. 8- In-Service Act 80										
1	2	3	4	5	1	2	3	4	5	PSSA -ELA Grades 3-8 April 15-26
□	9	10	11	12	8	9	10	11	12	April 18-23 Easter Holiday
15	16	17	18	19	15	16	17	X	X	PSSA - Math Grades 3-8 April 29 - May 3
22	23	24	25	26	X	X	24	25	26	Student Days Teacher Days
29	30	31			29	30				18 / 158 18 / 162
23 / 47 23 / 50										

NOVEMBER					MAY					
Nov. 8- Conf. Day Act 80					Spring Keystones May 13-24					
Nov. 9- In-Service, Veterans Day										
5	6	7	□	□	6	7	8	9	10	May 27- Memorial Day
12	13	14	15	16	13	14	15	16	17	May 31- Last Day for Students
19	20	21	X	X	20	21	22	23	24	Student Days Teacher Days
X	X	28	29	30	X	28	29	30	●	Student Days Teacher Days
17/64 18 / 68					22 / 180 22 / 184					

DECEMBER					JUNE					
Winter Keystones Dec. 3-14					June 3- Clerical Day for Teachers					
3	4	5	6	7	□	4	5	6	7	
10	11	12	13	14	10	11	12	13	14	
17	18	19	20	21	X	17	18	19	20	Dec. 24-31 Christmas Vacation
X	X	X	X	X	X	17	18	19	20	Student Days Teacher Days
X					24	25	26	27	28	Student Days Teacher Days
15 / 79 15 / 83					0 / 180 1 / 185					

- - First/Last Day of School
- X - School is not in session
- - Teacher In-Service/ Non-student day/Act 80 Day
- ◆ - Kindergarten Days

Snow Make-Up Days: February 15th, April 23, April 18, April 22  
Added to the end of the year as needed.

Welcome Back Nights:  
Aug. 22nd- 7th grade orientation  
Aug. 22nd- 8-12th grade welcome back night  
Aug. 22nd- 1st-3rd grade welcome back night  
Aug. 23rd- 4th-6th grade welcome back night

August 20th- K- Parents Information Night  
August 22nd Clerical Day Grades 1-12

Board Approved: 2/26/2018

# CLEARFIELD AREA JUNIOR/SENIOR HIGH SCHOOL

## 2018-19 BELL SCHEDULE

Time		Periods			
7:30 - 7:44		Enrolling			
7:44-8:24		Period 1			
8:28 - 9:08		Period 2			
9:12 - 9:32		Period 3A			
9:32 - 9:52		Period 3B			
9:56 - 10:36		Period 4			
<b>Lunch A</b>		<b>Lunch B</b>		<b>Lunch C</b>	
10:40 - 11:10	Period A	10:40 - 11:20	Period 5	10:40 - 11:20	Period 5
11:14 - 11:54	Period 5	11:24 - 11:54	Period B	11:24 - 12:04	Period 6
				12:08 - 12:38	Period C
		11:58 - 12:38		Period 6	
		12:42 - 1:02		Period 7A	
		1:02 - 1:22		Period 7B	
		1:26 - 2 :06		Period 8	
		2:10 - 2:50		Period 9	

- AM CTC STUDENTS WILL REPORT DIRECTLY THE DESIGNATED CTC BUS. THE BUS WILL BE LOCATED AT THE FRONT CORNER OF THE DISTRICT OFFICE AND WILL DEPART AT 7:44. STUDENTS WILL ARRIVE BACK FOR THE BEGINNING OF 5<sup>TH</sup> PERIOD.
- PM CTC STUDENTS WILL DEPART AFTER B LUNCH. THE BUS WILL BE LOCATED AT THE FRONT CORNER OF THE DISTRICT OFFICE. STUDENSTS WILL RETURN PRIOR TO DISMISSAL.

# CLEARFIELD AREA JUNIOR/SENIOR HIGH SCHOOL

## 2 HOUR DELAYED START SCHEDULE

Time		Periods			
9:30 - 9:41		Enrolling			
9:41 - 10:08		Period 1			
10:12 - 10:39		Period 2			
10:43 - 10:57		Period 3A			
10:57 - 11:10		Period 3B			
11:14 - 11:41		Period 4			
<b>Lunch Period A</b>		<b>Lunch Period B</b>		<b>Lunch Period C</b>	
11:45-12:15	Period A	11:45 - 12:12	Period 5	11:45 - 12:12	Period 5
12:19 - 12:46	Period 5	12:16 - 12:46	Period B	12:16 - 12:43	Period 6
				12:47-1:17	Period C
		12:50 - 1:17	Period 6		
		1:21 - 1:35	Period 7A		
		1:35 - 1:48	Period 7B		
		1:52 - 2:19	Period 8		
		2:23 - 2:50	Period 9		

### ONE-HOUR EARLY DISMISSAL or AFTERNOON ASSEMBLY

**Periods 1-6 Regular Schedule**  
 12:42 - 1:02            7<sup>th</sup> Period  
 1:06 - 1:26            8<sup>th</sup> Period  
 1:30 - 1:50            9<sup>th</sup> Period

## 2018-2019 Activity Schedule

AM ACTIVITY SCHEDULE (40 min. Activity Period & 29 min. classes)			PM ACTIVITY SCHEDULE (40 min. Activity Period & 25 min. classes)	
7:30-7:44	ENROLLING		After C Lunch or 6 <sup>th</sup> period for those that follow A/B lunch schedule.	
7:44-8:13	1 <sup>ST</sup> PERIOD		12:42-1:22	ACTIVITY
8:17-8:46	2 <sup>ND</sup> PERIOD		1:26-1:51	7 <sup>TH</sup> PERIOD
8:50-9:19	3 <sup>RD</sup> PERIOD		1:55-2:22	8 <sup>TH</sup> PERIOD
9:23-9:52	4 <sup>TH</sup> PERIOD		2:25-2:50	9 <sup>TH</sup> PERIOD
9:56-10:36	ACTIVITY			
Resume normal bell schedule				

MONTH	DATE	AM/PM
SEPTEMBER	10	AM
SEPTEMBER	17	PM
SEPTEMBER	24	AM
OCTOBER	1	PM
OCTOBER	15	AM
OCTOBER	22	PM
OCTOBER	29	AM
NOVEMBER	5	PM
NOVEMBER	12	AM
NOVEMBER	19	PM
DECEMBER	3	AM
DECEMBER	10	PM
DECEMBER	17	AM
JANUARY	7	PM
JANUARY	14	AM
JANUARY	28	PM
FEBRUARY	4	AM
FEBRUARY	11	PM
FEBRUARY	25	AM
March	4	PM
March	11	AM
March	18	PM
March	25	AM
April	1	PM
April	8	AM
April	15	PM
April	29	AM
May	6	PM
May	13	AM
May	20	PM

# I. JUNIOR/SENIOR HIGH SCHOOL GENERAL INFORMATION

## **ADMINISTRATIVE ORGANIZATION**

The administrative team at the high school consists of a Principal and an Assistant Principal. While the administrators have responsibility for the total operation and supervision of the school, specific delineations of responsibilities have been established for maximum operation effectiveness.

The Principal is responsible for the total operation of the high school. To ensure the safety and welfare of the students is preserved; administrators reserve the right to amend rules, procedures, and guidelines of this student handbook.

## **SCHOOL SAFETY**

Reasonable force may be used by teachers and school authorities when necessary:

- to quell a disturbance
- for the purpose of self-defense
- to obtain possession of weapons or other dangerous objects
- for the protection of persons or property

## **SAFETY DRILLS**

In order to insure student safety in case of an emergency, several safety drills (Fire, Lockdown, and Tornado) will be conducted throughout the school year. Teachers will inform students of the emergency exit procedures during the first week of school. **Exit instructions will be posted in each classroom.** Verbal directions from the person in charge of the drill will announce the return to the building. Everyone is to walk quickly and safely from the building stressing courtesy and safety. Teachers are to take roll of their class and remain with their class during the safety drill or emergency.

## **VISITORS**

**ALL VISITORS TO THE CLEARFIELD AREA JUNIOR/SENIOR HIGH SCHOOL ARE TO REGISTER THEIR PRESENCE IN THE OFFICE AT WHICH TIME A PASS AND A VISITOR TAG MAY BE GIVEN.** While the school welcomes visitors to our building, we strongly discourage our students from bringing younger brothers or sisters during the regular school day. **Visitors are considered to be anyone not a current student or employee of the school.** Senior High School students are not permitted to attend Junior High School or Elementary activities unless they are individually and openly invited. Elementary and Junior High School students are not permitted to participate in Senior High School activities without the permission of each building principal.

## **VIDEO SURVEILLANCE**

In order to promote the safety of students, visitors, and employees, as well as the security of its facilities, Clearfield Area Junior-Senior High School does conduct video surveillance on its premises at all times. Video cameras are positioned in appropriate places within and around the school campus and used in order to help promote the safety and security of people and property. Video surveillance is for the sole purpose of district use.

## **OFFICE TELEPHONE**

A student is permitted to use the office phone to call home only with a pass from his/her teacher and with the permission of the office staff. Prior to calling, the student must sign the register indicating his/her name, time of call, and the reason for calling home. Students are reminded that only emergency telephone messages will be relayed to students during the school day.

## CELL PHONES

Student use of electronic devices in classrooms or other instructional areas during instructional times is determined by the classroom teacher or staff member. Teachers and staff members will develop electronic device rules for their classroom and establish times and/or class periods where electronic device use is permitted.

Students are permitted to use electronic devices during non-instructional times including lunch periods, before school hours, after school hours, and between classes, so long as such use does not:

- A. Disrupt school activities or instruction
- B. Violate any other board or school policies
- C. Violate state or federal law
- D. Violate any of the prohibitions set forth elsewhere in this policy

Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.

If an electronic device utilizes the District's internet connection, the School District's Acceptable Use Policy applies and is incorporated herein by reference. If a student violates a teacher's classroom cell phone policy the teacher will complete a discipline referral and submit to the office. For further information regarding the Technology Acceptable Use please refer to the policy located in the district information section of the handbook, as found on page 57.

The Principal and school authority reserves the right to scroll and search the contents of a confiscated cell phone or electronic device, including but not limited to its pictures, video, voice and text messages, address books, incoming calls, calendars, e-mail, and instant messages if the Principal has reasonable suspicion that there is student misconduct.

If a student is in possession of, or partakes in the photography of pornographic pictures, law enforcement will be notified and the appropriate school measures will be taken. The student will be suspended from school for no less than three (3) school days and possible expulsion pending a review by the administration as to the severity of the acts. The severity of the act is measured by the type of pornographic material and if the material is child pornography in nature and if the pornography is transmitted via media devices.

The act of recording/videoing a fight between other students is not permitted. If a student is caught recording a fight that promotes school violence with their cell phones then the following disciplinary procedures will be followed:

- The first violation will result in two (2) days of In-of-School-Suspension (ISS). The video will be obtained from the device. The video will be deleted from the student's cell phone. Parents will be notified. If the individual forwarded the video to other students/persons the student will receive additional days of in-school suspension (ISS).
- The second violation will result in five (5) days of In-of-School-Suspension (ISS). The video will be obtained from the device. The video will be deleted from the student's cell phone. Parents will be notified. If the individual forwarded the video to other students/persons the student will receive additional days of in-school suspension (ISS).
- The third violation will result in five (5) days of Out-of-School Suspension (OSS). The video will be obtained from the device. The video will be deleted from the student's cell phone. Parents will be notified. If the individual forwarded the video to other students/persons the student will receive additional days of out-of-school suspension (OSS).
- If the student films and posts a video that promotes school violence on YouTube, Facebook, or any other social networking page, the student will be suspended for no less than one week. It will be left up to administrator's discretion as to whether a student's participation is considered promotion of school violence.

## LOCKERS

Lockers have been installed for your convenience. Be certain to secure them to protect your property. Your enrolling/1<sup>st</sup> period teacher will issue you a combination for the locker in the academic wing of the building. The physical education teachers will issue lockers in the shower room areas. All lockers, desks and storage spaces are the property of the Clearfield Area School District. The school district will assume no responsibility for any student articles that are lost, stolen or damaged while in lockers or otherwise at the Clearfield Area Junior/Senior High School. **LOCK YOUR LOCKERS and DO NOT GIVE the COMBINATION**

to ANYONE. All students should be aware that because school property (including lockers, desks and storage spaces) is subject to search at any time, there is no reasonable expectation of privacy in school lockers, desks or storage spaces. School officials or their authorized agents may conduct random, periodic, or sweeping inspections or searches of all lockers, desks and/or storage spaces without regard to any individualized suspicion. For more information, please see the search and seizure section of the handbook, pg. 54.

### **LOST AND FOUND**

The junior/senior high school office is the center for lost and found property. When articles are found, they should be taken there at once. Periodic announcements will be made during the school year for students to check the lost and found center for any lost items. At the end of the year any unclaimed items will be donated to Goodwill Services. The district is not responsible for restitution for any unclaimed lost and found items.

### **BULLETIN BOARDS**

The bulletin board in the rear commons will be designated for non-school-related announcements. This is the only area where, with permission, these announcements may be posted. All non-school related announcements must be submitted to the junior/senior high school office with appropriate copies for approval from building administrators; office personnel will then post approved items on the rear commons bulletin board.

### **STUDY HALL**

All students will observe the following rules for study halls:

1. Study materials must be brought for use during the study period.
2. Students who need to report to another teacher must have a pass signed by that teacher before the study hall begins. They must report to study hall first and sign out before leaving.
3. Rules and regulations for each study hall will be established by the teacher in charge.
4. Students should only have a study hall for one semester. Student needs will be addressed on an individual basis by their school counselor.

### **DANCES**

School dances will be designated Senior High (9-12) and Junior High (7-8). No Senior High student is permitted to attend a Junior High dance and no Junior High student is permitted to attend a Senior High dance.

### **ACTIVITY PERIOD**

Activity period is scheduled weekly on a rotating AM/PM schedule class times are shorted during the corresponding activity period. All senior and junior high clubs will meet each activity period giving all students the opportunity to participate in multiple clubs. Clubs will meet each scheduled activity period, unless announced by the office that they will not meet on a specified day. Only students in grades 7-8 are able to participate in clubs with a "JUNIOR HIGH" designation. On an activity period all students must report to the regular class period to sign out before reporting to their club. Students who do not sign-out properly will be considered cutting a class period. Students who chose not to participate in a club must remain in the regular class period for study hall. The activity schedule can be located on pg. 13 of this handbook.

### **STUDENT FUNDRAISING**

The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.

For purposes of this policy, student fundraising shall include solicitation and collection of money by students in exchange for goods or services. The Board prohibits the sale of any item and collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

## **LIBRARY/RESEARCH/RESOURCE CENTER**

The library has over 28,000 items in a variety of formats for use by students and staff.

- Students with no study halls who need assistance should contact the library for help with their research needs. The library's email address is: [chslibrary@clearfield.org](mailto:chslibrary@clearfield.org)

Materials from the general collection may be signed out for a period of three weeks. Reference materials may be signed out on an overnight basis. Over 95% of the library's materials are available for sign out. Fines will be assessed when materials are not returned on time.

The library has an extensive listing of databases and eBooks which can be accessed by going to the library's website at: <https://hslibrary22.wixsite.com/hslibrary> The website also has photos of current library activities and more information about library services.

Students should come to the library ready to work with all necessary materials, including books, notebooks, calculators and writing materials and tools (pens, pencils, erasers, etc.). Students are expected to be respectful of other library patrons and the staff at all times. The library strives to be a place where students can find the resources that they need and where they feel confident that they can work in a supportive setting. The library will offer extended hours. The library will be open from 3-6 on Mondays through Thursdays and until 4 pm on Fridays. The library will be open from 6:30 a.m. until the start of school every day of the week.

## **ENROLLING**

Students arriving to school in the morning are to report directly to enrolling beginning at 7:30 AM. Period one will begin at 7:44 AM. Students are considered late to enrolling at **7:40 AM**. Morning announcements will begin promptly at 7:40 AM. The services of the library will be available to students during this time for returning materials. This is not a time for loitering in the halls or at the lockers.

## **DISMISSAL**

Dismissal is at 2:50 p.m. daily. All bus pupils must board buses and go directly home after being discharged at their pick-up station. Exception to this must be cleared through office. Walkers are to go **directly** home after being dismissed from school. Riders will meet their ride in the designated lane of student parking at the end of the day. No student is to return to school grounds without reporting to the office.

## **DELAYED STARTS AND CANCELLATIONS**

In the event of inclement weather, it can become necessary to alter the school day. It is extremely important that you listen to your radio and TV for any change in the school schedule. The following radio and TV stations broadcast information concerning the Clearfield Schools:

**RADIO** – WCPA-AM, WQYX-FM, WOKW-FM, WFGY-FM Altoona (Froggy 98), WPHB-AM Philipsburg, WDBA-FM DuBois, WCED-AM DuBois  
**TELEVISION** – WTAJ-TV10, WJAC-TV6 and WWCP-TV8.

**Announcements** - Parents will be notified via the Sapphire Phone Service concerning all cancellations, delays and early dismissals. If you are not receiving messages please follow the instructions under Parent Resources on page 33 of this handbook. Notice will also be posted on the District's website ([www.clearfield.org](http://www.clearfield.org)), Facebook and Twitter accounts.

**PLEASE DO NOT CALL THE SCHOOL TO CONFIRM RADIO OR TELEVISION ANNOUNCEMENTS.**

## **EARLY DISMISSAL**

Weather conditions occasionally require an early dismissal for students. These are announced over the local radio/television stations above and Sapphire calls.

## **II. GUIDANCE PROGRAMS AND SERVICES**

Contact the guidance office at (814) 765-5511 Ext. 2500, with any questions or concerns.

### **PROGRAM AND SERVICES**

Counseling and guidance services are provided by certified and credentialed school counselors and are available to all students in the guidance suite next to the main office of the junior/senior high school. The counselors are willing to work with students on educational and career planning as well as any personal or social problems they may encounter during their secondary years. Decision-making skills, rational thinking, along with developmental and remedial help are stressed in counseling sessions.

The counseling department also manages a Career Center for students with resources to investigate career opportunities and post-secondary planning such as college, trade school or the military. There is a wide array of printed materials from post-secondary institutions and the branches of the military available for students in the Career Center. The Career Center is also the place to obtain information about SAT/ACT/AP tests and to obtain study guides. The Career Center counselor is responsible for dual enrollment courses and the Associates in Senior High School Program through Pennsylvania Highlands Community College.

Various sources of funds for post high school studies are available to students through numerous scholarships and grants. Students are urged to inquire in the guidance office for specifics. Each year the senior high school sponsors several financial aid nights and FAFSA completion meetings. Times and dates are announced each year.

Guidance personnel maintain a permanent record folder for each student. This folder deals with the routine identification of the student, his/her achievement in school, and his/her aptitudes, interests, and abilities as shown through standardized measurements. The records are maintained to help the student and are protected for privacy. Only school personnel, such as counselors and administrators who are involved with the education of the student, can use the records without the consent of the student and parents.

**Scheduling and schedule changes are the responsibility of the guidance department. Any questions regarding student schedules should be directed to the grade level counselor.**

We hope that students will use the services of our guidance department to the fullest and that the services will not only make their high school years and future years more productive but also, that these services will make their school years more relaxed and enjoyable.

### **STUDENT ASSISTANCE PROGRAM**

A Student Assistance Program (S.A.P.) is designed to help students who may have developed barriers to school success. The program uses a systematic approach to identify students who may be in need. Referrals to the program can be made by school staff, concerned parents and by self-referral. Parent involvement in the program is critical to success and to the removal of barriers. Family and the Student Assistance Team work together to develop a plan based on the student's needs. Students may be referred for concerns such as, poor academic performance, attendance, non-typical behaviors, and mental health or drug and alcohol issues. Please contact the SAP Coordinator, any principal, or a guidance counselor for more information.

### **Homelessness Program**

The main purpose of the Pennsylvania's Education for Children and Youth Experiencing Homelessness Program is to make sure homeless youth have access to free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations. On July 22, 1987, the Stewart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law dealing with the problems of homelessness in America. Recently included in the 2001 No Child Left Behind Act, it is now called the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. Examples of homelessness include: students staying with friends or family because they lost housing, students living in a shelter (including transitional programs), students staying in motels because their family cannot get their own home, students living on the streets, in a car, van, tent or other nonpermanent structure. In addition, educational rights for homeless students include: choice to attend school of origin (when feasible), or school of current residence, immediate enrollment, assistance from school district in obtaining required documentation; i.e., immunization records, prompt access to appropriate education services, transportation,

free breakfast and lunch. If you suspect a student may be homeless, contact the student's school counselor or principal. Include the information you know that leads you to suspect the student may be homeless.

### **III. STUDENT RIGHTS/RESPONSIBILITIES/ACTIVITIES**

Student rights and responsibilities, covered under Chapter 12 regulations of the Pennsylvania Department of Education Code, have been adopted by the Clearfield Area School District. These include student due process rights. For further information, please reference the Discipline procedures starting on page 43.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

#### **GENERAL STUDENT RESPONSIBILITIES**

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom themselves appropriately to meet fair standards of safety and health and not to cause substantial disruption of the educational processes.
4. Assume that until a rule is waived, altered or repealed, it is in full effect.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws and cooperate with state and local authorities.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily, except when excused and be on time at all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Apply their full potential, ability, and skills to work to their full potential in the courses of study elected and also those prescribed by state and local school authorities.
11. To express their ideas and opinions in a respectful manner so as not to offend or slander others, avoid inaccuracies in student newspapers or publications and indecent or obscene language.
12. Exercise socially acceptable and respectable manners at all group functions such as athletic events, dramatic presentations, assemblies, concerts, etc.

#### **DRESS and GROOMING CODE**

The responsibility for the appearance of the students of the Clearfield Area School District rests with the parents and the students themselves. Clothing and personal appearance should reflect high self-respect and respect for others. The entire upper body (from shoulders to legs) must be covered. Clothing choices must not reveal any parts of the chest or midriff while students are standing or sitting. Footwear must be worn at all times. We strongly urge parents to send their child to school with attire and footwear that is appropriate for the season and the school environment. Certain articles of clothing are not permitted to be worn in school. Students of the Clearfield Area School District must maintain personal hygiene, clean attire, and be modestly and appropriately dressed so as not to disrupt the educational process. Certain uniforms may be required to wear for school-sponsored events.

#### **DRESS CODE GUIDELINES: DRESS AND GROOMING POLICY**

##### **Certain articles of clothing are not permitted to be worn in school:**

- Coats or jackets (unless directed due to extreme cold conditions)
- Hats, sunglasses, bandanas, and headbands. This excludes hair accessories.
- Clothing, buttons, signs, etc. with a suggestive or profane message.
- Clothing, wristbands, buttons, signs, etc., which promote alcohol, drugs, violence, and discrimination.

- Chains, necklaces or bracelets that could cause injury or disrupt the educational process.
- Body piercing in any visible location other than the ears is not acceptable. All earrings must have a back or closure.
- Torn clothing exposing skin in any area.
- Spandex shirts, shorts or pants, tank tops and spaghetti straps. Sleeves must reach the outside of the shoulders.
- Skirts and shorts must be at least fingertip length with relaxed shoulders.
- Hair color of unnatural color deemed distracting in an educational setting.
- Hair cut into a Mohawk that cause a disruption to the learning process.
- Writing on the back (butt) of sweat pants/shorts.
- Face painting

In the event that a student believes their First Amendment rights are abridged by the application of this policy, such student shall notify the principal of this claim, and arrangements shall be made promptly for the student to demonstrate:

- 1) That s/he has a particular message that s/he wishes to convey.
- 2) That there is likelihood that the message will be understood by those who view the message.
- 3) That there is no other less disruptive method of presenting communicated message.
- 4) That the health and safety of the student individually or of the student body as a whole would not be impaired by the communication.
- 5) Prior to this meeting before the principal on the matter, it shall be mandatory for the student to comply in all respects with the aforementioned Student Dress and Grooming Code Policy. After completion of the meeting, the principal shall inform the student of whether the issue s/he has raised warrants modification of the policy to permit the particular message to be expressed.

### **BACKPACKS/BOOK BAGS**

Students will be permitted to carry backpacks/book bags as a means to bring books to and from school and during the school day to classes. Students will be given directions whether backpacks/book bags will be allowed in common areas such as the auditorium and athletic events prior to activities.

### **STUDENT SIGN IN / SIGN OUT**

All students in grades seven (7) through twelve (12) shall sign out of a room to leave (to any destination) and sign in upon entering their destination. Upon signing out of a room, students will be issued a pass from the teacher. Those students who consistently violate school rules may be placed on "Restricted Hall Pass" for a specified period of time.

### **HALL PASSES**

All teachers may issue hall passes at their discretion in class to students requesting them. The manner in which a teacher issues a hall pass will be based on individual classroom rules and expectations. Each teacher is assigned one hall pass and only permitted to have one student at a time in the hall with the pass.

Students are expected to sign out on a classroom log book before leaving with the hall pass. The passes should be visible for inspection by security and staff that will be monitoring the halls and bathrooms. Students who need to report to another area of the building (i.e. guidance, nurse's office, athletic office) must obtain a pass. Moreover, if a student is in study hall and needs to see another staff member, they must have a pass signed ahead of time to show the study hall teacher. Students who misuse a hall pass will face disciplinary consequences.

### **EMPLOYMENT CERTIFICATION (Working Papers)**

If you are not yet 18 years old, and are employed in any occupation where work is done for pay (whether you are attending school or not), you must apply for working papers. To work part-time (after school, Saturday, vacations), you must be at least 14 years old. You can obtain an application blank in the attendance office and must be accompanied by your parent/guardian and show proof of age when doing so. Although there are positive benefits from working, you are responsible for attendance, promptness, and course-related work.

## FLAG SALUTE AND PLEDGE OF ALLEGIANCE

“Act 157 of 2002 amends the School Code to require students to recite the pledge of Allegiance at the beginning of each school day and requires the United States flag to be present in each classroom. The legislation allows students to decline reciting the pledge; however, the school district is required to notify parents in writing of their child’s refusal to recite the pledge.”

It is the responsibility of all citizens to show proper respect for their country and its flag.

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
2. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. Students that do not wish to participate may stand or stay seated.

## GIFTS TO STAFF MEMBERS

Pupils, parents, and other patrons of the district shall be discouraged from the presentation of gifts to district employees. The Board shall welcome the writing of letters to staff members expressing gratitude or appreciation. These types of recognition are in most cases, more appropriate than gifts.

## SCHOOL RINGS

The present design of the Clearfield Area Senior High School ring was officially adopted in 1957. It is available in various styles. Matching pins may also be purchased. Only students who are currently enrolled in grades 9, 10, 11, or 12 may buy an official ring or pin. Ex-students who have not graduated may not purchase rings or pins. **Three orders are taken during each school year -- generally in September, January and May.** All transactions are conducted directly with the sales representative of the manufacturing company.

## STUDENT OFFICE HOLDERS

The following criteria must be met by all candidates for office in the Clearfield Area Senior High School. The student must be maintaining a passing average in all subjects during the current school year. If the election is held at such a time that current grades are not available (i.e., beginning of school term), then the most recent preceding nine week grades will be used to determine eligibility.

Possessing innate leadership abilities is important for any student office candidate. These include the ability to work well with others and to be a responsible member of the school community. Infraction of the established disciplinary rules and regulations are not the type of leadership qualities that our student office holders should possess and could lead to the disqualification of potential candidates for office.

Students have a right to an elected and representative student government. Student government representatives shall be involved in the formation of general school policies, discuss matters of faculty/student relations and other matters of student concern. Students have the responsibility to participate actively in the student government process, to make sure that all students are allowed to vote, and that offices are open to all qualified candidates. Once a student obtains a position in student government, the student must uphold the duties of the office or risk being removed from their position.

## STUDENT PARKING AND DRIVING REGULATIONS

The following rules and regulations shall govern student parking on school property. Failure to adhere to any of these guidelines will result in the student losing their privilege to drive and park on school grounds or other appropriate disciplinary action.

- 1) Driving to school and parking on school property is a privilege and should be considered as such. Failure to comply with the driving regulations can result in a student losing his/her privilege to drive and park on school grounds indefinitely.
- 2) Each student desiring to park their vehicle on school grounds during school hours must complete a registration form and return it to the office. Priority will be given to juniors and seniors. This registration form contains information about the vehicle as well as parental permission. Student parking permit applications are located in the appendix of this handbook or may be obtained in the main office. The registration fee is \$5.00 (to be paid in cash)
- 3) Each student authorized to park their vehicle on school grounds will be issued a tag which is to be displayed on the rear view mirror when the student is parked on school grounds. This tag will be

issued by the office after the above listed qualifications have been met. Students who drive without properly registering their vehicle are subject to disciplinary action.

- 4) Vehicles are to be parked within the marked parking areas.
- 5) Students are not to go to their cars during school hours without securing a pass from the office.
- 6) **The speed limit on school grounds is 15 mph.** Failure to adhere to this posted speed limit or driving in a reckless or dangerous manner may result in the revocation of parking permits or other disciplinary action as deemed appropriate for the situation.
- 7) No student vehicle will be permitted to leave the student parking lot without prior administrative authorization before 2:50 PM.
- 8) Student vehicles and their contents are subject to search and seizure while on school property.
- 9) Student drivers who have excessive tardies to homeroom may lose their driving privileges.
- 10) Students who persist on driving to school while their driving privileges have been revoked are subject to having their vehicle towed at own expense.
- 11) At dismissal, students must stay in their designated parking space and wait to be dismissed. No student will be permitted to exit their vehicle and loiter in the parking lot.

### **STUDENT FEES, FINES AND CHARGES**

- 1) Any fees, fines, or charges assessed for the destruction of property, violation of rules, or specific use of materials, shall be paid promptly by the student and submitted to the office. (Students guilty of violating 777 of the Pennsylvania School Code shall be prosecuted accordingly.)
- 2) No student may receive any transcripts, recommendations, or certificates until all charges have been removed from his record and Debt List.
- 3) All books and/or materials issued to or checked out by a student must be returned in an appropriate condition. Any books not returned, shall be replaced by the student at the current replacement cost. If the book is returned in a damaged condition, the student will pay for repairs. Books damaged beyond repair shall be replaced by the student at current replacement cost.

## **IV. FOOD SERVICE PROGRAMS AND PROCEDURES**

The cafeteria is provided for the convenience of the students. However, in order to promote conduct that is consistent with other established policies, the following guidelines must be followed:

1. During the time that a student is assigned to eat lunch, he/she may not be anywhere else in the building without specific permission from a teacher or the Principal/Assistant Principal.
2. All students, including those bringing their lunches are required to eat in the cafeteria. All students will remain in the cafeteria until the end of their lunch period.
3. Back packs, purses, etc. are not permitted in the food service area. Please place your belongings at your table prior to entering the lunch line.
4. Students must exercise care in the handling of utensils and equipment and are obligated to reimburse the school district for any items that might be accidentally broken. When lunch is completed, the trays are to be taken to the dishwashing area, where any remains are to be placed in the receptacles provided.
5. Students must clean up anything that is dropped or spilled, either on the table or on the floor.
6. Please enter the cafeteria at the designated area. Courteous behavior is expected.
7. Inappropriate behavior or disregard of cafeteria regulations (ex. throwing food, no cleaning up after yourself, etc.) will result in disciplinary action being taken.
8. Due to Health Regulations and health and safety of our students, the sharing of food is not permitted.
9. Students are not permitted to order food during the school day to be delivered.

### **SCHOOL LUNCH AND BREAKFAST PROGRAM**

Clearfield Area Schools offer school meals under the National School Breakfast/Lunch Program.

Starting with the 2018-19 school year, the Clearfield Area School District has elected to participate in the Community Eligibility Provision (CEP). The CEP allows all students to receive one free breakfast and one free lunch daily. For breakfast, students must choose at least three of four menu items, one of which must be a fruit/vegetable or juice, in order to receive their free breakfast. For lunch, students must take at least three of the five meal components, one of which must be a fruit or vegetable, in order to receive their free lunch. We encourage students to take all components of each meal.

The Clearfield Area School District's lunch and breakfast programs operate on a pre-paid system where each student has an account. Students must have money in their account to purchase additional items in the cafeteria. Students also may pay cash at the time of service. **Additional items will not be sold on credit. Parents please make sure your child(ren) have sufficient funds in their account(s) if they wish to purchase additional items.** Parents may ask about their child(ren)'s account balance any time by calling the Food Service Office at 765-5511 ext. 2700.

## PAYMENTS

The Food Service Department uses Heartland School Solutions software in all of its food service operations. [www.myschoolbucks.com](http://www.myschoolbucks.com) is a secure, family friendly system for online prepayments that integrates with the Heartland software.

To take advantage of this feature, you will need to log onto [www.myschoolbucks.com](http://www.myschoolbucks.com) to create your account. You will need to know your child's 10 digit student ID number (not their PIN) to create the account. If you do not know your child's student ID, call us at the Food Service Office at 765-5511 ext. 2700.

If you do not wish to pay online, envelopes will be provided for making deposits into the student's account. Please fill out all of the required information on the envelope. It is imperative that payments be clearly marked and completely identified so that the payment can be applied to the correct account. **We strongly recommend paying by check. The C.A.S.D. Food Service Department will not be responsible for any lost cash payments.**

We asked that each student make individual payments at their respective schools. For accounting and auditing purposes, payments need to be made at the location that meals will be served. **Please make all check out to Clearfield Schools Food Service.**

## JR-SR HIGH SCHOOL MEAL PRICES FOR 2018-2019

Breakfast	FREE
Lunch	FREE
Milk	\$0.65

Please note that an ala carte price list will be posted for all items.

## V. HEALTH SERVICES

### SCREENINGS

All children in Pennsylvania schools will have their height and weight measured, and then used to calculate their body mass index (BMI). BMI is a screening tool to determine whether a child is overweight or underweight. Your child's BMI is strictly confidential and will only be shared with a parent and/or guardian by letter.

Hearing screenings are mandated for students in grades seven and eleven. Parents will be notified if follow-up care is advised. Vision screenings are mandated for all students each year and parents will be notified if further care is needed.

Physical examinations are mandatory for all eleventh grade students. Dental exams are mandatory for all seventh grade students. These screenings are conducted at school by the school physician and the school dentist at no expense to the family. The mandated examinations may also be completed by your family physician and/or dentist. Private exam forms will be provided, and are available on the school nurses' webpage, and must be completed and returned to the nurse within the school year.

## IMMUNIZATIONS

State regulations require all students to be fully immunized against Diphtheria, Tetanus, Polio, Measles, Mumps, Rubella, Varicella, Hepatitis B and Meningitis or school attendance. If immunizations are against your religious beliefs, a statement signed by your parent must be submitted stating the reason for the exemption. If immunizations are not medically advisable, a statement from your physician must be submitted. If you have any questions, please contact the school nurse, Mrs. Cindy Hinchliffe, R.N., in the Health Center next to the guidance office.

## MEDICATION PROCEDURE

Our school nurse will supervise the administration of all medications, both prescription and over-the-counter medications. In order to protect our staff from legal implications, medications will be administered/supervised **only** under the following guidelines.

1. A parental permission slip and a written order from the physician must be submitted with the medication. If the medication changes, a new permission slip and physician order must be provided. The permission slip is available in the Health Center and on the webpage.
2. **ALL medication must be in the prescription bottle, and brought to the school by the parent/guardian.** Multiple day doses of tablet form medication will be accepted. For liquid medications, an extra prescription bottle may be obtained from your pharmacist.
3. Inhalers and EPI-PENS may be carried by the student if deemed necessary by the physician with a written order and parent permission for submitted to the school nurse.
4. When deemed medically necessary the Clearfield JR-SR High School Health Center has a supply of over-the-counter medications to be given in order to improve their educational environment. No medications will be given without the signed consent form. This form must be submitted annually. The form will be sent home with all students at the start of school and can be found on the webpage.
5. Upon arrival at school, the student is to take the medication to the Health Center.

**Your cooperation in this matter is imperative to the safety of all students. All medications must be in the Health Center. Students who fail to comply with these procedures will be punished under the Student Assistance Program Guidelines. Policy requires a full 10 day suspension for students who possess medications, look alike drugs, etc.** If you have any questions concerning your child's medication, please contact your school nurse, Cindy Hinchliffe, R.N.

## CASD EPI-PEN POLICY

Anaphylaxis is a serious, life-threatening allergic reaction that can affect students and staff. The most common anaphylactic reactions are to food, insect stings, medications, and latex. Epinephrine is the drug of choice for anaphylaxis and a delay in treatment can have devastating results. PA Laws such as Act 104 of 2010 and Act 195 of 2014 relates to administration of individual or stock epinephrine by trained school employees, individual responsible for storage and use, training school staff with Department of Health approved training, and allows parents to opt out.

All CASD appropriate medical and school personnel employed by or acting on behalf of the school system may administer epinephrine via an undesignated epinephrine auto-injector to an individual using professional judgment if an individual is experiencing a potentially life-threatening allergic reaction (anaphylaxis). Parents have the option to submit in writing to the school nurse yearly if they do not want their child to receive this life-saving medication.

## **VI. TRANSPORTATION**

**Contact Mrs. Shawny Bennett, Transportation Coordinator at (814) 765-5511 Ext. 6005, with any questions or concerns.**

The law permits the school district to furnish bus transportation, to and from the high school. However, it does not relieve parents from exercising responsibility and supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day.

In considering the bus to be an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal/assistant principal. In such cases, the parents of the children involved become responsible for seeing that their children get to school safely.

### **AVAILABILITY/EXCEPTIONS OF PUPIL TRANSPORTATION**

a. Emergencies -- If an emergency exists, temporary transportation arrangements can be made through the transportation office at **(814) 765-5511 Ext 6005**.

b. Transportation will be provided to and from approved day care centers. However, the Clearfield Area School District reserves the right to make final transportation decisions.

c. Pupils will be permitted to ride to school and be discharged at a regular bus stop other than their assigned stop under the following conditions:

1. Child care must be in the same attendance area that services the child's assigned school unless an exception to placement is granted and busses service the requested school from the child care area.
2. After initial routes and runs have been established, adequate seating space must be available to accommodate childcare requests. Children who legally reside along the bus route receive priority.
3. Children will be boarded or discharged at the closest existing stop to their child care site.
4. No additional stops will be added unless the bus is passing the childcare location and an unsafe walking condition is present.
5. All child care arrangements will be on a permanent five (5) day a week basis.
6. All childcare arrangements shall be made through the student's school in writing by the parent or guardian and authorized by the transportation department. The student will obtain a blue pass from the office that is to be given to the bus driver for that day only.

### **REGULATIONS**

The following Code of Conduct will be expected of all students in the Clearfield Area School District transported by a school bus:

#### **a. Behavior at bus stops**

1. Students should go directly from home to the bus stop, using good safety practices when walking in areas where sidewalks are not provided.
2. They should arrive at the bus stop no earlier than five minutes before their bus is scheduled to arrive (parents should be made aware of this rule and be encouraged to cooperate).
3. Students should remain in the designated areas, paying very special attention to the rights of property owners in the vicinity.
4. Students, as they arrive at the stop, should get in line and use the concepts of good school and community citizenship while awaiting the arrival of the bus.
5. Students should board the bus in a quiet, orderly manner, taking their seats immediately.
6. Students are expected to show respect to the bus driver while riding to and from school, activities & field trips.
7. Children must remain seated (assigned as designated) and quiet.

#### **b. Leaving the bus**

1. Students should exit the bus in a quiet, orderly manner and proceed directly to their rooms or to their assigned areas at school.

### c. Responsibility of the students to the bus driver

1. The bus driver is responsible for the safety of the students on the bus and as such deserves the same respect and cooperation as the teacher in the classroom.
2. Requests from the bus driver are to be honored by the students without question.

### d. Procedure for handling violations of bus discipline

1. In the event a child is involved in a discipline problem while riding a bus, the parent will be notified of the problem and resulting action. The following acts are considered as violations:

- |                                  |                                                                              |
|----------------------------------|------------------------------------------------------------------------------|
| (a) Failure to remain seated.    | (h) Throwing objects on bus.                                                 |
| (b) Refusing to obey driver.     | (i) Hanging out of window.                                                   |
| (c) Fighting.                    | (j) Spitting.                                                                |
| (d) Use of profanity.            | (k) Chewing snuff, tobacco, or smoking.                                      |
| (e) Lighting matches or lighter. | (l) Harassing others.                                                        |
| (f) Smoking.                     | (m) Vandalism                                                                |
| (g) Throwing objects out of bus. | (n) Other behaviors which school officials feel Warrant disciplinary action. |

## BUS DISCIPLINE

The bus driver shall be responsible for maintaining proper discipline on the bus at all times. This involves:

1. Reporting pupil misconduct by the driver to his/her immediate supervisor.
2. Emphasis of the fact that the use of the school buses is a privilege. Anyone who violates the rules established by the district may be denied this privilege.
3. In cases where a pupil absolutely refuses to listen to the bus driver, the driver is required to fill out an incident report on a form provided by the district. This report is sent to the appropriate administrator.

The Principal or Assistant Principal shall be responsible for determining bus discipline, which is handled on an individual basis at the discretion of the administration but may be subject to the following:

**First Offense** - Generally treated as a warning, although in severe cases Detention, Extended day, Saturday School, or Suspension from the school or bus would be assigned.

**Second Offense** - Detention, Extended Day or Saturday School.

**Third Offense** - Loss of riding privileges for period of time.

**Fourth Offense** - Suspension from School.

## INCIDENT EMERGENCY PROCEDURES

### In the event of a bus accident

1. Driver and students will remain on the bus.
2. Evacuate ONLY if: a. Fire or danger of fire b. Hazardous spill c. Bus is in unsafe position
3. If evacuation is necessary, invoke evacuation drill procedures.

### Notification

1. Driver will notify dispatcher.
2. Dispatcher will notify 911 supports as needed.
3. Dispatcher will notify Transportation Coordinator.
4. Transportation Coordinator will notify Superintendent.
5. Transportation Coordinator will notify building administrator.
6. Dispatcher/Transportation Coordinator coordinates information inquiries/parent contacts.
  - a. Transportation Coordinator contacts parents up to ten. Central Office clerical staff will assist with parent contacts over ten.

### Persons to Scene - representatives will wear "IDs"

1. Dispatcher.
2. Transportation Coordinator.

### In the event of injury:

3. Superintendent or Administrator in Charge of Transportation.
4. Crisis Response Team (to be established), if necessary.
5. Building administrator.

### **Conduct at Scene - do not comment to media or others**

1. Dispatcher/Transportation Coordinator will monitor roster and account for all students.
2. EMT's will assess extent of injuries, if any.
3. Dispatcher/District representatives will calm students and restrict onlookers.
4. Dispatcher/Transportation Coordinator may release students to parents only after verifying custody with school office. Parent must sign a release form. Students may also be released to a District representative, medical care or police.
5. Be prepared for upset parents - avoid confrontations - encourage parents to allow child to remain with group.
6. Refer to "Dealing with the Media" section of this plan, if necessary.

### **Situations**

1. Little damage to bus/no apparent injuries-if proceeding to school, the school nurse will check students upon arrival.
2. Damage to bus/no injuries as assessed by EMT, proceed to school. The school nurse will check students upon arrival.
3. Damage to bus/students complain of injuries, assessed by EMT & transported to hospital by ambulance and/or bus.

### **If transported to the hospital**

1. Dispatcher/Transportation Coordinator maintains roster and coordinates with the Superintendent/designee and the hospital(s).
2. Crisis Response Team will talk with students and parents.
3. Dispatcher/Transportation Coordinator monitors students and account for all. Parents must sign students out or if students are returning to school on a shuttle bus, names will be checked as they arrive at school.
4. Hospital(s) will contact parents to gain permission for insurance, etc.

### **Follow-up**

1. Transportation Coordinator/Building Administrator may call the home expressing interest regarding recovery, etc.
2. Representative of the District, Bus Company, and hospital(s) may discuss effectiveness of procedure.

## **USE OF AUDIO/VISUAL CAMERAS ON SCHOOL BUSES**

Audio/Video cameras may be placed on any school bus in order to help provide a safe and orderly environment. They will be used to monitor student behavior and to provide student safety while riding the bus. Students and parents will be notified of the use of audio/video cameras on school buses at the beginning of each school year through the student handbook. Additionally, a notice of the use of audio/video cameras will be posted on each bus.

School administrators and/or Transportation personnel will view the audio/video tapes. Should student misconduct be evident, the student will be disciplined according to the student handbook and parents will be notified.

## **VII. SPECIAL SERVICES**

Special Services are provided for students in need of specially designed instruction. These students are evaluated and recommended for special services by a school psychologist and a team of school personnel. Student needs could be addressed with modifications and adaptations in the general education setting, with Title 1 support, an executed 504 plan, or an IEP/GIEP based on each student's individual needs. Parents may initiate any of these services by contacting their child's teacher or guidance counselor. If you believe your child is in need of special education services, as defined below, please submit a written request to your building principal.

### **PROGRAMS FOR ELIGIBLE OR PROTECTED STUDENTS WITH DISABILITIES**

**Contact Mr. Thomas Mohney, Director of Special Education, or Mr. Mark Bender Assistant Director (814) 765-5511 Ext. 6009, with any questions or concerns.**

**Notice to Parents of Children Who Reside in Clearfield Area School District.** In compliance with the state and federal law, notice is hereby given by the Clearfield Area School District that it conducts ongoing

identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism
2. Deaf-Blindness
3. Hearing Impairment/Deafness
4. Emotional Disturbance
5. Multiple Disabilities
6. Intellectual Disability
7. Orthopedic Impairment
8. Other Health Impairments
9. Traumatic Brain Injury
10. Visual Impairment, including blindness
11. Specific Learning Disability
12. Speech and Language Impairment

If you believe that your school-age child may be in need of special education services and related programs, or your child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to your child's principal.

In compliance with state and federal law, the Clearfield Area School District will provide to each protected student with disabilities, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum intent appropriate to the student's abilities. In order to qualify as a protected student with disabilities, the child must be school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing your building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the building principal

## **VIII. ACADEMICS**

### **GENERAL GRADING SYSTEM**

The school year is divided into four nine-week marking periods with report cards being issued following the end of each marking period.

**The marking system for all academic classes is as follows: A: 100-90 B: 89-80 C: 79-70 F: 69-0**

Students who transfer letter grades from another school district will receive a grade commensurate on the Clearfield Area Junior/Senior High School grading scale. Subject(s) marked "I" for Incomplete on report cards have until the end of the next marking period to make up work. An incomplete indicates that the student has not completed the work upon which the grade(s) was/were based. No incomplete will be carried for more than one marking period or if at the end of the year, until the completion of Summer School. If the work is not completed in the allowed time, the student will receive the grade earned.

### **REPORT CARDS**

Report cards are issued at the end of each nine week marking period through the Guidance Department on these tentative dates:

- 1st -- Week of October 29, 2018**
- 2nd -- Week of January 16, 2019**
- 3rd -- Week of March 21, 2019**
- 4th -- Week of May 31, 2019**

*Please note that these dates are subject to change if the school calendar is altered due to inclement weather.*

Report cards will not be issued to any students who are on the Debt List. This list is maintained in the office and contains names of students who owe fines for overdue books, textbook damage or loss, sports equipment not handed in, discipline infractions that have not been served, etc. Seniors will not participate in graduation ceremonies unless all fines are paid and their name has been removed from the Debt List. Students will be taken to the District Magistrate if money owed is not paid or equipment is not handed in.

## **GRADUATION REQUIREMENTS**

It is of utmost importance that students maintain an average of over 7 credits per year in order to graduate on time. The school counselors assist students with courses necessary to graduate. It is your responsibility to do your best in fulfilling the graduation requirements. Any graduation required courses that have not been successfully completed must be made up in summer school, credit recovery or repeated.

Students must have completed all requirements set forth by the Clearfield Area School Board in order to participate in the graduation ceremony. If they have not met these requirements, they will not participate in the ceremony. Please note that even though you may be listed as a senior, you may not be able to graduate that year. You must successfully pass all required graduation courses and have at least a total of: **28 TOTAL CREDITS**. Specific questions on graduation requirements should be referred to the appropriate grade-level counselor.

### **Clearfield Area Jr/Sr High School Graduation Requirements**

<b><u>Subject Area</u></b>	<b><u>Minimum Required Credits</u></b>
English and Literature - <i>Requires an English course each year of High School and the required Literature Courses in Grades 9 and 10</i>	6 credits
Social Studies- <i>Required courses are Civics I &amp; II, a US History course, World Cultures I &amp; II or Western Civilizations, and Economics *CCCTC students 3 credits</i>	4 credits
Mathematics - <i>Must have completed Algebra 1, Geometry, and Algebra 2</i>	4 credits
Science - <i>Must have completed courses in Biology and the areas of Chemistry and Physics</i>	4 credits
Driver Education Theory	0.25 credit
Life 101	0.25 credit
Physical Education and Health - <i>Requires a Physical Education and Health Course each year of High School. The 9th grade course is swimming based.</i>	2 credits
Computer Technology (Refer to Course Guide for a list of technology related courses)	1 credit
Electives	6.5 credits
<b><u>TOTAL CREDITS</u></b>	<b>28 credits</b>

In addition to the credit requirements as outlined above:

Starting with the Class of 2019:

- Students must have completed at least one course that is able to be dual enrolled.

All students must demonstrate proficiency in Algebra 1, Biology, and Literature through passing the Keystone Exams or Alternate State Approved Method.

## WEIGHTED CLASSES and CLASS RANKING

Weighted classes will be limited to the core classes of English, Social Studies, Math and Science. Within these, only the most challenging core courses will be counted as weighted courses.

- Math: Calculus and Stats AP
- English: Public Speaking and English Composition, and English IV AP
- Social Studies: US/PA History AP and US Gov't /Economics
- Science: Physics, Advanced Chemistry, Anatomy and AP Physics

The weighted factor would be 10% for these courses. (This would be a course weight of 1.1).

Only students in their Junior and Senior years would have the weight of weighted courses. If a younger student would take a weighted course, it would not be weighted for them.

The graduation requirement of Economics can be met in the US Gov't/Economics course or Economics.

Class Ranking will be calculated using the student's cumulative weighted GPA.

- Class ranking will only be used to determine the Valedictorian, Salutatorian, and Senior Academic Honors. This ranking will be calculated based on the grades to date on May 1<sup>st</sup>, or the most immediate school day after May 1<sup>st</sup>, if May 1<sup>st</sup> is a weekend day.
- Class ranking will only be available for college applications or scholarship needs.

In case of a tie, to the one ten thousandths decimal place (4 spaces after the decimal) for the positions of Valedictorian and Salutatorian, a committee consisting of five teachers, one from each core area, and one from the related arts, along with the principal as non-voting member, will resolve the tie by reviewing the criteria of Unweighted GPA, Credits Completed, and SAT/ACT scores.

**Independent Study Courses:** Courses that are completed outside of the normal classroom setting, with a focus on the student independently completing the work. These courses are for the purpose of self-enrichment and will not be counted towards any GPA calculation, or for purposes of graduation. At no time may a student complete a course through independent study if their schedule can accommodate the course. All independent study courses must be approved by the Principal/Assistant Principal.

\*Definitions and examples of cumulative GPA, unweighted GPA, and weighted GPA are found in the curriculum guide.

## RECOGNITIONS

At time of Commencement, based on the cumulative weighted GPA of May 1<sup>st</sup>, graduating seniors can be recognized as follows:

- Valedictorian
- Salutatorian
- Summa Cum Laude (98.00% and Above)
- Magna Cum Laude (95.00-97.99%)
- Cum Laude (90.00-94.99%)

Senior students that are Summa Cum Laude will be invited to participate in the Annual Principal's Dinner.

Students in grades 9, 10, and 11 will receive a letter at the completion of the year, indicating their standing as Summa Cum Laude, Magna Cum Laude, and Cum Laude.

Honor Roll (Nine Weeks Recognition)

- Students earning an unweighted current GPA of 90.00% and above will be recognized as High Honors.
- Student earning an unweighted current GPA of 85.00-89.99% will be recognized as Honors.

## **Dual Enrollment**

All students are eligible for Dual Enrollment if they meet the requirements of the course and the college granting credit. Students are not required to dual enroll the course to take the course. Dual enrollment is an additional option for those who choose it, meet the requirements and pay the costs associated with the program. Completing a course that can be dual enrolled is a requirement of graduation. (Tuition rates are set by the respective college or university.) For more information, please contact the Clearfield Area Junior Senior High School Guidance Office.

## **Associates Program**

***The Mount Aloysius – Clearfield Partnership*** is a pathway for Clearfield students to significantly advance their educational journey—saving their family hard earned dollars and two full years of college. Completion of this innovative program allows students to graduate from Clearfield High School with an Associate of Arts in Liberal Arts. This means that students will have completed 61 college credits completed through dual-enrollment courses at Clearfield High School and direct enrollment into Mount Aloysius College courses. Associates program students must enroll prior to starting their 9<sup>th</sup> grade year. For more information, please contact the Clearfield Area Junior Senior High School Guidance Office.

## **NATIONAL HONOR SOCIETY**

The Clearfield Chapter of the National Honor Society is affiliated with the national organization founded and sponsored by the National Association of Secondary School Principals. Students, in their Junior and Senior Years, who have a cumulative weighted GPA of 90.00% and above are eligible for membership if all other criteria established by the NHS has been met. Students who meet academic eligibility will complete an admission questionnaire and return it to the National Honor Society Advisor by a pre-determined deadline. Membership in the society is an honor and a privilege and not a right. Members of the faculty will review the student questionnaires and make recommendations for students to be inducted based upon the National Honor Society standards for Scholarship, Leadership, Character and Service. The data to be gathered will be cumulative from grade nine on. Grade point average and class rank do not automatically guarantee induction into the society. A five-member National Honor Society Faculty Council appointed by the Principal will review the faculty recommendations and student questionnaires and make the final determination of which students will be inducted into the Clearfield Area High School Chapter of the National Honor Society. The Principal, Assistant Principal(s) and chapter advisor are not voting members of the Faculty Council.

## **ACADEMIC LETTER**

The Academic Letter award, awarded by Clearfield Area Senior High School is intended to recognize and reward those students who maintain academic excellence in the classroom. All students beginning in grades 9-12 are eligible to receive the award. To earn an academic letter, a student must have an unweighted average of at least 80.00% for three of the four quarters with no grade below a 70% will be recognized as earning an Academic Letter during an award assembly at the end of the school year. An 80% represents a “B” on the grading scale. All courses in the student’s schedule each quarter will be used to calculate the average. The guidance department shall compile the names of students who have met the requirements for an academic letter. Final discretion in awarding letters will be the responsibility of the high school administration.

## **CITIZENSHIP AWARDS**

The Citizenship award, awarded by The Clearfield Area Junior/Senior High School is intended to recognize and reward those students who embody our school motto of Courtesy, Honor, and Service throughout the school year. All students beginning in grades 7-12 are eligible to receive the award. Students are nominated and chosen by faculty and staff. The guidance department shall compile the names of students who have been chosen to receive a citizenship award. Final discretion will be the responsibility of the high school administration.

## **PHYSICAL EDUCATION GRADING**

The program strives to achieve the development of skills, knowledge of activities, fitness, sportsmanship and positive attitudes. We feel that daily attendance and activity are a must for physical growth and overall health of students. The student’s final grade will be based on attendance, dress, class participation, skills and knowledge. For safety & hygienic reasons it is essential that every student CHANGE into appropriate athletic/swim apparel and footwear. Make-ups for excessive absences will be made available by each

instructor. The student will be responsible for meeting with their instructor for their make-up work. For some students, in an event that a student cannot participate due to a physical injury, other arrangements will be made to complete the make-up assignments.

- Bison apparel or red/black/white t-shirt and shorts are preferred dress for physical education class to promote school spirit. \*\*Students are reminded that all school dress code rules apply to PE.

### **JUNIOR HIGH TESTING**

For the 2018-2019 school years, standardized testing will be given in grades seven and eight in math, reading and science (8<sup>th</sup> grade only). The Pennsylvania System of School Assessment (PSSA) will measure how our students are achieving as compared to proficiency averages for the state. Students who complete Algebra 1 in grades 7 and 8 will also take the appropriate Keystone Exam. For additional information regarding PSSA examinations refer [www.portal.state.pa.us](http://www.portal.state.pa.us) or contact a school counselor.

### **SENIOR HIGH TESTING**

For the 2018-2019 school year, all students must demonstrate proficiency in Algebra I, Biology, and Literature at the conclusion of the respective course. All students are required to demonstrate proficiency in various curricular areas on the Keystone examinations or alternative state approved method. There are remedial classes offered for biology and algebra to help students demonstrate proficiency. For additional information regarding Keystone examinations refer to [www.pdesas.org](http://www.pdesas.org) or contact a school counselor.

### **ADD-DROP POLICY**

1. Courses may be added at any appropriate time during the school year.
2. No one-credit courses may be dropped after the end of the first marking period. In addition, a Request for Schedule change form for all 1 credit courses by the student's parent, teacher and counselor. Students and parents should discuss with the grade-level counselor the ramifications of dropping any particular class to the student's post- secondary plans.
3. One-half credit courses may be dropped up until the end of the first week of the course- as per teacher request; no changes shall be made beyond this point. Frequently, admission can be gained to other one-half credit courses at this point.
4. Any CCCTC drops will be held until mid- term (18 weeks).
5. The Principal makes the final decision in the dropping of any courses.

### **MAKE-UP WORK**

When students are absent from school for excused reasons they are permitted to make-up work missed to receive a grade. It is the responsibility of the student to see subject teachers to determine necessary make-up work.

1. If a test is announced by the teacher on the day the student is present, the make-up test would be given on the first day back or at the teacher's discretion, however, not to exceed one week.
2. If a test is announced when a student is absent, but the student is present on the day of the test, the student would not take the test on the scheduled day. However, the student must take it on the following day or at the discretion of the teacher, but not to exceed one week.
3. If a student is in school and plans to leave school sometime during the day it is their responsibility to check with their teachers before leaving and, therefore, would be responsible for knowing about any announced tests for the following day. However, there are circumstances that may prevent the student and teacher from communicating prior to the student leaving. If this occurs the student would not be required to turn in work or take a test on the day they return, the student would have an additional day.
4. For all approved student trips, the students are encouraged to get work in advance and upon their return, they should take their tests in the order in which they missed them with a maximum of two weeks being allowed or at the teacher's discretion.
5. Teachers require a 24-hour notice to get homework ready for a student who is absent from school. Assignments will not be collected for absences of less than 3 days. Assignments are also available within the student's Sapphire account.

6. If work is not made up according to the above time frames, the student will have until the end of the marking period to turn in required work. If an incomplete is given for the marking period students will have until the end of the next marking period to turn in required work.

## **CREDIT RECOVERY**

Students are able to take online credit recovery courses throughout the school year in order to make-up credit shortfalls which may occur while a student attends Clearfield Senior High School. All credit recovery courses must have prior approval from the guidance department.

## **STUDENT/PARENT RESOURCES**

### **Chain of Command/How to Effectively Communicate with School Officials**

Parents are often discouraged when they attempt to communicate with central office administrators and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "chain of command," or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via e-mail, and a phone call is the next preferable way. Contact information such as e-mail addresses and phone numbers can be found on the district website.

#### **1. On Matters Involving Instruction/Curriculum**

- a. Classroom Teacher
- b. Assistant Principal
- c. Principal
- d. Director of Professional Development
- e. Director of Curriculum
- f. Superintendent
- g. Board of Education

#### **2. On Matters Involving Athletics**

- a. Assistant Coach
- b. Head Coach
- c. Athletic Director
- d. Building Principal
- e. Superintendent
- f. Board of Education

#### **3. On Matters Involving Student Discipline**

- a. Classroom Teacher
- b. Assistant Principal
- c. Principal
- c. Superintendent
- d. Board of Education

#### **4. On Matters Involving Facilities/Grounds/Buildings**

- a. Custodian
- b. Supervisor of Facilities/Event
- c. Principal or Assistant Principal
- d. Director of Buildings & Grounds
- e. Superintendent
- f. Board of Education

#### **5. On Matters Involving Transportation**

- a. Bus Driver
- b. Transportation Director
- c. Principal or Assistant Principal
- c. Superintendent
- d. Board of Education

Parents and guardians of our students who may have a concern about the school. The best way to reach resolution is to address the concern with the school employee responsible for the issue.

When expressing a concern please go by the following protocol:

1) First contact the teacher, coach or advisor responsible for the classroom or other setting where the situation took place.

2) If you inform an administrator first, you will be directed to the teacher, coach or advisor where appropriate. If you plan to meet with the teacher, coach or advisor, a district administrator will attend if you wish.

3) If you do not receive a response or the issue remains unresolved, you may contact the Assistant Principal if the matter relates to a teacher or classroom. Contact the Director of Athletics and Activities if the matter is related to a sports team or school activity group.

4) If a matter is of a serious nature and you believe that it is not appropriate to talk to the school employee responsible, please contact the administrator responsible.

Levels to address concerns:

Level 1 - Teacher, Coach or Advisor

Level 2 - School Counselor

Level 3 - Assistant Principal or Director of Athletics/Activities

Level 4 – Principal

### **Sapphire-Community Portal**

In order to help parents, stay involved with their child's class work, the school district has provided every parent access to Sapphire. You will find this by going <http://clearfield-sapphire.k12system.com> >Community Portal. This website provides online grading for our teachers, but more importantly provides every parent with access to their student's grades at any time of day or night. This important tool is only as useful as it is used. Information on the community portal will be distributed within the first couple of weeks of school.

### **District Notification System**

The district utilizes a school notification system. This notification system is loaded with new features that will make it easier for us to keep in contact with your family. To guarantee the messaging system is used efficiently, we will need to confirm your contact information is accurate and up-to-date at all times.

**The system** allows our school to send messages using email, voice, and text messaging. Voice calls will be sent with either 1) the phone number of the office at your child's school, or 2) the CASD Administration Office phone number, as the caller ID number. You may want to add this phone number to your address book to help you recognize incoming calls from the school easily. Text messages will be sent using a caller ID of 77811. You may want to add this phone number to your address book as well. Please note you will not be able to reply to text messages sent from the school.

**The system is integrated with the Sapphire Community Portal.** If you log-on to the Community Portal you will be able to see all the contact information our school has listed for you. Within this section of the Parent Portal, you will also be able to choose your communication preferences based on message category, such as School Closures or Student Bulletins, and message type (email, voice and/or text message). You may opt-out of any message category except for Emergency Messages.

Setting up your parent preferences is your responsibility. By default, every message type and field will be selected for every category. You will receive messages to every contact field shown and every message category that has all three message types chosen. Tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility of the school.

*Emergency messages* are always sent with all three message types (email, text, and voice calls) and to every contact field shown even if you have opted out. Your school cannot change this. Emergency messages will be labeled as such so you will know it is an actual emergency. If you do not have access to log into the Parent Portal, you may contact the school office directly to request changes.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **COOPERATIVE EDUCATION**

The purpose of the program is to provide students with the opportunity to be released from school to work in an approved area. Students must be on the payroll and if under the age of 18, must comply with Child Labor Laws by obtaining a Working Permit and by following strict hour guidelines during the school week. There is a minimum of 15 working hours per week to qualify for Co-op. Accumulated graduation credits, attendance and discipline are taken into consideration before approving students for Cooperative Education. The released time from school is intended for those students who work a minimum of 4 out of 5 school days and a minimum of 15 hours a week.

Students interested in co-op will need to complete before the end of the previous school year:

- Co-op application
- 3 teacher letters of recommendation
- Co-op is intended for 12th grade students unless a student would personally benefit by starting in 11th grade and meets all requirements. Final discretion will be the responsibility of the high school administration.
- Student enrollment in Co-op will be on a first come - first serve basis

Students will be reviewed for acceptance based on:

- Attendance record/tardy record
- Transcripts- must be passing all classes
- Application
- Letters of Recommendation

#### **Guidelines for Co-op:**

- 1 The Career Counselor, grade-level counselor and principal must give approval before any student is enrolled in Co-op.
- 2 A Co-op Orientation will be held the week before school starts. A parent must attend along with the student.
- 3 If a Co-op student were to fail any major subject at the end of a marking period, they would be dropped from Co-op. If a student failed a semester course, they would be given until the deficiency reports are handed in to bring the grade up to passing, or then be dropped from Co-op. If two or more courses are failed, they will be dropped from the program.
4. Jobs must be maintained the entire school year. If you lose/change from your approved Co-op placement the student has 2 weeks to find another job placement. If fired from a co-op placement you will be dropped from the Co-op program and must return to a full schedule.
- 5 If a student misses in excess of ten (10) absences or ten (10) tardies from high school or work without a written doctor's excuse, s/he will be placed on probation and a truancy elimination meeting will be held with the student, parent, cooperating employer and Co-op Coordinator. If the absences exceed 15 days in the first semester, the student is no longer eligible for the Co-op program and will be re-scheduled for high school classes. Continued attendance problems will result in a deficiency referral to be reviewed by the grade-level counselor, the Co-op Coordinator and the principal for possible dismissal from the program and loss of co-op credits or disciplinary action.
6. Students must attend classes, sometimes before school hours.

### **CYBER SERVICES PROGRAM (CSP)**

CASD provides a cyber schooling option to any student who resides in the Clearfield Area School District. CSP students are full-time CASD students who may enjoy the academic, co-curricular, athletic and social opportunities available to all district students. CSP students may enroll in pure cyber services classes, blended courses of study, credit recovery courses, or are required to participate in the program as an alternative education program.

Students enrolled in CSP enjoy several advantages from other cyber programs that include the opportunity to earn a Clearfield Area School District diploma and participate in graduation ceremonies, opportunity to attend the Clearfield County Career and Technology Center, individualized programming (part-time or full-time enrollments), opportunity to participate in the activities offered in the district, and state assessments (PSSA and Keystone) offered at the home school all while maintaining regular contact with school personnel. CSP provides a laptop, printer, printer cartridges, printer paper, reimbursement of internet services, and all appropriate course materials at no cost to the parent/guardian. If interested in CSP please contact, Mrs. Heather Prestash Cyber Services Administrator at [hprestash@clearfield.org](mailto:hprestash@clearfield.org) or (814) 765-5511.

## **IX. EXTRACURRICULAR ACTIVITIES**

### **ATHLETICS (INTERSCHOLASTIC)**

While interscholastic athletics are not mandatory for any students, the Board encourages student participation in such sports. Any student so electing, must submit to the rules and regulations of the P.I.A.A. and those of the local district.

No student may participate in any interscholastic activities unless he or she has a signed statement from the parent or guardian stating that he or she is covered by insurance through a family/individual type plan. If the family does not have insurance, the student should see the coach of the sport they wish to participate in.

Student athletes must return all equipment and satisfy their obligations to the previous sport before they are permitted to compete in another sport or activity.

It is an honor and privilege to represent Clearfield Area Junior Senior High School in athletic contests. We expect all athletes in every sport to abide by all rules of the Junior Senior High School. This includes the dress code, sportsmanship, natural hair coloring and styling, and appropriate clothing, both on and off the field.

#### **FALL**

Football - Varsity, JV, Freshmen, Junior High teams  
Boys' and Girls' Cross Country - Varsity teams  
Boys' and Girls' Golf teams  
Cheerleading -- Varsity, JV and Freshmen Football

Girls' Volleyball – Varsity, JV, Junior High teams  
Boys' and Girls' Soccer – Varsity, JV  
Boys' and Girls' Junior High Soccer  
Girls' Tennis

#### **WINTER**

Boys' Basketball - Varsity, JV, Freshmen, 8<sup>th</sup>, 7<sup>th</sup> teams  
Boys' and Girls' Swimming and Diving - Varsity team  
Cheerleading -- Boys' Basketball, Wrestling, Junior High squads

Girls' Basketball - Varsity, JV, Freshmen, 8<sup>th</sup>, 7<sup>th</sup>, teams  
Wrestling - Varsity, JV, Freshmen, and Junior High teams

#### **SPRING**

Baseball - Varsity and JV teams  
Girls' Softball – Varsity, JV, Junior High Teams  
Boys' Tennis

Boys' and Girls' Track – Varsity, Junior High teams

### **CLEARFIELD AREA SCHOOL DISTRICT ATHLETIC COMMUNICATION GUIDE**

We are extremely pleased that your son/daughter has chosen to participate in the interscholastic athletic program of the Clearfield Area School District. The goal of the Athletic Department is to provide our student athletes with the best environment in which their extracurricular experiences may be as rewarding as possible. We believe that this goal may not be realized without appropriate lines of communication available to all parties involved.

**Concerns/Issues are best handled and resolved as close to their origin as possible.** The coaching staff should be given the first opportunity to consider the issues and/or concerns. If a formal complaint is necessary it will be investigated fully and fairly, but before any such complaint is investigated beyond the coach's level, it must be submitted in writing and signed. **Anonymous complaints will be disregarded.** It should be remembered that it is a privilege to participate in athletics, and academics must come first. If a good academic record is not maintained, eligibility to participate will be denied. Coaches, student athletes and spectators are representatives of the Clearfield Area School District. Your actions are not only a reflection upon yourselves but your family and community as well. One negative action will be remembered long after any positive actions that have taken place. This "Communication Guide" has been created to assist coaches, parents, administrators and student athletes to communicate more effectively.

## ATHLETIC CHAIN OF COMMAND

The Clearfield Area School District in conjunction with its Athletic Department follows the chain of command listed below. We ask that you observe the order of this line of communication if you wish to pursue a concern you have with regard to the athletic program.

**You will be referred to the appropriate level if the chain is not followed.**

1. Assistant Coach (if applicable) – **Phone call and/or meeting**
2. Head Coach - **Phone call and/or meeting**
3. Athletic Director (**Written and signed letter required**)
4. Building Principal
5. Superintendent
6. School Board

### **IMPORTANT PHONE NUMBERS**

**ATHLETIC DIRECTOR: 765-5511 EXT: 2002**

**CLEARFIELD HIGH SCHOOL PRINCIPAL: 765-5511 Ext. 2001**

### **PROCEDURE FOR PARENTS/GUARDIAN TO FOLLOW REGARDING CONCERNS/ISSUES**

There are situations that may require a conference between the coach and parent/guardian. Such a meeting is encouraged when necessary. It is important that both parties have a clear understanding of the other person's position. Each should be willing to listen. The following procedure should be followed to help promote a resolution to the issue.

Contact the coach by phone if one was provided to you from the coach or set up an appointment (see list of school phone numbers above) if the coach cannot be reached after a reasonable period of time; call the Athletic Director and an appointment with the coach will be arranged.

**IMPORTANT: Please do not attempt to confront a coach *before, during or after a practice session or contest.*** The coach's first responsibility is to supervise the team during these times. These can be emotional times for both the parent and the coach. Meetings at this time do not promote resolution and in fact often escalate the issue.

#### **What can a parent/guardian do if the meeting with the coach does not provide a satisfactory resolution?**

Although total agreement may not always be reached, most often such a meeting does afford the opportunity for a productive discussion and better understanding. If the parent/guardian desires to continue through the chain of command after talking to the coach, they must place their concerns in writing and sign the letter. When the Athletic Director receives this document he will contact you for further discussion and he may set up a meeting with you and the coach, to discuss the issue and/or concern. If the parent still desires further communication after this meeting, the Athletic Director will then determine the next appropriate step.

The coaching philosophy at Clearfield Area School District under PIAA sanction is primarily a continuing developmental process. Understanding of this philosophy is imperative on the part of the board of directors, administration, coaching staff, student athletes and parents/guardians for it to be of any value to all participants.

Sports/Extracurricular activities are tools to promote personal growth and development on the part of the students involved. Their perception of themselves as a participant is the most important ingredient to their development. The student athlete and all who claim to be involved must take on a broader understanding and meaning of high school sports and not confuse them with being of the same nature as recreational and intramural activities. Sports at the middle and high school levels, are first regulated by the PIAA and then by our school board as an educational enterprise and not a recreational pursuit. The objective is to provide a medium by which each athlete will make individual choices and succeed or fail on the basis of their choices, execution and the depth of their commitment. The goal would be to strive for excellence in performance. All need to realize an athlete's success cannot be based only on the empirical data of a scoreboard. A win or loss only helps in determining how to compete but it does not address the real purpose of competition. Each

loss or win should be met equally and honestly as only an evaluation of development. The contest or competition IS the objective, the reason, and the purpose for their participation, NOT the outcome.

A student athlete's success in shaping ability to potential, devotion to coach's philosophy, and making realistic choices in all external areas of athletics will cause him/her to grow and develop into a better functioning young adult who can and will make wise decisions in our modern world based on lessons adapted from sports and competition.

Each competition, each practice, each exposure to sport is a learning experience devoted to the athlete's development. The commitment required to truly receive the greatest rewards of sport is immense as requiring much faith and tremendous desire. The coaches at Clearfield truly hope as many students as possible choose to make the commitment to compete and develop into fine leaders.

#### **PARENT/GUARDIAN- COACH RELATIONSHIP:**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to the student athletes. As parents/guardians, when your son/daughter becomes involved in a program you have the right to understand what expectations are going to be placed on your child. This begins with clear communication from the coach of your child's program.

#### **APPROPRIATE CONCERNS/ISSUES TO DISCUSS WITH THE COACH:**

- **The treatment of your child mentally and physically.**
- **Ways to help your child improve.**
- **Concerns about your child's behavior.**

As your son/daughter becomes involved in the various athletic programs of the CASD, it is our hope that he/she will experience some of the most rewarding moments of his/her life. It is important to understand that things may not always go as you or your son/daughter wish. At these times, discussion with the coach may be desirable **and is in fact encouraged** to clear up the issue and avoid any misunderstanding.

#### **INAPPROPRIATE AREAS TO DISCUSS WITH THE COACH:**

- **Playing time/position assignment.**
- **Team strategy/play calling.**
- **Matters concerning other student athletes.**

Many aspects of the highly emotional and dynamic setting of interscholastic athletics are often questioned. These may include decisions made by coaches, administration, officials, athletes, parents and fans. As you have read from the previous list, certain concerns can be and should be discussed with the coach. Other items must be left to the discretion of the coach. Our coaches make judgment decisions based on what they believe to be best for all students involved under the circumstances presented.

#### **COMMUNICATION THAT PARENTS SHOULD EXPECT FROM THE COACH:**

- Philosophy of the coach
- Expectations the coach may have for your child and the team.
- Location and times of all practices and contests.
- Team requirements for example: Fees, special equipment, eligibility, attendance, off-season conditioning.
- Procedure to follow should your child become injured during participation.
- Athletic Policy and any additional rules that may affect your child's participation.
- Requirements to earn a letter.
- The responsibility for lost/outstanding equipment at the end of the season.

#### **COMMUNICATION THAT THE COACH EXPECTS FROM THE PARENTS/GUARDIANS AND STUDENT ATHLETES:**

- Express concerns/issues directly to the coach first at an appropriate time
- Notify the coach of special needs of the athlete; for example; physical limitations that may not be obvious to the coach

## **EXPECTATIONS FOR STUDENT ATHLETES:**

**THE STUDENT ATHLETE MUST CARRY SOME OF THE RESPONSIBILITY FOR HIS/HER DEVELOPMENT IN BECOMING A SUCCESSFUL PARTICIPANT. A STUDENT ATHLETE MUST:**

- **Remain eligible – academics come first**
- Attempt to absorb the suggestions of the coach
- Be mentally and physically prepared to give your best for the team
- Conduct yourself in a positive manner; you are representing not only yourself, but also your team, family, school and community
- Have faith in the coach's system
- Maintain an atmosphere of mutual dedication & respect in order to achieve the excellence of performance

## **ATHLETIC AWARDS PROCEDURE**

The coach shall recommend the members of his squad who have met the requirements to letter. These recommendations are to be approved by the Director of Athletics, who with the individual coach involved, will make the final decision.

**The following are general criteria for meeting the requirements for a letter:**

1. Attendance -- Athletes should attend all practices unless there is a reasonable excuse.
2. Sportsmanship -- Athletes should realize that they are representing their school and community and should conduct themselves accordingly.
3. Adherence to training rules -- Athletes must abide by the training rules as set forth by the athletic department.

**The following are specific criteria for meeting the requirements for a letter:**

1. Baseball -- Varsity, 50% of innings (pitchers 25% of innings or 1/3 of games); junior varsity, 50% of innings (pitchers 25% of innings or 1/3 of games).
2. Basketball -- Boys' and Girls' -- Varsity, 50% of quarters; junior varsity, 50% of quarters.
3. Cross Country -- Boys' and Girls' -- Five or more top five finishes team-wise.
4. Football -- Varsity, 50% of quarters; junior varsity, 50% of quarters.
5. Golf -- Participation in 50% of the team matches.
6. Soccer -- Boys' and Girls' -- Varsity, 50% of halves; junior varsity, 50% of halves.
7. Softball -- Varsity, 50% of innings (pitchers 25% of innings or 1/3 of games); junior varsity, 50% of innings (pitchers 25% of innings or 1/3 of games).
8. Swimming -- Achieve two district qualifying times and follow all practice and meet attendance guidelines.  
Diving -- Achieve eleven dives to compete in state qualifying meet and follow all practice and meet attendance guidelines.
9. Tennis -- Boys' and Girls' -- Participation in 50% of the team matches.
10. Track -- An athlete must earn twenty (20) points throughout the season. Each athlete that completes the season will earn five points for participation. A member of a first place winning relay team will earn one and a half (1.5) points for their part of the winning team.
11. Volleyball -- Varsity, participate in 50% of games; junior varsity, 50% of games.
12. Wrestling -- Varsity, wrestle in one-half of the total number of matches.

## **ATHLETIC RULES AND REGULATIONS**

The Principal is directly responsible to the Pennsylvania Interscholastic Athletic Association for all matters pertaining to the interscholastic athletic relations of the Clearfield Area Junior/Senior High School. The Director of Athletics shall be the Principal's designated representative in all matters pertaining to the interscholastic athletic relations of the Clearfield Area Junior/Senior High School.

Specific rules of conduct for each sport will be established by the coach. These rules will be in accordance with the established policies of the Clearfield Area Board of School Directors and the Constitution and By-laws of the Pennsylvania Interscholastic Athletic Association.

1. To avoid personal liability problems, all athletes in the training room and/or the weight training room should be under the VISUAL SUPERVISION of a coach at all times; therefore, students are not to report to practice until 3:00.

2. No student will be dismissed from an assigned detention to participate in interscholastic competition or

practice for the duration of their suspensions or assignment.

**3. Students may only receive transportation following an event from their parent/guardian. They must also turn in a Parent/Guardian Transportation Request form to their coach that has been signed by the Athletic Director or an Administrator before leaving the event with their parent/guardian.**

4. Athletes should take all homework with them to the locker room prior to practice since the academic area will be restricted to all students by the time practice is over.

5. No athlete is to be excused from any class to report to a coach for any athletic reason, only academic reasons.

### **EXTRACURRICULAR ACTIVITY ELIGIBILITY POLICY**

In order for any Clearfield Area Junior/Senior High School student to participate in any extracurricular activities, the student must pass four subjects that meet five times a week. Eligibility will be determined weekly (reported on Friday) with those deemed ineligible to refrain from participation the following Monday through Saturday.

1. Any student who is not in attendance one-half of the school day, may not participate in an extracurricular activity the same night.

2. "A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence." Exceptions to the above will be handled on a case to case basis by the Principal.

3. To be eligible for interscholastic athletic competition, a student must be passing at least four full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the Principal's office. Where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this Section, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the standards provided for in this Section. A student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. In cases where a student's work in any preceding grading period does not meet the standards, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period beginning on the first day report cards are issued. At the end of the school year, the students' final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period." (P.I.A.A. handbook)

4. Freshmen are eligible to play in any varsity high school sport. All athletes are to be under VISUAL SUPERVISION of coaches at all times.

### **MUSIC AWARDS**

1. Members of Concert Band, Orchestra, and Chorus have the opportunity to participate in:

- |                                      |                             |
|--------------------------------------|-----------------------------|
| a. District/Regional/State Band      | d. District/State Jazz Band |
| b. District/Regional/State Orchestra | e. County Band/County Choir |
| c. District/Regional/State Choir     | f. Other                    |

*Participants in these events will be chosen through audition or application in accordance with PMEA guidelines.*

2. Senior Marching Band members will be awarded senior jackets upon completion of their **junior** year. The cost will be divided by the Music Boosters paying one-half and the seniors paying the other half.

3. Each music student will receive a year bar upon completion of that activity at the end of the year.

4. Outstanding students may also receive special plaques or certificates for outstanding leadership or performance.

5. Additional specifics regarding membership, attendance, performance and responsibilities may be obtained from the Band/Choir Director.

Failure to meet any requirement for any musical organization may result in the loss of membership, contingent upon individual case review conducted jointly by the Music Director and Principal.

## OTHER ACTIVITIES

In addition to interscholastic and musical activities, the senior high school supports a well-rounded program of school activities under the auspices of the Principal. The activities include but are not limited to:

1. National Honor Society
2. Yearbook
3. Student Council
4. Multi-sport intramurals and special interest clubs

All clubs receiving the approval of the Principal may function within the District. The Board endorses student clubs and encourages the professional staff to assist the students in developing a system of student activities to include such involvement.

## STUDENT OFFICE HOLDERS

The following criteria must be met by all candidates for office in the Clearfield Area Junior/Senior High School.

The student must be maintaining a passing average in all subjects during the current school year. If the election is held at such a time that current grades are not available (i.e., beginning of school term), then the most recent preceding nine week grades will be used to determine eligibility.

Possessing innate leadership abilities is important for any student office candidate. These include the ability to work well with others and to be a responsible member of the school community. Infraction of the established disciplinary rules and regulations are not the type of leadership qualities that our student office holders should possess and could lead to the disqualification of potential candidates for office.

Students have a right to an elected and representative student government. Student government representatives shall be involved in the formation of general school policies, discuss matters of faculty/student relations and other matters of student concern.

Students have the responsibility to participate actively in the student government process, to make sure that all students are allowed to vote, and that offices are open to all qualified candidates.

## X. GENERAL ATTENDANCE REQUIREMENTS

### ATTENDANCE - COMPULSORY ATTENDANCE AGES

Any person eight (8) years of age and under seventeen (17) years must be enrolled in a suitable program of education as determined by the District Superintendent of Schools and is responsible under the compulsory attendance ages (Section 1326, Pa. School Code of 1949) and Chapter 11.

### ATTENDANCE POLICY

Absenteeism from school will be categorized as either cumulative or non-cumulative according to the attendance policy of the Clearfield Area School District. Please refer to Excuse form in the appendix of the handbook.

Cumulative absences entail an illness covered by an excuse from the Parent/Guardian, an educational trip that extends beyond a total of five (5) school days per school year and truancy.

Non-cumulative absences are those days in which an illness is verified by a doctor's note, death in the family, religious holidays, family educational trips up to five (5) days, educational tours and trips up to five (5) days, suspensions and administrative reasons.

**The following procedures will be followed in dealing with absences:**

**Step I** - On the 6th day of cumulative absence, a letter shall be sent to the parents outlining the school district's policy on attendance.

**Step II** - On the 10th day of cumulative absence, a certified letter will be sent to the parents indicating that the student will be required to furnish a doctor's excuse for any days absent from this point on. Absences not covered by a doctor's note will be charged as unlawful or unexcused (if over 17) and will be used in filing a

citation with the magistrate. An administrative hearing can be requested to appeal this action within ten (10) school days of the receipt of this letter.

In the case of on-going attendance concerns, the principal may expedite the process and notify parents prior to the 6th and 10th day.

Any student entering school more than two hours after the start of school or leaving two hours before the end of school shall be considered absent for one-half (1/2) day.

## **ABSENCES AND EXCUSES**

It shall be the duty of the Principal to require that all legal student absences be excused by written request (setting forth the particulars), and signed by the responsible adult or emancipated minor. All other absences shall be illegal and/or unexcused.

1. All excuses must be submitted to the office within three (3) days after returning to school. Any absences unaccounted for after that time will automatically be considered unexcused and/or unlawful.
2. Students with demonstrated irregular and/or chronic absenteeism may be required to substantiate all "sick excuses" with an excuse from a doctor. A "sick excuse" will not be accepted if the student has been shopping, visiting schools or friends, and generally not confined.
3. **First Notice** -- When the third unlawful (under 17 years) absence occurs, the Principal or his designee shall promptly prepare and officially serve an "Official Notice of Absence Letter" to the parents. The notice shall clearly state the specific date(s) of absence. In conjunction with the official notice of absence letter, a School Counselor will set up a truancy elimination meeting after the 4<sup>th</sup> unexcused to set up a truancy elimination plan. The following members will be invited and encouraged to attend: parent, student, School Counselor, Principal, and other pertinent individuals involved with the student's education.
4. When the 3<sup>rd</sup> unexcused absence (17 or older) occurs, the Asst. Principal shall serve a notice to parents or guardian.
5. **Second Offense** -- (Arrest - under 17). In compliance with Sections 1326, 1327, 1333, 1354, and 1355 of the School Laws of Pennsylvania, the Principal shall enforce the law within his jurisdiction. A second offense is defined to mean either another unlawful absence or continued unlawful absence after the "First Notice" has been served to the responsible parent or guardian or emancipated minor.
6. Any unlawful absence after a first offense will result in a citation issued by the magistrate and a referral made to the Clearfield County Children and Youth Services. The referral will result in an informal hearing which will be held by the Children and Youth Services.
7. **Tardiness to school (after 7 times) will accumulate towards extended day or Saturday School. Tardy Accumulation for discipline purposes will start over at the second semester.**
8. Absence for other reasons (other than death in the family, sickness, actual emergency, or as excused by the Superintendent), shall be recorded as unexcused/unlawful (helping at home, hunting, hairdressers, etc.). The student shall not be given credit for any work missed.
9. Parents who object to having their children exposed to certain portions of courses in science, health, and physical education for religious beliefs, may, by written request, have their children excused from those portions found objectionable. These students shall be assigned other work.
10. Students may be excused upon legal request for a bona fide holiday or instruction in their religion consistent with established School Board policy on religious holidays.
11. Students may be excused, upon the written request of parents, for a trip at the parent's expense if the trip is judged educational by the Principal and under the direction of a responsible person. Under these circumstances, it will be counted as an excused absence up to five (5) total days.
12. All temporary truancy (not being in the assigned location after reporting to school) will be made up during or after school hours, at a rate of two (2) hours for every one (1) hour of major portion missed. In addition, the student shall not be given credit for any work missed.
13. To be eligible for extracurricular activities, a student must be in attendance one half day provided that it is a regular school day.
14. School assignments will be provided after three (3) consecutive days of absence by calling the junior/senior high school office and requesting that the assignments and books be collected. The assignments may be picked up in the main office the day following the call. If you are absent less than three (3) consecutive days, please refer to the teacher's website or contact a friend and get your assignments.

## SPECIAL DISMISSAL

At no time during the school hours may a student leave the building without written permission from the office.

Students are discouraged from requesting permission to leave the building during school hours. Under certain circumstances, they may be excused for doctor appointments. In such cases, the student must present to the attendance office a written verification explaining the reason for the requested special dismissal, signed by the parent and/or doctor. Once turned in the student will receive an early dismissal slip to show their teacher prior to dismissal time, collect materials from student locker, and depart from the office. Students do have to sign out with the office. Failure to receive permission to leave the building during school hours will result in disciplinary action.

## MEDICAL AND DENTAL APPOINTMENTS

You may be excused for dental, orthodontist and optometrist appointments upon presentation of parental requests for appointment notices. Medical appointments will be honored during doctor's office hours. However, every effort should be made to schedule doctor appointments, dental appointments, etc. during non-school time. Written requests must be presented at the attendance office during enrolling and must contain the following: reason for leaving early, time the student needs dismissed, and parent signature.

Unless in an emergency situation, we ask that transportation be provided. Excused absences will be subject to the approval of the school officials and only upon the receipt of written requests from the parents. **The students must present a slip from the doctor's office when returning to school the same day, or the day after, as a confirmation of the appointment.** Failure to provide confirmation for a medical/dental appointment will result in an unlawful and/or cumulative absence being recorded. The student must be seen by the doctor according to the date on the slip.

## SIGNING OUT WHEN LEAVING SCHOOL

After turning in a parental request to leave early, the student will receive an early dismissal slip to show their teacher prior to dismissal time, collect materials from student locker, and depart through the office. Failure to receive permission to leave the building during school hours will result in disciplinary action.

If you have been given permission to leave school during the day for reasons other than medical appointments, you must sign out with the attendance office. You must write your name, destination, and departure time in the sign-out book in the office. When returning to school, you must write the returned time in the proper column in the sign-out book. Parents/guardians must pick up and sign out students in the main office. Students can only be released to parents/guardians identified and documented in their student files. Revisions are to be made during the school year as information changes. Students may only sign themselves out if they drove and have a note from a parent.

## FIELD TRIP POLICY

For the purpose of this policy, a field trip shall be defined as any trip by student away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee. Teachers and principals have the right to prohibit any student from attending a field trip because of disciplinary problems. Any child prohibited from attending may be assigned to other classrooms for that day. Students on field trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations. Please refer to Family Educational/Vacation Trip form in the appendix of the handbook.

1. **Family Educational Trip(s) Guidelines**  
**In accordance with the School Board policy, family trips for educational purposes will be considered within the context of school purpose and school law.**

# **XI. DISCIPLINE**

## **TYPES OF DISCIPLINE**

Students whose behavior, dress, or grooming is unacceptable and/or considered disruptive to the educational environment will be handled by the classroom teacher and/or administrator. Subsequent violations may result in a referral of the student to the office for disciplinary action.

The Principal/Assistant Principal assigns students to remain after normal school hours to make up time, as a consequence, for just causes. When assigned, the parents shall be advised in advance of the date(s), time, and reason for the action. The responsibility for transportation home will rest with the parents. If a consequence is canceled, or the student is absent, the student will automatically serve the following day. Failure to attend a consequence as assigned (unless excused by the Principal/Assistant Principal) shall result in additional discipline.

Violation of the discipline code (including the dress code) may result in warning, detention, extended day, Saturday school, in school suspension (ISS), out of school suspension (OSS), or expulsion from school; not subject to that order and at the discretion of the Principal/Assistant Principal. Discipline Consequences are defined below.

Please Note: Students must give 24 hours' notice in writing or their parent/guardian must phone to change the date of a detention, extended day or Saturday school. Students who do not comply with this rule may be given additional consequences if they choose to not attend.

**DETENTION will be held at the Clearfield Area Junior/Senior High School from 3:00 to 4:00 PM Monday through Friday (Room203). Students are expected to arrive on time and must remain the entire time.**

The actual number of days assigned will depend upon the severity of the offense and will be at the discretion of the Principal/Assistant Principal. A certified teacher will monitor detention. However, the attending certified teacher will not provide instruction but will serve as a guide. Each student will be responsible for bringing an amount of schoolwork sufficient to keep him/her productively engaged for the assigned time.

Detention must be taken when assigned (That means attendance at after school detention takes priority over all other obligations that the student might have such as work, extracurricular activities, etc.). Failure to attend or comply with rules of participation will result in additional discipline, i.e. additional detention, extended day, Saturday School, ISS, OSS or assignment to the Extended Services Program; not subject to that order and at the discretion of the Principal/Assistant Principal.

**Reasons for detention shall include items such as, but not limited to:**

- (1) Tardy to class
- (2) Cheating
- (3) Disruptive classroom behavior
- (4) Failure to obey teachers or Principals
- (5) In the building without a pass/out of assigned area
- (6) Open Containers other than water are not allowed in the building, except during lunch.
- (7) Running in building
- (8) Swearing (directed at another person or used in conversation)
- (9) Throwing objects
- (10) Violation of dress code
- (11) Sleeping in class
- (12) Inappropriate displays of affection beyond holding hands.

**\*\*NOTE:** Repeat offenses are subject to more stringent disciplinary action.

**EXTENDED DAY program will be held at the Clearfield Area Junior/Senior High School from 3:00 to 6:00 PM on Tuesdays and Thursdays (Room 214). Students are expected to arrive on time and must remain the entire time.**

The actual number of days assigned will depend upon the severity of the offense and will be at the discretion of the Principal/Assistant Principal. A certified teacher will monitor the Extended Day program. However, the attending certified teacher will not provide instruction but will serve as a guide. Each student will be responsible for bringing an amount of schoolwork sufficient to keep him/her productively engaged for the assigned time.

Extended day must be taken when assigned. (That means attendance at the assigned extended day(s) takes priority over all other obligations that the student might have such as work, extracurricular activities, etc.). Failure to attend or comply with rules of participation will result in additional discipline, i.e. additional extended days, Saturday School, ISS, OSS or assignment to the Extended Services Program; not subject to that order and at the discretion of the Principal/Assistant Principal.

Reasons for Extended Day, Saturday School, ISS, OSS, and Expulsion from school shall include items such as, but not be limited to:

- (a) Assault/Fighting/Violence.
- (b) Dangerous, illegal, and/or immoral (lewd sexual actions, vulgarity, obscenity, profanity) acts.
- (c) Cheating
- (d) Falsifying school forms.
- (e) Insubordination.
- (f) Tardy to school and leaving the school building/grounds without permission. Tardy to class  
**(subsequent offenses)**
- (g) Persistent refusal to go to detention or extended day.
- (h) Persistent disruption of classes.
- (i) Serious disruption of the school day such as, bomb threats, pulled fire alarms, threats of bodily harm and terrorist threats against students or school employees.
- (j) Persistent disruption on school buses or at school activities.
- (k) Possession of firearms/dangerous weapons/(pocket) knives on school property or at school activities or on school transportation, (under section 1317 of the School Laws of Pennsylvania).
- (k) Possession of tobacco on school property or at school activities or on the way to and from school, (under section 1317 of the School Laws of Pennsylvania). Use/possession of look-alike tobacco.
- (l) Vandalism.
- (m) Violation of the dress and grooming code **(subsequent offenses)**
- (n) Violation of the drug and alcohol policy (appendix)
- (o) Violation of the rights of others.
- (p) Willful violations of student responsibilities as defined by the State Board of Education September 13, 1974, Section 12.2 and for related reasons

**SATURDAY SCHOOL program will be held at the Clearfield Area Junior/Senior High School from 8:30 AM to 11:30 AM every Saturday (Room 308) that school is operating on the Friday before. Students are expected to arrive on time and must remain the entire time.**

The actual number of days assigned will depend upon the severity of the offense and will be at the discretion of the Principal/Assistant Principal. A certified teacher will monitor the Saturday School program. However, the attending certified teacher will not provide instruction but will serve as a guide. Each student will be responsible for bringing an amount of schoolwork sufficient to keep him/her productively engaged for the assigned time.

Students who cannot follow rules of participation will be removed and a referral will be submitted to the administration for review. A student who fails to attend Saturday School will be assigned two days of in school suspension to be completed on Tuesday and Wednesday, the week following the assigned Saturday School.

**IN-SCHOOL SUSPENSION (ISS) - Students who do not attend Saturday School will be assigned to two days of In-School Suspension(ISS).**

The actual number of days assigned ISS will depend upon the severity of the offense and will be at the discretion of the Principal/Assistant Principal. Students may also be given ISS for other infractions at the administrators' discretion. ISS is held every school day in a separate classroom adjacent to the main office with certified teachers on a rotating basis. Each student's assignments for the day are sent to the ISS room

for each class period, for assigned days. Students are responsible for bringing materials they would normally take with them to class, productive and complete work given for the assigned time.

On the first day, a student is required to serve ISS they must report to the office during enrolling period. The student will be escorted to the ISS classroom. On subsequent days of ISS, students should report directly to the ISS classroom ISS students are escorted to the cafeteria to obtain their lunch and back to the classroom for their 30-minute lunch period; students do not eat lunch in the cafeteria while in ISS.

#### **OUT-OF-SCHOOL SUSPENSION:**

1. **For out-of-school suspensions not exceeding three days, the procedural requirements are:**
  - (a) The student is informed orally of the reasons for the suspension and is given a chance to respond.
  - (b) The parents or guardians are notified immediately by phone or in writing.
2. **For out-of-school suspensions exceeding three days up to ten days, the procedural requirements are:**
  - a) The student is informed orally of the reasons for the suspension and is given a chance to respond.
  - b) The parents or guardians are notified immediately by phone or in writing.
  - c) The parents or guardians and the student are notified in writing of the reasons for the suspension.
  - d) Sufficient notice of the time and place of the informal hearing must be given.
  - e) There is a right to question any witnesses present at the hearing.
  - f) There is a right of the student to speak and produce witnesses on his or her own behalf.
  - g) The district must offer to hold the informal hearing within the first five days of suspension. In all cases, the student has the responsibility to make up exams and work missed and must be permitted the right to complete the assignments under guidelines set by the district.
  - h) Students who receive out of school suspension are not permitted on school property or at any school event or function home or away. This includes weekends and vacations that are between the days of suspension.

#### **EXTENDED SERVICES PROGRAM DESCRIPTION:**

The Extended Services Program (ESP) provides a variety of services/options to students who have not been successful in making academic and/or social progress in the traditional classroom environment for any or all of the following reasons:

- \* New enrollment coming from a treatment facility and/or expulsion
- \* Truancy/Leaving school grounds
- \* Disruptive, defiant, and non-conforming behavior with school policies
- \* Experimentation with alcohol/drugs that occurs on school property and/or during school affiliated activities
- \* Students on probation with local law authorities
- \* Violations with the law

The ESP runs concurrent with the regular school day (7:30 AM- 2:50 PM Monday through Friday) and is designed to provide a more therapeutically structured environment in which students find success after having been unable to do so in the traditional educational setting. These students, are generally considered "At-risk" and run the increased chance of dropping out of school based upon their current performance. The ESP may also serve as a transitional placement for those students returning to the regular school program after an expulsion and/or placement facility.

Success is defined as reinstatement into the regular school program at the appropriate grade level or graduation from senior high school from the ESP. Therefore, the intent of this program is to attempt to modify the disruptive behavior and/or attitude of these students by impacting on their values and attitudes to be more accountable for their own behavior.

Finally, the parents/guardians will be an integral part of the entire process, especially in the initial interview where they can inform and make aware to the administrator any areas of concern they have encountered outside the school environment (friends, drug & alcohol use, law violations, etc.). It is also important that parents/guardians contact the staff if students refuse to complete assignments and/or negative behaviors/attitudes escalate. Parents will also be invited to conferences and reviews.

## **EXPULSION:**

1. Expulsion is exclusion from school by the Board of Education for a period exceeding ten school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8 (relating to hearings).
  - (a) During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his/her normal class except as set forth in subsection (c).
  - (b) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than ten school days, if the formal hearing is not unreasonably delayed.
  
2. **Hearings**
  - (a) Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
  - (b) A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board, or a qualified examiner appointed by the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.
  - (c) The following due process requirements are to be observed with regard to the formal hearing:
    - (1) Notification of the charges shall be sent to the student's parents or guardian by certified mail.
    - (2) Sufficient notice of the time and place of the hearing must be given.
    - (3) The hearing shall be held in private unless the student or parent requests a public hearing.
    - (4) The student has the right to be represented by counsel.
    - (5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
    - (6) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
    - (7) The student has the right to testify and present witnesses on their own behalf.
    - (8) A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
    - (9) The proceeding must be held with all reasonable speed.

## **227. CONTROLLED SUBSTANCES/PARAPHERNALIA**

Alcohol and other drugs are prohibited in the Clearfield Area School District. The Clearfield Area School District Drug/Alcohol Policy/Procedure chart is can be found in the appendix of this student handbook.

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical, educational and social implications for the entire school community. As an educational institution, the Clearfield Area School District shall strive to prevent abuse of controlled substances.

This policy covers the use, abuse, possession, distribution, sale and/or knowingly and willingly remaining in the company of persons illegally using, possessing and/or distributing any mood-altering substances, alcohol, designer drugs, drug paraphernalia, look-alike drugs, or performance enhancing drugs. Any and all controlled substances as defined by the provisions of the Pennsylvania Drug and Alcohol Abuse Control Act are prohibited.

The Board prohibits any student from using, possessing, distributing or selling any drug, including anabolic steroids and other performance enhancing drugs, alcohol, drug look-alikes or drug paraphernalia on school property; school vehicles, including buses chartered by the district; at school activities; or at any school-sponsored functions. Moreover, knowingly and/or willingly remaining in the company of persons illegally using, possessing and/or distributing drugs and/or alcohol is forbidden.

For purposes of this policy, the phrase **controlled substance** shall include any of the following:

1. *Controlled substances prohibited by federal and state law* - including those substances identified in the Comprehensive Drug Abuse Prevention and Control Act of 1970 and amendments thereto as well as those in the Controlled Substance, Drug, Device and Cosmetic Act of 1972.

2. *Look-alike drugs* - substances manufactured or designed to resemble drugs, mood altering substances, narcotics, or other health endangering compounds.
  3. *Alcoholic beverages*.
  4. *Anabolic steroids* - substances not used for a medical purpose, but for bodybuilding, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability.  
**Human Growth Hormone (HGH) shall not be included as an anabolic steroid.**
  5. *Drug paraphernalia* - includes all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance.
- In determining whether an object is drug paraphernalia, school authorities shall consider, in addition to all other logically relevant factors, statements by an owner or by anyone in control of the object concerning its use, the proximity of the object in time and space to a direct violation of this policy, the proximity of the object to controlled substances, and/or the existence of any residue of controlled substances on the object.
6. *Volatile solvents/inhalants* - any inhalants including but not limited to glue, aerosol products, markers, nail polish and white out.
  7. *Prescription/Patent drugs* - any prescription drug or over-the-counter medication, except those for which permission for use in school has been granted pursuant to Board policy and the student handbook.

### **Reasonable Suspicion**

If based on a conclusive report that a student is found to be in possession, or a positive response by a drug dog is received, based on the student's behavior, medical symptoms, vital signs or other observable factors, or the building principal has reasonable suspicion that the student is under the influence of a controlled substance the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

### **Definition of Reasonable Suspicion**

Reasonable suspicion is defined as a particularized set of facts or circumstances, gathered on an objective basis, supported by specific and articulable facts, for suspecting a student of being under the influence of a controlled substance, including alcohol. In determining whether district administrators have a reasonable basis to believe that they have reasonable suspicion that a student is under the influence of a controlled substance, the following factors may be taken into consideration:

1. The student's observable behavior on the day in question.
2. The student's vital signs.
3. Whether, on the day in question, the student was investigated for and found to be in possession of a controlled substance.
4. Whether, on the day in question, the student's person/vehicle created a positive response by a drug dog.

### **Investigative Procedure to Determine Whether Reasonable Suspicion Is Present**

If the administration receives a report that a student is believed to be under the influence of a controlled substance, the administration will initiate an investigation into the report for purposes of determining

whether reasonable suspicion that the student is under the influence exists. The investigation may include, but is not limited to, interviewing the student(s), observing the student, and a preliminary physical examination by the school nurse.

After completing the investigation, a team of individuals comprised of one (1) administrator, one (1) guidance counselor and the school nurse will determine whether reasonable suspicion exists that the student is under the influence of a controlled substance. If the team concludes that reasonable suspicion exists, the student may be subject to a drug or alcohol test.

### **Testing Procedure**

If, after reviewing the results of the investigation, the team (school nurse, guidance counselor and administrator) concludes that there is reasonable suspicion that the student is under the influence of a controlled substance or alcohol, the administration will contact the student's parent/guardian before the student is tested. Testing will be done by collection personnel certified by the Drug and Alcohol Testing Institute of America (DATIA). Collected specimens will be sent to a Health and Human Services (HHS) Certified Laboratory for testing.

A positive result will subject the student to appropriate discipline. Subsequent positive tests will be treated in accordance with the level of offense under district guidelines. In conjunction with the level of discipline, a positive result may subject the student to a follow-up test within sixty (60) days.

### **Voluntary Self-Referral/Parental Referral**

Any student who has concerns related to his/her own drug/alcohol use is encouraged to seek help from a counselor, teacher, nurse, coach, advisor, administrator or member of the SAP Team with the assurance that there will be no disciplinary consequences.

## **TOBACCO - POSSESSION, USE, AND CONSEQUENCE**

In recognizing the rights of non-smokers to breathe clean, unpolluted air and to be protected against unsanitary and unpleasant situations and the safety hazards/damages created, the possession and/or use of tobacco in any form is prohibited on all school facilities, school grounds, school buses, and at school activities. Violation of the tobacco policy will result in a fine of up to \$50 plus costs. Violators will be prosecuted.

### **USE/POSSESSION OF LOOK-ALIKE TOBACCO PROHIBITED**

Possession and/or use of look-alike tobacco (ex. Electronic, Herbal, but not limited to) products are strictly prohibited on all school facilities, school grounds, school buses, and at school activities. Use/possession of look-alike tobacco are treated as a disciplinary action, see discipline/conduct guidelines #2.

## **218.1 WEAPONS**

The full policy can be found on the District's web page.

No person shall possess, handle, or transmit any weapon in any building, on any school property or grounds, at any school sponsored activity or event, or on any public conveyance providing transportation to or from any school or any school-sponsored activity or event.

The term "Weapon" shall include, but not be limited to, any knife, cutting tool, needle, nunchaku (nun-chuck stick), firearm, shotgun, rifle, explosive weapon or device, smoke bomb, "look-alike weapon" and any other tool, instrument, or implement capable of inflicting serious bodily injury.

"Weapon" shall also include anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. The term includes a firearm which is not loaded or lacks a clip or other component to render it immediately operable and components which can readily be assembled into a weapon.

“Look-alike weapon” may also include toys or models or any item having the appearance of any of the weapons in the above definition. In determining whether an item will be considered a “look-alike weapon” for purposes of this section, determination must be made as to the intended use of the item in question. In making this determination, attention should be paid to whether or not the item in question was used as a weapon, would have been or for a dangerous or inappropriate purpose.

## **DEFENSES**

It shall be a defense that the weapon is possessed and used in conjunction with a lawful supervised school activity or course or is possessed or used for other lawful purpose.

If a person inadvertently takes a weapon into a school building, onto school property, or onto a school bus or conveyance, and upon discovery of the weapon immediately surrenders it to the bus driver, a teacher, or any employee of the school district, the following guidelines should be followed:

- 1) The school employee to whom the weapon was surrendered will promptly report the incident to the appropriate school administrator.
- 2) The school administrator shall conduct an investigation as promptly as convenient. If the administrator is satisfied that the possession of the weapon was innocent or inadvertent, the matter will end. In that event, the administrator will request a parent or guardian of the person surrendering the weapon to come to the school to retrieve it.
- 3) If the administrator’s investigation finds that the possession of the weapon was not innocent or inadvertent, the case will be handled as other weapon cases under this policy.

The following procedures will be followed for a student who commits an offense with a weapon or is found otherwise to violate this weapons policy. The administrator retains discretionary authority to assess the severity of the problem and is authorized to proceed with the following actions:

1. Immediate Action - The staff member or administrator will confiscate the weapon, and the student will be escorted to the office. The staff member will write an anecdotal report of the incident and submit it to the administrator by the end of the school day.
2. Investigation - The administrator or designee will request that the student voluntarily relinquish all weapons. Where reasonable cause exists, the student’s personal property may be searched in the presence of an adult witness.
3. Notification of Parents - The parents or guardians will be contacted as soon as possible, and the description of the weapon will be given. The parent will be informed that school authorities are required to report the infraction to the police (governing law enforcement agency).
4. Notification of Police - The police will be notified.
5. Confidentiality - Information will be limited to those staff members who are procedurally involved.
6. Disposition of Weapon - The weapon will be turned over to the police if the police are involved in the case. If the police are not involved, the school district Superintendent/designee may retain the weapon.
7. If the facts make a prima facie showing that this weapons policy has been violated, the following steps will be taken:
  - a. The administrator or the administrator’s designee will immediately schedule an informal hearing with the student and the student’s parent(s) or guardian(s).
  - b. Based on the factual situation concerning the violation of the weapons policy, the Superintendent or Superintendent’s designee may request a formal School Board hearing to determine if the student will be expelled from school.
  - c. The student may also be subject to criminal prosecution as determined by any law enforcement agency which would have jurisdiction in the matter.

## **PUNISHMENT**

Any person who violates this weapons policy shall be expelled for a period of not less than one (1) year; provided, however, that the District Superintendent may recommend discipline short of expulsion on a case-by-case basis. In determining the penalty, the district Superintendent may take into account, among all other circumstances, the age and grade level of the person involved. Suspensions may be given by the district Superintendent or his or her designee. During any suspension or expulsion, the student shall be excluded from all extra-curricular activities.

## **Research Notes:**

- 1) All suspension and expulsion hearings shall conform to applicable laws and regulations.
- 2) "In the case of an exceptional student, the district Superintendent shall take all steps necessary to comply with the Individuals with Disabilities Education Act (P.L. 91-230, 20 U.S.C. Sec. 1400 et seq.)" Public School Code Sec. 1317.2 (C), 24 P.S. SC 13-1317.2
- 3). In accordance with the 1995 statute adding SC 1317.2(D)(1) and (2) to the Public School Code, 24 P.S. Sec. 13-1317.2(D)(1) and (2) circumstances do not violate the weapon provisions of the Code:  
 "A weapon being used as part of a program approved by a school by an individual who is participating in the program, or A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities. "
- 4) The Pa. Code defines suspension and expulsion as follows:
  - (a) "Suspension is exclusion from school for a period of from 1 to 10 consecutive school days." 22 Pa. Code 12.6(b)(1).
  - (b) "Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls.

## **226 SEARCH AND SEIZURE**

The full policy can be found on the District's web page

### **Purpose**

The Board acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property and may provide lockers, desks, and cabinets for such storage.

All lockers, desks and cabinets are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker, desk or cabinet as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

### **Authority**

School authorities may search a student's locker, desk and cabinet and seize any unauthorized or illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Where school authorities have a reasonable suspicion that the locker, desk or cabinet contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers, desks and cabinets may be searched without prior warning.

### **Delegation of Responsibility**

Clearfield Area School District officials may search students and their personal effects, provided that there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search should be reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. All searches should be conducted by the administrator or his or her designees and in the presence of another staff member. Any search of a student's person involving a pat-down should be done by a school official of the same sex unless an emergency situation exists that could compromise the safety of staff members and students.

The Board acknowledges that in order to maintain discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may conduct random canine searches of student lockers, cabinets, desks or other such storage spaces.

In addition to the areas outlined in the above sections of this policy, Clearfield Area School District officials may conduct random canine searches of school property and school buses, including students' personal effects (e.g. purses, book bag, coat or jacket, etc.) being transported thereon. Such searches may only be conducted when the requisite showing of need under state law has been met. Canine searches shall not include searches of the student's person.

## DISCIPLINARY VIOLATIONS

1. **SMOKE BOMBS, FIRECRACKERS, LIGHTERS, MATCHES, etc.:** Use of such illegal items will result in suspension.
2. **GAMBLING:** Gambling of any kind will not be permitted.
3. **ELECTRONIC DEVICES:** Unauthorized possession or use of an electronic device, i.e. cell phones during unauthorized instructional times, beepers, pagers, etc. shall result in confiscation of the item by school personnel. Under normal circumstances, the electronic device will be returned to the student after the first offense. After the second and subsequent offenses, it will be returned to the parent or guardian.
4. **POSSESSION OF DANGEROUS NUISANCE ITEMS:** All nuisance items (ex. Laser pointers, noise makers, but not limited to) distracting to the educational process shall result in confiscation of the item by school personnel. Under normal circumstances, the nuisance item will be returned to the student after the first offense. After the second and subsequent offenses, it will be returned to the parent or guardian.
5. **FALSIFYING SCHOOL FORMS:** Students presenting forged parental excuse requests, progress reports, Falsifying report cards, hall passes, or other such forms will receive disciplinary action based on the severity of the offense.
6. **DESTRUCTION OF SCHOOL PROPERTY:** Students and their parents will be held accountable for any damage or destruction of school property.
  - (a) Complete restitution must be made in all cases.
  - (b) In addition, probation, detention, suspension, or recommendation for expulsion may be assessed depending upon the severity of the case.
  - (c) In those cases where the damage is considered a deliberate effort of destruction, the matter will also be turned over to township or state police.
7. **CHEATING:** Students apprehended for cheating in class work will receive the following: 1<sup>st</sup> offense alternative assignment/activity/test, teacher phone call home, and discipline referral. 2<sup>nd</sup> and subsequent offenses: zero on the assignment/activity/test, teacher phone call home and discipline referral.
8. **THEFT:** In addition to complete restitution, suspension, or recommendation for expulsion will result depending upon the severity of the case. Legal authorities may be included if appropriate.
9. **TARDINESS:** Students are to be in enrolling no later than 7:40 AM. In the event of a delayed start students must be in enrolling period no later than 9:40 AM and must be in every class on time in accordance with the daily period schedule posted in all rooms.

**Students late to school *in the morning*** must obtain an admittance slip from the attendance office. Student drivers who are tardy to homeroom exceeding 7 times, may lose their driving privileges for not less than two weeks.

**Students late to class *during the day*** must bring an admittance slip from the previous class teacher. Failure to obtain one will result in a tardy being recorded by the classroom teacher. After three classroom tardies, detentions will be assigned.

10. **CLASS CUTS:** When a student is not absent from school but is absent from a class without authorization, it is classified as a "cut". Penalties:
  - (a) **Extended Day or Saturday School (3hr for each period missed).**
  - (b) Subsequent offenses may result in suspension, or recommendation for extended service placement.
11. **INFRINGEMENT OF FREEDOM FROM DISRUPTION AND DANGER:** Any person guilty of physically assaulting or attempting to assault any other person on school property shall be reported immediately to the responsible Principal. The Principal shall then take such action as may be necessary (including suspension and referral to law enforcement authorities) within the regulations established by the Superintendent or this policy to assure the safety of all persons and their right to freedom from disruption and dangers. In addition, if an employee or official of the District is assaulted or their property is

vandalized due to action that he/she has taken, the District will, in addition to taking appropriate disciplinary action, initiate civil action as well.

12. **STUDENT SIGN IN/SIGN OUT:** All students in grades seven (7) through twelve (12) shall sign out of a room to leave (to any destination) and sign in upon entering their destination. Upon signing out of a room students will be issued a pass from the teacher. Those students who consistently violate school rules may be placed on "Restricted Hall Pass" for a specified period of time.
13. **DRESS AND GROOMING CODE:** The responsibility for the appearance of the students of the Clearfield Area School District rests with the parents and the students themselves. Clothing and personal appearance should reflect high self-respect and respect for others. The entire upper body (from shoulders to legs) must be covered. Clothing choices must not reveal any parts of the chest or midriff while students are standing or sitting. Footwear must be worn at all times. We strongly urge parents to send their child to school with attire and footwear that is appropriate for the season and the school environment. Certain articles of clothing are not permitted to be worn in school. Students of the Clearfield Area School District must maintain personal hygiene, clean attire, and be modestly and appropriately dressed so as not to disrupt the educational process. Certain uniforms may be required to wear for school-sponsored events.

(A). **DRESS CODE GUIDELINES: DRESS AND GROOMING POLICY**

**Certain articles of clothing are not permitted to be worn in school:**

- Coats or jackets (unless directed due to extreme cold conditions)
- Hats, sunglasses, bandanas, and headbands. This excludes hair accessories.
- Clothing, buttons, signs, etc. with a suggestive or profane message.
- Clothing, wristbands, buttons, signs, etc. which promote alcohol, drugs, violence and/or discrimination.
- Chains, necklaces or bracelets that could cause injury or disrupt the educational process.
- Body piercing in any visible location other than the ears is not acceptable. All earrings must have a back or closure.
- Torn clothing exposing skin in any area.
- Spandex shirts, shorts or pants, tank tops and spaghetti straps. Sleeves must reach the outside of the shoulders.
- Skirts and shorts must be at least fingertip length with relaxed shoulders.
- Hair color of unnatural color deemed distracting in an educational setting.
- Hair cut into a Mohawk that cause a disruption to the learning process.
- Writing on the back (butt) of sweat pants/shorts.
- Face painting

\* Final determination of specific questionable items will be made by the building level administration.

\*\* A student in violation of the dress code regarding attire will be sent to the office. The student will have the opportunity to contact their parent/guardian to obtain replacement clothing. The nurse's office has clothing available to students in need or violation of the dress code policy. If replacement clothing cannot be found or brought to the student, the student will be sent to ISS for the remainder of the school day. Subsequent offenses will be deemed insubordination and will result in further disciplinary actions.

\*\*\*A student in violation of the hair color or Mohawk, portion of the dress code will be sent to the office. Students will not be issued a verbal warning. On each offense, parents will be contacted and will need to pick their student up. The student is not permitted back on school grounds until they are in compliance with the dress code policy. Students who are not able to be picked up from school will be sent to the ISS classroom for the remainder of the school day.

\*\*\*\*A student in violation of visible body piercing portion of the dress code will be sent to the office. Students will not be issued a verbal warning. The student will be asked to remove the piercing and place in an envelope that can be picked up by the student at the end of the school day. If removed, the student will return to their classroom for the remainder of the day. This offense will be considered a first offense and each subsequent offense will be subject to further disciplinary actions. If the student refuses to remove the piercing the parent/guardian will be contacted and will need to pick their student up. Students who are not able to be picked up and still refuse to comply will be referred to Lawrence Township Police department for disorderly conduct. The student is not permitted back on school grounds until they are in compliance with the dress code policy.

## **XII. DISTRICT INFORMATION/POLICIES**

### **ASBESTOS NOTICE**

In compliance with the Federal Asbestos Hazard Emergency Response Act, the Clearfield Area School District has submitted a management plan for the school district which details the testing, results and projected action plans to be undertaken in the coming months. This plan is available for inspection in the superintendent's office at 438 River Road 765-5511 Ext.6000, during normal business hours. Any questions regarding this plan should be addressed to the district central office at the address and telephone number listed above.

### **NON-DISCRIMINATION POLICY**

The Clearfield Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding Civil Rights or grievance procedures, contact the Title IX coordinator or Section 504 coordinator at 2831 Washington Ave, PO Box 710 Clearfield, PA 16830, 814-765-5511 Ext. 6010. For information regarding services, activities, and facilities that are accessible to or usable by handicap persons, please contact the Title IX and Section 504 coordinator (814) 765-5511 Ext. 6009.

## **Clearfield Area School District Technology Acceptable Use Policy**

**Revised: 7/14**

### **Introduction**

The Clearfield Area School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Clearfield Schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

Access to the technology resources may include a network login account, an email account or Internet access. The purpose of these resources is to support the user's education or employment. Use is restricted to those activities consistent with the goals and objectives of the Clearfield Area School District. By using any of these resources, the user agrees to comply with the policies defined in this document.

### **Terms and Conditions**

#### **1. Privileges**

Inappropriate use of technology resources can result in a suspension or cancellation of privileges. Teachers, Administrators, and Technology Department personnel deem what is inappropriate use and may take corrective action.

There is no reasonable expectation of privacy in technology resources you access. In that regard, users should be aware that any hardware or software provided by the School District remains the property of the School District. The District retains the right to monitor the use of this property. School District officials can and will monitor the electronic mail system usage, including actual email messages.

**Email messages are stored on School District owned servers and are property of the School District. Any files stored on a School District owned or maintained device, computer, or server are also property of the School District. The School District will make all attempts to be compliant with the archiving of e-mails and files as required by state or federal law.**

#### **2. Education**

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

### **3. Personal Responsibility**

Users assigned a network login account, an email account or access to secure programs are responsible for their account and password and are responsible for keeping these items secure. All users have the option to change their passwords and should not share their passwords with anyone. Users are responsible for any information to which they have access. Once a user receives a network login account, email account or access to secure programs, that user is solely responsible for all actions taken while using the login account. Since each user is responsible for keeping his/her password secure, any user that shares his/her password will be solely responsible for actions taken by the person to which the user gave his/her password.

### **4. Acceptable Use**

The Clearfield Area School District provides technology resources in accordance with the District's educational objectives. All software and hardware is to be approved and maintained by the Technology Department. Users of these resources are to abide by these following rules:

- Equipment is to be used only by the intended user.
- Do not bring in personal equipment or software.
- Do not move equipment within or remove from district property without permission from the Technology Department.
- Do not write on, damage or destroy equipment.
- Do not download or install software without permission from the Technology Department.
- Do not modify configuration settings without permission from the Technology Department.
- Do not use resources for product advertisement, political lobbying, gambling or any illegal activities.
- Do not use technology resources for transferring or duplicating material in violation of any U.S. or state regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, software or material protected by trade secret.
- Do not access websites that are not in conjunction with the goals and objectives of the Clearfield Area School District, i.e. fantasy sports, gambling, shopping, etc.
- Do not use chat features, either online or software based.
- Do not access games. Elementary students may access a game if it is educational, monitored by a teacher and included in the teacher's lesson plan.
- Do not monopolize technology resources or the internal network, such as accessing online games, chat rooms or other inappropriate websites, running large print jobs or sending mass email messages.
- Do not access resources using someone else's account and password.

The above list is only meant to serve as an example of activities the School District does not deem to be an Acceptable Use. The School District reserves the right to determine if any activity reported or discovered, that does not appear on the above cited list, constitutes an unacceptable use of the technology resources.

### **5. Electronic Devices**

The School District recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the District's students and employees.

Electronic devices shall include any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive electronic text, audio, or video; personal digital assistants (PDAs); any device that can provide a connection to the Internet (whether wireless, wired, 3G or 4G); laptops and tablet computers, electronic gaming systems, pagers, and e-readers.

Student use of electronic devices in classrooms or other instructional areas during instructional times is determined by the classroom teacher or staff member. Teachers and staff members can form electronic device rules for their classroom and establish times and/or class periods where electronic device use is permitted.

Students are permitted to use electronic devices during non-instructional times including lunch periods, before school hours, after school hours, and between classes, so long as such use does not:

- A Disrupt school activities or instruction
- B Violate any other board or school policies
- C Violate state or federal law
- D Violate any of the prohibitions set forth elsewhere in this policy

Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.

If an electronic device utilizes the District's internet connection, the School District's Acceptable Use Policy applies and is incorporated herein by reference.

## **6. Email Etiquette**

- Be polite. Do not write or send abusive messages to others.
- Harassment, threats, intimidation and other behavior contrary to the educational goals of the Clearfield Area School District are prohibited.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, images, symbols or photos.
- Avoid offensive or inflammatory speech.
- Do not reveal the personal address or telephone number of anyone.
- Refrain from accessing, reading or any other use of electronic mail addressed to another person.
- Electronic mail is not guaranteed to be private. Administrators of the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

The above list is only meant to provide examples of activities the School District prohibits with regards to the use of its email system. The School District reserves the right to determine if any activity reported or discovered, not appearing on this list, is contrary to the Email Etiquette or Acceptable Use Policy.

## **7. Vandalism**

- Do not damage, destroy or alter the physical configuration of equipment.
- Do not destroy or harm the data of another user.
- Do not use District technology to upload, download or create viruses.
- Do not use District technology to hack or attempt to hack into any system.

The above list is only meant to provide examples of activities the School District considers to be vandalism of its technology resources. The School District reserves the right to determine if any other activity that may be reported and that does not appear on the aforementioned list constitutes vandalism of the School District's technology resources.

## **8. Security**

- Users should notify a Teacher, an Administrator, or Technology Department personnel of any violations of this policy taking place. This may be done anonymously.
- Illegal activities may not be conducted using the School District's technology resources.
- Personal attacks or purposefully annoying other users, inside or outside of the School District, is prohibited.

## **9. Violation**

- Violation of this policy may result in suspension or cancellation of access privileges.
- Suspension or cancellation of privileges may prevent users from performing their job or completing assignments for other classes.
- Technology Department personnel may suspend or close an account at any time.

- Administration and Faculty may also request the Technology Department to deny, revoke or suspend specific user accounts.
  - Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Clearfield Area School District's technology resources.
  - Abusers of this policy will be given due process, and appropriate actions will be taken.

The School District reserves the right to use any and all remedies, penalties, and punishments provided in the Pennsylvania School Code and Pennsylvania Crimes Code, as well as any other federal or state laws, and policies and directives of the Board of School Directors or Administrators. As a user of the School District's technology resources, it is understood certain actions in violation of state or federal laws could result in civil and/or criminal penalties.

## **10. Content Filtering**

In compliance with the *Child Internet Protection Act* (CIPA), the Clearfield Area School District provides content filtering on resources accessing the Internet. URLs, search engine results and email are filtered by key words. Content areas used to filter and/or block websites are listed and defined as follows:

**ADULTS ONLY:** Material labeled by its author or publisher as being strictly for adults. (Examples: "Adults only," "You must be 18 to visit this site," "Registration is allowed only for people 18 or older," "You must be of legal drinking age to visit this site").

**ALCOHOL:** Advocating or promoting recreational use of alcohol.

**AUCTIONS:** All URLs that offer access to online auctions. Online auctions are rarely monitored for content and contain rapidly changing material, potentially exposing users to material that would otherwise be filtered under other categories, such as Porn, Weapons, Lingerie, Violence, etc.

**CHAT:** Chat sites, or services that allow short messages to be sent to others immediately in real time. Downloadable chat software.

**DRUGS:** Advocating or promoting recreational use of any controlled substance.

**ELECTRONIC COMMERCE:** The E-Commerce category includes any site that allows users to make online purchases of any commodity. In addition to potentially posing a risk to users by offering direct access to commodities normally filtered under other categories, such as Weapons, Profanity, Lingerie, Porn, etc., these sites can be considered a distraction from normal productive use of the Internet.

**FREE EMAIL:** Sites that offer e-mail accounts over the Web for free. Such sites can expose users to harmful content delivered via e-mail file attachments. Blocking such sites also helps to enforce local acceptable-use policies when e-mail is already provided locally to users.

**FREE PAGES:** Sites where home page space is offered for free. These sites historically have done nothing to prevent capricious abuse of their services by users who post offensive content under multiple pseudonyms, making them difficult to track.

**GAMBLING:** Gambling services, or information relevant primarily to gambling.

**GAMES:** Computer games and related information, whether playable online or downloadable.

**HATE/DISCRIMINATION:** Advocating discrimination against others based on race, religion, gender, nationality, or sexual orientation.

**ILLEGAL:** Advocating, promoting, or giving advice on carrying out acts widely considered illegal. This includes lock-picking, bomb-making, fraud, breaching computer security ("hacking"), phone service theft ("phreaking"), pirating software, or evading law enforcement.

**JOKES AND HUMOR:** Jokes and humor.

**LINGERIE:** Models in lingerie.

**MESSAGE/BULLETIN BOARDS:** Sites that permit semi-permanent messages to be posted and read by others.

**NUDITY:** Bare or visible genitalia, pubic hair, buttocks, female breasts, etc.

**PERSONAL INFORMATION:** Sites that gather personal information (name, address, phone number, and so on).

**PERSONALS:** Personal advertisements, including "mail-order brides."

**PORNOGRAPHY:** Material intended to be sexually arousing or erotic.

**PROFANITY:** Crude, vulgar, or obscene language or gestures.

**RECREATION/ENTERTAINMENT:** Recreation and entertainment information other than Games, Jokes, or Sports.

**SCHOOL CHEATING INFO:** Any site that promotes plagiarism or similar cheating among students (such as by offering term papers, exam keys, etc.).

**SEX:** Images or descriptions of sexual activity. Any sexual merchandise. Sexual fetishism.

**SUICIDE/MURDER:** Information on committing murder or suicide.

**SWIMSUITS:** Models in swimwear, especially fashion swimwear photos.

**TASTELESS/GROSS:** Bodily functions. Tasteless humor. Graphic medical photos. Some extreme forms of body modification (cutting, branding, genital piercing).

**TOBACCO:** Advocating or promoting recreational use of tobacco.

**VIOLENCE:** Graphic images or written descriptions of wanton violence or grave injury (mutilation, maiming, dismemberment, etc.). Includes graphically violent games.

**WEAPONS:** Information on use of weapons, weapon collecting, or weapon making.

## **11. Liability**

The Clearfield Area School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The Clearfield Area School District will not be responsible for any damages suffered through use of or accessing any of its technology resources. This also includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by negligence, errors or omissions. Use of any information obtained is at your own risk. The Clearfield Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its telecommunication services.

## **UNLAWFUL HARASSMENT POLICY**

### **HARASSMENT: POLICY STATEMENT ON PREVENTION OF STUDENT UNLAWFUL HARASSMENT IN THE SCHOOL DISTRICT**

- It is the policy of the CLEARFIELD AREA SCHOOL DISTRICT to maintain a safe learning and working environment, which is free from sexual and other forms of unlawful harassment. **All forms of harassment are hereby prohibited.** Any student in the District, who engages in conduct which constitutes unlawful harassment, shall be subjected to disciplinary action up to and including expulsion. Any student in the District who is subjected to unlawful harassment by other students, district employees, non-district employees (vendors, contractors, volunteers, etc.) in the course of his or her attendance at school, shall have the right to file a complaint under Section VI, as described below, as well as the right to have that complaint promptly, thoroughly, and confidentially investigated.

Unlawful harassment is a form of discrimination prohibited by Title IX of the Education Amendments of 1972; the Pennsylvania Human Relations Act, 43 P.S. Sections 951-953; the Code of Conduct for Education, 22 PA Code Section 235.10, 22 PA Code §12.1 et seq. The following behaviors represent, but are not all inclusive of what constitutes unlawful harassment for the purposes of this policy:

1. The term **unlawful 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.
2. Special attention is called to the prohibition of sexual harassment. Examples of sexual harassment include but are not limited to:
  - a. submission of such conduct is explicitly or implicitly required of the recipient; or
  - b. submission to or rejection of such conduct is used as the basis of school or work-related decisions affecting the recipient; or
  - c. such conduct has the purpose or effect of unreasonably interfering with the recipient's school performance or of creating an intimidating, hostile, or offensive learning and working environment.
3. Specific examples of sexual harassment include but are not limited to:
  - a. Sexual flirtations, advances, touching, or propositions;
  - b. Verbal abuse of a sexual nature;
  - c. Graphic or suggestive comments about an individual's dress or body;
  - d. Sexually degrading words to describe an individual; and/or
  - e. Jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonable interference with a student's ability to work or learn or which creates an intimidating, hostile, or offensive learning or working environment.

**Consequences of Violation** - Any student in the CLEARFIELD AREA SCHOOL DISTRICT who is found to have engaged in conduct constituting sexual or other forms of unlawful harassment may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities and/or counseling services related to sexual or other forms of unlawful harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

1. Severity of the misconduct;
2. Pervasiveness or persistence of the misconduct;
3. Effect on the victim or victims;
4. Intent of the perpetrator

**Complaint Procedure** - The building principal shall be the person to receive sexual and other forms of unlawful harassment complaints from staff and students in the building and shall be referred to as the "designated" individual. Students shall also be informed that they may lodge sexual and other forms of unlawful harassment complaints with other appropriate individuals in the building or district, including teachers, counselors, nurses, or administrators. Each school year, students shall be notified of the identity of the "designated" individual as well as the other individuals with whom they can lodge a complaint, and shall be informed that these individuals are available to receive sexual and other forms of unlawful harassment complaints, answer questions concerning sexual and other forms of unlawful harassment, and assist the principal in resolving problems within the building. Unlawful harassment complaint forms shall be made available in each school office for individuals who prefer to file such complaints in writing; however, the District understands that some individuals may prefer to file a verbal complaint.

Complaints involving student-student unlawful harassment which are lodged at the classroom or building level may be resolved informally. If an informal resolution is satisfactory to the complainant and/or complainant's parents, no further investigation or action by the District is required.

Sexual and other forms of unlawful harassment complaints filed by students against District employees shall be investigated promptly, thoroughly and confidentially.

Complaints that are referred to the Building Principal shall be investigated immediately under the general supervision of the CLEARFIELD AREA SCHOOL DISTRICT Superintendent. The investigation shall include, but not be limited to, the following:

1. Interview of complainant
2. Interview of accused
3. Interview of any other persons with personal knowledge of the allegations of the complaint

All sexual and other forms of unlawful harassment complaints shall be promptly, thoroughly and confidentially investigated, and corrective action will be taken as deemed appropriate. Any students or employees involved in such an investigation shall be required to maintain strict confidentiality. The privacy of persons involved in the complaint will be kept as confidential as possible, consistent with District's legal obligations and the necessity to investigate allegations and to take disciplinary actions where the unlawful harassment has occurred.

**All sexual and other forms of unlawful harassment complaints shall be promptly, thoroughly, and confidentially investigated.**

**Disposition of Complaint** - In all cases investigated, a report of the investigation shall be made in writing to the Superintendent.

If the building Principal finds evidence that unlawful harassment may have occurred, the Superintendent shall be so notified. The Superintendent, and/or building principal shall determine what, if any, unlawful harassment has occurred, the suitable remediation and/or discipline. Any disciplinary action shall be subject to limitations of the Student Code of Conduct, School Code, State Board regulations and other applicable law, and any applicable collective bargaining agreement. All records of such findings will be subject to the provisions of District policies pertaining to maintenance and dissemination of student information.

If the building Principal does not find evidence that unlawful harassment has occurred, the Superintendent shall be so notified. Under no circumstances shall any record of a complaint which is found to be without basis be placed in an accused student's record or released to any person other than the Superintendent or the building principal, without the consent of the accused, or unless required by law.

If the investigation is inconclusive, the building Principal shall so state in its report. The Superintendent and/or building principal may, at their discretion, require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation. Under no circumstances shall the accused or the complainant be disciplined based upon an inconclusive investigation. If it is concluded that the accused is not guilty of unlawful harassment, and that the complaint was lodged in bad faith, the Superintendent and/or building principal may impose suitable discipline on the complainant, subject to limitations of the Student Code of Conduct and other applicable laws. In addition, if the building principal finds evidence that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent and/or building principal may impose disciplinary action on the accused with the same limitations described above.

**Bullying/Cyberbullying** - 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.

**Bullying** is defined as when a student is exposed, repeatedly and over time, to negative actions on the part of one or more students. **Bullying** includes 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 and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of 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. The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board

directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

**Delegation of Responsibility:**

- Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying
- Each student will not bully others
- Each student will try to help students who are bullied
- Each student will try to always include students in an appropriate activity who are sometimes left out
- Each student who knows that someone is being bullied will tell an adult at the school and an adult at home.
- 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
- The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every (3) years and recommend necessary revisions to the Board.

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

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

The Code of Student Conduct, which shall contain this policy shall be posted in a prominent location within each school building and on the district website, if available.

**Education**

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

**Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conferences.
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

References:

School Code - 24 P.S. Sec. 1302-A, 1303.1-A  
State Board of Education Regulations - 22 PA Code Sec. 12.3  
Board Policy - 218, 233, 248

**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**

*(Return within 3 school days of absence)*

Date \_\_\_\_\_

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date(s) absent

\_\_\_\_\_  
Reason for Absence

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

**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**

*(Return within 3 school days of absence)*

Date \_\_\_\_\_

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date(s) absent

\_\_\_\_\_  
Reason for Absence

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

**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**

*(Return within 3 school days of absence)*

Date \_\_\_\_\_

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date(s) absent

\_\_\_\_\_  
Reason for Absence

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

**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**

*(Return within 3 school days of absence)*

Date \_\_\_\_\_

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date(s) absent

\_\_\_\_\_  
Reason for Absence

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

**\*\*\*Should you be planning on traveling or vacationing with your child(ren) during the school year, please complete and return the form attached below. PLEASE REFER TO THE SECTION ON "ABSENCE BECAUSE OF TRAVEL OR VACATION" BEFORE YOU COMPLETE THIS FORM.**

**REQUEST FOR EXCUSED ABSENCE FOR FAMILY VACATION / TRAVEL**

I am requesting that the anticipated absence of: \_\_\_\_\_  
Student Name

\_\_\_\_\_(Grade), be considered an "Excused" absence because of the educational value of the trip.

The date(s) of the absence will be from \_\_\_\_\_ to \_\_\_\_\_  
(month, day and year) (month, day and year)

The travel itinerary includes the following. (Use back of form if necessary).

**A. LOCATIONS TO BE VISITED  
VALUE**

**B. SPECIFIC ITEMS OF EDUCATIONAL  
VALUE**

- |          |          |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |

I understand that homework assignments will be provided in advance or an opportunity to make up work with no penalty will be available.

Parent's Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**\*\*\*IN ORDER TO BE AN EXCUSED ABSENCE, THIS FORM MUST BE SUBMITTED TO AND APPROVED BY THE PRINCIPAL ONE (1) WEEK PRIOR TO THE TRIP.**



Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Recommend Approval  
\_\_\_\_\_  
Do Not Recommend Approval

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



**CLEARFIELD AREA SCHOOL DISTRICT  
DRUG/ALCOHOL POLICY/PROCEDURES**

<b>Situation/ Category</b>	<b>Immediate Action</b>	<b>Investigation</b>	<b>Administer Test</b>	<b>Notification of Parents/ Guardians</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Discipline/ Rehabilitation</b>
1. A student volunteers information about personal drug or alcohol use and asks for help.	The student is informed of services available and encouraged to seek help. No disciplinary action will be taken against students seeking help.	A staff member will request advice from the Student Assistance Team, SAA Team, counselor, nurse, or principal. Drug Impairment (DI) assessment may be conducted.	If requested by parent/guardian.	Only with the consent of the student, unless there is a clear and imminent danger.	No.	Not applicable.	No disciplinary action will be taken against students asking for help. Referral to Student Assistance Team. Will not be considered a first offense.
2. A parent requests help for a drug related problem with their student.	The parent is informed of services available and an assessment and/or drug test may be administered.	A staff member will request advice from the Student Assistance Team, SAA Team, counselor, nurse, or principal. Drug Impairment (DI) assessment may be conducted.	If requested by parent/guardian.	Not applicable.	No.	Not applicable.	Referral to the Student Assistance Team. Students with positive test results must abide by the recommendation of the SAP team (which may include an assessment by a licensed assessor and compliance with recommendation of the assessor). Failure to follow recommendation of the assessment may result in disciplinary actions. Will not be considered a first offense.
3. A student and/or staff contacts a staff member in regard to the drug or alcohol use of another student.	The staff member will refer the student to the SAP Team for further review.	A staff member will request advice from the Student Assistance Team, SAA Team, counselor, nurse or principal. Drug Impairment (DI) assessment may be conducted.	Yes, if SAA Team recommends.	Notification of behavior and/or indicators from Drug & Alcohol screening if recommended by the SAA Team.	No.	Not applicable.	Referral to Student Assistance Team. Students with positive test results must abide by the recommendation of the SAP team (which may include an assessment by a licensed assessor and compliance with recommendation of the assessor).
4. Suspected use of drugs, alcohol or mood-altering substance by a student in or out of school.	Principal or assistant principal is notified. Staff member writes an anecdotal report of the incident.	The principal and the SAA Team will investigate. This may include search of the student, his/her locker and other possessions. Drug Impairment (DI) assessment will be conducted.	Yes, if SAA Team recommends.	Notification of behavior and/or indicators from Drug & Alcohol screening.	No, with the exception of alcohol.	Not applicable.	Referral to Student Assistance Team. Students with positive test results must abide by the recommendation of the SAP team (which may include an assessment by a licensed assessor and compliance with recommendation of the assessor). Failure to follow recommendation of the assessment may result in disciplinary actions.
5. The student has taken and/or is under the influence of a drug, mood-altering substance or alcohol-related medical emergency at any school function.	Standard health and first aid procedures will be followed. Parents/Guardians will be summoned as soon as possible. Student will be transported to a medical facility at parental expense.	The principal and the SAA Team will investigate. This may include search of the student, his/her locker and other possessions. Drug Impairment (DI) assessment may be conducted.	Yes.	Yes, parents/guardians notified as soon as possible.	Yes.	Not applicable.	10-day out-of-school suspension. Formal School Board expulsion hearing may be held. Referral to Student Assistance Team. Students with positive test results must abide by the recommendation of the SAP team (which may include an assessment by a licensed assessor and compliance with recommendation of the assessor).

**CLEARFIELD AREA SCHOOL DISTRICT  
DRUG/ALCOHOL POLICY/PROCEDURES**

<b>Situation/ Category</b>	<b>Immediate Action</b>	<b>Investigation</b>	<b>Administer Test</b>	<b>Notification of Parents/ Guardians</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Discipline/ Rehabilitation</b>
6. A student possesses drugs, mood-altering substances, look-alike drugs, paraphernalia, anabolic steroids or alcohol at any school function.	Principal or his/her designate is summoned. Staff member immediately confiscates the material and writes an anecdotal report of the incident.	The principal and the SAA Team will investigate. This may include search of the student, his/her locker and other possessions. Drug Impairment (DI) assessment may be conducted.	Yes.	Yes, parents/guardians notified as soon as possible. Parental conference arranged as soon as possible.	Yes.	Confiscate the material. Turn over to the police.	10-day out-of-school suspension. Formal School Board expulsion hearing may be held. Referral to SAP team and abide by their recommendation which may include an assessment by a licensed assessor and compliance with recommendation of the assessor. Student will not be permitted to participate in extracurricular activities during suspension/expulsion.
7. A student is distributing drugs, mood-altering substances, look-alike drugs, paraphernalia, anabolic steroids or alcohol at any school function.	Principal or his/her designate is summoned. Staff member immediately confiscates the material and writes an anecdotal report of the incident. Police may be notified.	The principal and the SAA Team will investigate. This may include search of the student, his/her locker and other possessions. Drug Impairment (DI) assessment may be conducted.	Yes.	Yes, parents/guardians notified as soon as possible. Parental conference arranged as soon as possible.	Yes.	Confiscate the material. Analysis will be made if necessary for possible use in further proceedings.	10-day out-of-school suspension. Formal School Board expulsion hearing may be held. Referral to SAP team and abide by their recommendation which may include an assessment by a licensed assessor and compliance with recommendation of the assessor. Student will not be permitted to participate in extracurricular activities during suspension/expulsion.
8. A student's drug test is returned with a manipulated result. The school shall request a second test. Failure to comply with the second test shall be equated with an admission of guilt.  Referenced from situation #4, #5, #6, or 7.	Principal or assistant principal is notified. Staff member writes an anecdotal report of the incident.	The principal and the SAA Team will investigate. This may include search of the student, his/her locker and other possessions. Drug Impairment (DI) assessment may be conducted.	Yes.	Yes, parents/guardians notified as soon as possible.	No.	Not applicable	Referral to Student Assistance Team. Students with positive test results must abide by the recommendation of the SAP team (which may include an assessment by a licensed assessor and compliance with recommendation of the assessor). Failure to follow recommendation of the assessment may result in disciplinary actions.

# BULLYING INCIDENT REPORT FORM

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_ **Repeat infraction? YES NO**

**Location of Incident: (circle all that apply):**

Hallway	Restroom Classroom	Gym	Lunch Room	Locker Room
Bus Stop	On Bus	Parking Lot	To/From School	After School Program
School Sponsored Event	Text	Phone	Internet	Social Media

Other: \_\_\_\_\_

**Name of victim(s):** \_\_\_\_\_ **Name of student(s) bullying:** \_\_\_\_\_ **Name(s) of witnesses/bystanders:** \_\_\_\_\_


**Type of Bullying: (circle all that apply) Verbal                      Physical**

**Result in injury? YES NO    Reported to School Nurse? YES NO**

**Bullying Behaviors (circle all that apply):**

Shoved/Pushed	Hit, Kicked, Punched	Threatened	Stole/Damaged Possessions
Excluded	Taunting/ridiculing	Writing/Graffiti	Told Lies or False Rumors
Staring/Leering	Intimidation/Extortion	Demeaning Comments	Inappropriate Touching
Cyber-bullying			

If YES, to cyber bullying please describe: Text messages    Website    Email    Other: \_\_\_\_\_

Racial, Sexual, Religious or Disability (Circle and describe): \_\_\_\_\_

Reported to Police?    YES                      NO

**Reported to school by: (circle all that apply)**

Teacher                      Student                      Bystander                      Victim/Target                      Parent Bus Driver                      Anonymous

Other: \_\_\_\_\_

Describe the incident: (use back if needed)

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Physical Evidence?    Notes                      Email                      Graffiti                      Video/audio                      Website    Other: \_\_\_\_\_

**Actions Taken:** (see Protocol for Guidelines)

Consequences: \_\_\_\_\_

Remediation: \_\_\_\_\_

Referral for additional support services: \_\_\_\_\_

Parent Contact: YES NO Date: \_\_\_\_\_ Time: \_\_\_\_\_ Person making contact: \_\_\_\_\_

Result \_\_\_\_\_

Today's Date: \_\_\_\_\_ Reported by (PRINT NAME): \_\_\_\_\_