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

Find us on  
8-22-16 Board Approved
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Welcome</td>
</tr>
</tbody>
</table>
| 4 | Mission and Vision Statements  
   School Motto  
   CHS Alma Mater |
| 5 | Administration/School Board |
| 6-9 | Faculty/Staff |
| 10 | School Calendar |
| 11 | Schedules  
   2016-2017 Bell Schedule  
   Two-Hour Delay Schedule  
   Early Dismissal Schedule |
| 12 | Activity Schedule/Club List |
| 14 | General Information  
   Administration Organization  
   School Safety  
   Visitors  
   Video Surveillance  
   Office Telephone  
   Cell Phones  
   Fire Drills  
   Lockers  
   Lost and Found  
   Bulletin Board  
   Studyhall  
   Activity Period  
   Student Fundraising  
   Library/Research/Resource Center  
   Enrolling  
   Dismissal  
   Delayed Starts and Cancellations  
   Early Dismissal |
| 13 | Guidance Programs and Services  
   Program and Services  
   Student Assistance Program |
| 17 | Student Rights/Responsibilities/Activities  
   General Student Responsibilities  
   Dressing and Grooming Code/Policy  
   Backpacks/Book Bags  
   Student Sign-In/Sign-Out  
   Hall Passes  
   Employment Certification |
| 20 | Student Rights/Responsibilities/Activities Cont.  
   Flag Salute and Pledge of Allegiance  
   Gifts to Staff Members  
   School Rings  
   Student Office Holders  
   Student Parking and Driving Regulations  
   Student Fees, Fines and Charges |
| 21 | Extracurricular Activities  
   Athletics  
   Communication Guide  
   Award Procedure  
   Rules and Regulations  
   Eligibility Policy  
   Music Awards  
   Other Activities  
   Student Office Holders |
| 22 | Foods Service Program/Procedures  
   School Lunch and Breakfast Program  
   Meal Prices 2016-2017  
   Payments |
| 23 | Health Services  
   Screenings  
   Immunizations  
   Medication Procedure  
   Epi-pen policy |
| 24 | Transportation  
   Pupil Transportation  
   Regulations  
   Bus Discipline  
   Incident Emergency Procedures  
   Audio/Visual Cameras for Buses |
| 26 | Programs for Handicapped Students |
| 27 | Academics  
   General Grading System  
   Report Cards  
   Graduation Requirements  
   Weighted Classes and Class Ranking  
   Recognitions  
   National Honor Society  
   Academic Letter  
   Citizenship Award  
   Physical Education Grading  
   Junior High Testing  
   Senior High Testing  
   Add/Drop Policy  
   Make-Up Work  
   Credit Recovery  
   Student/Parent Resources  
   Sapphire-Comminity Portal  
   District Notification  
   FERPA  
   Cooperative Education |
| 35 | Extracurricular Activities |
| 40 | General Attendance Requirements  
   Compulsory Attendance Ages  
   Attendance Policy  
   Absences and Excuses  
   Special Dismissal  
   Medical/Dental Appointments  
   Signing Out when leaving School  
   Fieldtrip Policy |
| 43 | Discipline  
   Types of discipline  
   Discipline/conduct guidelines  
   Controlled Substances/Paraphernalia  
   Tobacco-possession, use  
   Use/possession of look-alike Tobacco  
   Weapons  
   Search & Seizure  
   Disciplinary Violations |
| 54 | District Information/Policies  
   Asbestos Notice  
   Non-Discrimination Policy  
   Technology Acceptable Use Policy  
   Unlawful Harassment Policy |
| 63 | APPENDIX  
   Excuse Form  
   Family/Vacation Form  
   Student Parking Permit Application  
   Drug/Alcohol Policy/Procedures  
   Bullying Incident Form |
WELCOME MESSAGE

Parents/Guardians and Students,

We welcome you to Clearfield Area Junior/Senior High School and hope that the 2016-2017 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 and 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.

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 children. 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 Bruce Nicolls (Title IX Coordinator) at Clearfield Administrative Center, 2831 Washington Avenue, Clearfield, PA 16830, telephone: (814)-765-5511, Extension 6010 or Thomas Mohney (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.
ADMINISTRATION

Mr. Terry Struble.......................................................... Superintendent of Schools
Mr. Timothy Janocko......................................................... Principal
Mrs. Heather Prestash........................................... Assistant Principal/Cyber Administrator
Mr. Bruce Nicolls.................................................. Director of Curriculum/Instruction/Federal Programs
Mr. Jamie Quick.................................................... Director of Professional Development
Mr. Thomas Mohney............................................... Supervisor of Special Education
Mr. Robert Gearhart.................................................. Athletic Director

SCHOOL BOARD

Larry A. Putt............................................................... President
Mary Anne Jackson.................................................. Vice President
Philip E. Carr .......................................................... Member
Jennifer Hughes......................................................... Member
Susan E. Mikesell .................................................. Member
Tim N. Morgan ....................................................... Member
Gail Ralston .......................................................... Member
Randy Pataky .......................................................... Member
Dr. Michael Spencer .................................................. Member
TBD.. ................................................................. Student Representative

*bison* 
\( \text{ˈbɪsən, -zən} \)  
\( n. 1: \text{the pride of Clearfield, Pennsylvania} \)
## 2016-2017 JUNIOR/SENIOR HIGH SCHOOL FACULTY & STAFF

<table>
<thead>
<tr>
<th>Administrative</th>
<th>POSITION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janocko, Tim</td>
<td>HS Principal</td>
<td>Main Office</td>
</tr>
<tr>
<td>Prestash, Heather</td>
<td>Assistant Principal/Cyber Administrator</td>
<td>Main Office</td>
</tr>
<tr>
<td>Bailor, Sandy</td>
<td>Jr/Sr HS Secretary</td>
<td>Main Office</td>
</tr>
<tr>
<td>Davis, Kim</td>
<td>Jr/Sr HS Secretary</td>
<td>Main Office</td>
</tr>
<tr>
<td>Glunt, Jessica</td>
<td>Jr/Sr HS Secretary</td>
<td>Main Office</td>
</tr>
<tr>
<td>Kline, Jamie</td>
<td>Jr/Sr HS Secretary/Athletic</td>
<td>Main Office</td>
</tr>
<tr>
<td>Thorp, Lisa</td>
<td>Jr/Sr HS Secretary/Attendance</td>
<td>Main Office</td>
</tr>
</tbody>
</table>

**Athletics**

<table>
<thead>
<tr>
<th></th>
<th>POSITION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gearhart, Robert</td>
<td>Athletic Director</td>
<td>Main Office</td>
</tr>
<tr>
<td>Gearhart, Chad</td>
<td>Asst. Athletic Director</td>
<td>Main Office</td>
</tr>
<tr>
<td>Shimmel, Donnie</td>
<td>Asst. Athletic Director</td>
<td>Main Office</td>
</tr>
</tbody>
</table>

**Guidance**

<table>
<thead>
<tr>
<th></th>
<th>POSITION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Klepfer, Stacey</td>
<td>School Counselor</td>
<td>Guidance Office</td>
</tr>
<tr>
<td>Mikesell, Jon</td>
<td>School Counselor</td>
<td>Guidance Office</td>
</tr>
<tr>
<td>Spaid, Susan</td>
<td>School Counselor</td>
<td>Guidance Office</td>
</tr>
<tr>
<td>Bloom, Martha</td>
<td>Jr/Sr HS Secretary/Guidance</td>
<td>Guidance Office</td>
</tr>
<tr>
<td>Keith, Judy</td>
<td>Career Center Asst.</td>
<td>Guidance Office</td>
</tr>
</tbody>
</table>

**Food Service**

<table>
<thead>
<tr>
<th></th>
<th>POSITION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kavelak, Jeff</td>
<td>Director</td>
<td>Food Service Office</td>
</tr>
<tr>
<td>Nicklas, Beverly</td>
<td>Administrative Assistant</td>
<td>Food Service Office</td>
</tr>
</tbody>
</table>

**Health Center**

<table>
<thead>
<tr>
<th></th>
<th>POSITION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hinchliffe, Cindy</td>
<td>Nurse</td>
<td>Health Center</td>
</tr>
<tr>
<td>Yingling, Barb</td>
<td>Health Assistant</td>
<td>Health Center</td>
</tr>
</tbody>
</table>

**Training Room**

<table>
<thead>
<tr>
<th></th>
<th>POSITION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgan, Samantha</td>
<td>Athletic Trainer</td>
<td>Athletics</td>
</tr>
</tbody>
</table>

**Library**

<table>
<thead>
<tr>
<th></th>
<th>POSITION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brady, Alice</td>
<td>Librarian</td>
<td>Library Services</td>
</tr>
</tbody>
</table>

**Extended Services**

<table>
<thead>
<tr>
<th></th>
<th>POSITION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danver, Derek</td>
<td>Teacher</td>
<td>Extended Services</td>
</tr>
<tr>
<td>Knapp, Michael</td>
<td>Teacher</td>
<td>Extended Services</td>
</tr>
</tbody>
</table>

**Related Arts**

<table>
<thead>
<tr>
<th></th>
<th>POSITION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Leann</td>
<td>Teacher</td>
<td>Arts and Crafts</td>
</tr>
<tr>
<td>Nowak, Rose</td>
<td>Teacher</td>
<td>Arts and Crafts</td>
</tr>
</tbody>
</table>

**Business Education**

<table>
<thead>
<tr>
<th></th>
<th>POSITION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotterman, Jena</td>
<td>Teacher</td>
<td>Business/Computer</td>
</tr>
<tr>
<td>Hoover, Nancy</td>
<td>Teacher</td>
<td>Business/Computer</td>
</tr>
<tr>
<td>Technology Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Lytle, Brian</td>
<td>Teacher</td>
<td>Technology Ed</td>
</tr>
<tr>
<td>Pistner, Jacob</td>
<td>Teacher</td>
<td>Technology Ed</td>
</tr>
<tr>
<td>Way, Lawrence</td>
<td>Teacher</td>
<td>Technology Ed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Borden, Tangi</td>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Chawla, Erica</td>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Cima, Timothy</td>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Moyer, Michelle</td>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Ryan, Joseph</td>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Salvatore, Wendy</td>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Sample, Sloan</td>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Stibitz, SuAnn</td>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Warlow, Tiffany</td>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Yingling, Eric</td>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Zimmerman, Emily</td>
<td>Teacher</td>
<td>English</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family and Consumer Science</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brownlee, Teresa</td>
<td>Teacher</td>
<td>FCS/Co-op</td>
</tr>
<tr>
<td>DeCecco, Erica</td>
<td>Teacher</td>
<td>FCS</td>
</tr>
<tr>
<td>Sallack, Beth</td>
<td>Teacher</td>
<td>FCS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foreign Languages</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Poleto, James</td>
<td>Teacher</td>
<td>Spanish</td>
</tr>
<tr>
<td>Simpson, Barbara</td>
<td>Teacher</td>
<td>German</td>
</tr>
<tr>
<td>Wittie, Stephanie</td>
<td>Teacher</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gifted Programs</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grice, Leslie</td>
<td>Teacher</td>
<td>Gifted Support</td>
</tr>
<tr>
<td>Spila, Barbara</td>
<td>Teacher</td>
<td>Gifted Support</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health/Physical Education</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Billotte, Brandon</td>
<td>Teacher</td>
<td>Health &amp; PE/Driver's Ed</td>
</tr>
<tr>
<td>Collins, Scott</td>
<td>Teacher</td>
<td>Health &amp; PE</td>
</tr>
<tr>
<td>Glunt, Nathan</td>
<td>Teacher</td>
<td>Health &amp; PE</td>
</tr>
<tr>
<td>Jacob, John</td>
<td>Teacher</td>
<td>Health &amp; PE</td>
</tr>
<tr>
<td>Kaskan, Kelly</td>
<td>Teacher</td>
<td>Health &amp; PE</td>
</tr>
<tr>
<td>Morrison, Jackie</td>
<td>Teacher</td>
<td>Health &amp; PE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookhamer, Judi</td>
<td>Teacher</td>
<td>Math</td>
</tr>
<tr>
<td>Cali, Timothy</td>
<td>Teacher</td>
<td>Math</td>
</tr>
<tr>
<td>Caragein, Myles</td>
<td>Teacher</td>
<td>Math</td>
</tr>
<tr>
<td>Inman, Jessica</td>
<td>Teacher</td>
<td>Math</td>
</tr>
<tr>
<td>Keser, Paul</td>
<td>Teacher</td>
<td>Math</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Subject</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Knopick, Danielle</td>
<td>Teacher</td>
<td>Math</td>
</tr>
<tr>
<td>Miller, Devin</td>
<td>Teacher</td>
<td>Math</td>
</tr>
<tr>
<td>Simpson, April</td>
<td>Teacher</td>
<td>Math</td>
</tr>
<tr>
<td>Zimmerman, Sean</td>
<td>Teacher</td>
<td>Math</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandell, Raymond</td>
<td>Teacher</td>
<td>Music</td>
</tr>
<tr>
<td>Rothrock, Andrew</td>
<td>Teacher</td>
<td>Music</td>
</tr>
<tr>
<td>Switala, Steve</td>
<td>Teacher</td>
<td>Music</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barsody, Leonard</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td>Domico, David</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td>Duttry, Lewis</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td>Fye, Sarah</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td>Gearhart, Chad</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td>Marshall, Kim</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td>Huff, Angela</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td>Putt, Dan</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td>Sipes, Nathan</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td>Wingate, Linda</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td>Zelenky, Sue</td>
<td>Teacher</td>
<td>Science</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billotte, Donald</td>
<td>Teacher</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Gearhart, Robert</td>
<td>Teacher</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Pallo, Pat</td>
<td>Teacher</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Scaife, Eric</td>
<td>Teacher</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Shimko, Andrew</td>
<td>Teacher</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Shimmel, Donald</td>
<td>Teacher</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Tubbs, Robbie</td>
<td>Teacher</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Winters, Todd</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Education</strong></td>
<td></td>
<td>Special Education</td>
</tr>
<tr>
<td>Bargerstock, Whitney</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Beeken, Jennifer</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Bender, Barbie</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Bender, Mark</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Gilga, Amy</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Hamm, Danica</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Komonczi, Jessica</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>McGranor, Denise</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>McKolosky, Holly</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Mease-Gisewhite, Jennifer</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Plyler, Brande</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Presloid, James</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Special Education Cont.</td>
<td>Teacher</td>
<td>Department</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>Taylor, Chris</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Ward, Karen</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
<tr>
<td>Wright, David</td>
<td>Teacher</td>
<td>Special Education</td>
</tr>
</tbody>
</table>

<p>| Vocational Agriculture |
|-------------------------|---------|-------------------|
| Carr, Jackie            | Teacher | Vocational Agriculture/FFA |</p>
<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>January</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>29</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>February</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>June</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

August 24-25: Teacher In-Service
August 29: First Day for Students
September 5: Labor Day
October 10: Act 80 Teacher In-Service
November 10: Act 80 Parent Conferences
November 11: Teacher In-Service
November 24-29: Thanksgiving/Deer Season
December 20-January 2: Christmas Holiday/New Year's
January 16: Martin Luther King, Jr. Day
February 17: Winter Break
February 20: Teacher In-Service
April 12: Act 80 Parent Conferences
April 13-18: Easter Break
May 29: Memorial Day
June 2: Last Student Day/Graduation
June 5: Teacher In-Service

Keystone Exams Wave 1: There will be a one-hour early dismissal on the last day of school prior to Thanksgiving.
Keystone Exams Wave 2: Christmas, and Easter holidays.
Keystone Exams Spring: Kindergarten Orientation either Aug. 22 or 23, 2016 (Students Only)

7th Grade Orientation: Aug. 28, 2016
9-12 Grade Orientation: Aug. 28, 2016

PSSA ELA: Days missed due to inclement weather will be made up on the dates below in the following order:
PSSA Math: Jan 16, Feb 17, Feb 20, April 13, 16, 17
PSSA Science: and June as needed.

School Not In Session: Elementary Early Dismissal Days.
(Dismissal at 1:45 each day)
District Act 80 In-Service/Parent Conference Day: (No School for Elementary or Secondary Students)
## CLEARFIELD AREA JUNIOR/SENIOR HIGH SCHOOL

### 2016-2017 BELL SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 7:44</td>
<td>Enrolling</td>
</tr>
<tr>
<td>7:44 - 8:24</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:28 - 9:08</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:12 - 9:32</td>
<td>Period 3A</td>
</tr>
<tr>
<td>9:32 - 9:52</td>
<td>Period 3B</td>
</tr>
<tr>
<td>9:56 - 10:36</td>
<td>Period 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lunch A</th>
<th>Lunch B</th>
<th>Lunch C</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:40 - 11:10</td>
<td>Period A</td>
<td>10:40 - 11:20</td>
</tr>
<tr>
<td>11:14 - 11:54</td>
<td>Period 5</td>
<td>11:24 - 11:54</td>
</tr>
<tr>
<td>11:58 - 12:38</td>
<td>Period 6</td>
<td>12:08 - 12:38</td>
</tr>
<tr>
<td>12:42 - 1:02</td>
<td>Period 7A</td>
<td>1:02 - 1:22</td>
</tr>
<tr>
<td>1:26 - 2:06</td>
<td>Period 8</td>
<td>2:10 - 2:50</td>
</tr>
</tbody>
</table>

- **AM CTC STUDENTS WILL DEPART AFTER 1ST PERIOD AND WILL RETURN AT APPROXIMATELY 11:20 AM.**
- **PM CTC STUDENTS WILL DEPART AFTER B LUNCH AND WILL RETURN PRIOR TO DISMISSAL.**
- **ALL CTC ARRIVALS & DEPARTURES WILL BE IN THE FRONT OF THE BUILDING.**
CLEARFIELD AREA JUNIOR/SENIOR HIGH SCHOOL

2 HOUR DELAYED START SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 - 9:41</td>
<td>Enrolling</td>
</tr>
<tr>
<td>9:41 - 10:08</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:12 - 10:39</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:43 - 10:57</td>
<td>Period 3A</td>
</tr>
<tr>
<td>10:57 - 11:10</td>
<td>Period 3B</td>
</tr>
<tr>
<td>11:14 - 11:41</td>
<td>Period 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lunch Period A</th>
<th>Lunch Period B</th>
<th>Lunch Period C</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:45-12:15 Period A</td>
<td>11:45 - 12:12 Period 5</td>
<td>11:45 - 12:12 Period 5</td>
</tr>
<tr>
<td>12:16 - 12:46 Period 5</td>
<td>12:16 - 12:43 Period 6</td>
<td>12:47-1:17 Period C</td>
</tr>
</tbody>
</table>

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 7th Period
1:06 - 1:26 8th Period
1:30 - 1:50 9th Period
2016-2017 Activity Schedule

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

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>AM/PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER</td>
<td>19</td>
<td>AM</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>26</td>
<td>PM</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>3</td>
<td>AM</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>17</td>
<td>PM</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>24</td>
<td>AM</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>31</td>
<td>PM</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>7</td>
<td>AM</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>14</td>
<td>PM</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>21</td>
<td>AM</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>5</td>
<td>PM</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>12</td>
<td>AM</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>19</td>
<td>PM</td>
</tr>
<tr>
<td>JANUARY</td>
<td>9</td>
<td>AM</td>
</tr>
<tr>
<td>JANUARY</td>
<td>23</td>
<td>PM</td>
</tr>
<tr>
<td>JANUARY</td>
<td>30</td>
<td>AM</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>6</td>
<td>PM</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>13</td>
<td>AM</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>27</td>
<td>PM</td>
</tr>
<tr>
<td>MARCH</td>
<td>6</td>
<td>AM</td>
</tr>
<tr>
<td>MARCH</td>
<td>13</td>
<td>PM</td>
</tr>
<tr>
<td>MARCH</td>
<td>20</td>
<td>AM</td>
</tr>
<tr>
<td>MARCH</td>
<td>27</td>
<td>PM</td>
</tr>
<tr>
<td>APRIL</td>
<td>3</td>
<td>AM</td>
</tr>
<tr>
<td>APRIL</td>
<td>10</td>
<td>PM</td>
</tr>
<tr>
<td>APRIL</td>
<td>24</td>
<td>AM</td>
</tr>
<tr>
<td>MAY</td>
<td>1</td>
<td>PM</td>
</tr>
<tr>
<td>MAY</td>
<td>8</td>
<td>AM</td>
</tr>
<tr>
<td>MAY</td>
<td>15</td>
<td>PM</td>
</tr>
<tr>
<td>MAY</td>
<td>22</td>
<td>AM</td>
</tr>
</tbody>
</table>

CAJSHS Student Handbook 13
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, certain specific delineations of responsibility 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

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 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:
- Disrupt school activities or instruction
- Violate any other board or school policies
- Violate state or federal law
- 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 55.

FIRE DRILLS
In order to insure student safety in case of an emergency, several fire drills will be conducted throughout the school year. Teachers will inform students of the emergency exit procedure from the areas during the first week of school. Also, **exit instructions are posted in each classroom.** Verbal directions from the person in charge of the fire drill will signify the return to the building. Everyone is to walk quickly and safely from the building stressing courtesy and safety. **ALL STUDENTS ARE TO BE AT LEAST 100 FEET AWAY FROM THE BUILDING.** Teachers are to take roll of their class and remain with their class during the fire drill or emergency.

LOCKERS
Lockers have been installed for your convenience. Be certain to secure them to protect your property. Your enrolling/1st 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. 51.

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. Students should only have one studyhall per semester.

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 shortened 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 studyhall. The activity schedule can be located on pg. 13 of this handbook.

229. 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 20,000 items in a variety of formats for use by students and staff. Scheduling of the librarian means that the library will not be staffed by a professional at all times. In order to ensure that patrons have access to the library, please observe the following:

- Students in assigned classes will come to the library with their teacher;
- Study hall teachers may bring their students to the library but must accompany their study hall and remain with them for the entire period;
- 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

Materials from the general collection may be checked 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 on overdue materials.

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 is open for research before and after school hours. Specific hours will be displayed and communicated during the school year.

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:

TELEVISION – WTAJ-TV10, WJAC-TV6 and WWCP-TV8.
Power Announcement - 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 26 of this handbook. 
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 junior/senior high school 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, mental health or drug and alcohol issues. Please contact the SAP Coordinator, any principal, or a guidance counselor for more information.

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. Pursue and attempt to complete satisfactorily 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, or violence.
- 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. The application must then have the appropriate sections completed by your employer and physician and then returned to the attendance office where the working permit will be issued. 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. This means you must stand.

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.

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.
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 application is located in the appendix of this handbook or may be obtained in the main office.
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, and a fee of $5.00 per tag has been paid. Students who drive without properly registering their vehicle are subject to disciplinary action. Also, student drivers who do not display their tag will lose their driving privileges for not less than one week.
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 exceed 7 tardies to homeroom may lose their driving privileges for no less than one week.
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 teacher. (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 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. Line jumping is not permitted. Courteous behavior is expected.

7. Inappropriate behavior or disregard of cafeteria regulations will result in disciplinary action being taken this might include depriving a student the privilege of its use.

8. Students caught throwing objects in the cafeteria, may be suspended.

9. Due to Health Regulations and health and safety of our students, the sharing of food is not permitted.

10. 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.

Free & Reduced Meal Applications will be sent home for each student and parents are encouraged to apply. If you do not receive an application or have questions about its completion, please call the food service office at (814) 765-5511 ext. 2700. You can apply online by going to COMPASS at www.compass.state.pa.us or you can continue to use the paper “Household Meal Benefit Application” if you prefer. If you apply for free or reduced price school meals through COMPASS, you do not need to submit a paper application.

The Clearfield Area Schools’ lunch and breakfast programs operate on a pre-paid system where an account is kept for each student. The serving of unpaid meals will be limited to three (3) meals. 4th through 12th grade students with a zero or negative balance will be allowed to take a “qualifying meal” (charged to their account); however, they will not be allowed any extra items. Once a student reaches the negative equivalency of three (3) meals, he/she will need to settle their account prior to being served any further meals. If a student has reached the negative limit of 3 meals and is unable to settle their debt, a peanut butter & jelly sandwich, apple, and milk will be offered to the student.

Kindergarten, First, Second, and Third grade students will never be denied a meal due to unpaid accounts; however, a charge will continue to accrue throughout the school year. When a student’s account reaches a negative balance, the student will be notified in the breakfast or lunch line and given an envelope for payment remittance. This will be considered a verbal warning given to the student prior to refusal of additional meals once the negative three (3) meal limit is reached. Students or parents may ask about their balance status at 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 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 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.

MEAL PRICES FOR 2016-2017

Students who have a current application on file and qualify for FREE meals may receive one free reimbursable breakfast and lunch per day. This does not include any extra items such as extra milk, second entrée, etc. “FREE” students must still pay for extra items taken.

Students who have a current application on file and qualify for REDUCED meals may receive lunch for $.40 and breakfast for $.30. Again, extra items are not included and must be purchased when a student chooses to take them.

Meal Prices (Students who do not qualify for free or reduced)

<table>
<thead>
<tr>
<th></th>
<th>Jr-Sr High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.65</td>
</tr>
<tr>
<td>Reduced Breakfast</td>
<td>$0.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.60</td>
</tr>
<tr>
<td>Reduced Lunch</td>
<td>$0.40</td>
</tr>
<tr>
<td>Milk</td>
<td>$0.65</td>
</tr>
</tbody>
</table>

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 or not 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 and Hepatitis B for 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/over supervise 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.** 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 form 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 page 70 of this handbook.

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.

C ASD 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:

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
<th>(g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to remain seated.</td>
<td>Refusing to obey driver.</td>
<td>Fighting.</td>
<td>Use of profanity.</td>
<td>Lighting matches or lighter.</td>
<td>Smoking.</td>
<td>Throwing objects out of bus.</td>
</tr>
<tr>
<td>(h)</td>
<td>(i)</td>
<td>(j)</td>
<td>(k)</td>
<td>(l)</td>
<td>(m)</td>
<td>(n)</td>
</tr>
<tr>
<td>Throwing objects on bus.</td>
<td>Hanging out of window.</td>
<td>Spitting.</td>
<td>Chewing snuff, tobacco, or smoking.</td>
<td>Harassing others.</td>
<td>Vandalism</td>
<td>Other behaviors which school officials feel</td>
</tr>
</tbody>
</table>
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. PROGRAMS FOR HANDICAPPED STUDENTS**

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

**PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS**

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/pervasive development disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Development delay
5. Mentally gifted
6. Mental Retardation
7. Multi-handicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. 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 handicapped student 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 handicapped student, 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. These services & protections for “protected handicapped student” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

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 the lowest numerical grade 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 31, 2016
2nd -- Week of January 18, 2017
3rd -- Week of March 24, 2017
4th -- Week of June 2, 2017

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 guidance counselor.

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

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum Required Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English and Literature - Requires an English course each year of High School and the required Literature Courses in Grades 9 and 10</td>
<td>6 credits</td>
</tr>
<tr>
<td>Social Studies- Required courses are Civics, US/Pa History, World Cultures, and Economics</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics - Must have completed Algebra 1, Geometry, and Algebra 2</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science - Must have completed courses in Biology and the areas of Chemistry and Physics</td>
<td>4 credits</td>
</tr>
<tr>
<td>Driver Education Theory</td>
<td>0.25 credit</td>
</tr>
<tr>
<td>Life 101</td>
<td>0.25 credit</td>
</tr>
<tr>
<td>Physical Education and Health - Requires a Physical Education and Health Course each year of High School. The 9th grade course is swimming based.</td>
<td>2 credits</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>0.50 credit</td>
</tr>
<tr>
<td>Electives</td>
<td>7 credits</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>28 credits</strong></td>
</tr>
</tbody>
</table>

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.
- The computer technology requirement is increased to one credit.

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, and Anatomy

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 1st, or the most immediate school day after May 1st, if May 1st is a weekend day.
- Class ranking will only be available for student needs for college applications or scholarship needs.
- The students’ calculations for class ranking will be determined as above and will start with the Class of 2017.

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.

*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 1st, 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.

**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. Physical Education is about movement and make-ups will involve some kind of physical fitness.

- A red, black, or 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 2016-2017 school years, standardized testing will be given in grades five through eight in math and reading. The Pennsylvania System of School Assessment (PSSA) will measure how our students are achieving as compared to proficiency averages for the state. For additional information regarding PSSA examinations refer www.portal.state.pa.us or contact a school counselor.

SENIOR HIGH TESTING
For the 2016-2017 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. For additional information regarding Keystone examinations refer to 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. Students will be given additional assistance during period nine if they are struggling. 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 second week of the course; 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. If a student has been absent for a period of three to five days, they would then be given an opportunity of two weeks to make-up their work.
5. For all approved student trips, the students are 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.
6. 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.
7. 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, at the student's cost, 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
   d. Superintendent
   e. 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
   d. Superintendent
   e. 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) instances of absence 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.
7. Students must attend classes, sometimes before school hours.

**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

**WINTER**
- Boys' Basketball - Varsity, JV, Freshmen, 8th, 7th teams
- Boys' and Girls' Swimming and Diving - Varsity team
- Cheerleading -- Boys' Basketball, Wrestling, Junior High squads

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

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

**Girls' Basketball - Varsity, JV, Freshmen, 8th, 7th teams**
**Wrestling - Varsity, JV, Freshmen, and Junior High teams**

**Boys' and Girls' Track -- Varsity, Junior High teams**

**CLEARFIELD AREA SCHOOL DISTRICT ATHLETIC COMMUNICATION GUIDE**

**INTRODUCTION** We are extremely pleased that your son/daughter has chosen to participate in the interscholastic athletic program of the Clearfield Area School District. A 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: 2003
CLEARFIELD HIGH SCHOOL PRINCIPAL: 765-5511 Ext. 2000

**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.

**CASD ATHLETIC PHILOSOPHY**

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.
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 -- Boys' and Girls' -- Varsity, 50% of innings (pitchers 25% or 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.

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

"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.

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)

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

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

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.

No student will be dismissed from an assigned detention to participate in interscholastic competition or practice for the duration of their suspensions or assignment.

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.

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.

**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.

**MUSIC AWARDS**

1. Members of Concert Band, Orchestra, and Chorus have the opportunity to participate in:
   a. District/Regional/State Band
   b. District/Regional/State Orchestra
   c. District/Regional/State Choir
   d. District/State Jazz Band
   e. County Band/County 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
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 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 3rd 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.

6. Any unlawful absence after a second offense will result in another 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 guidance 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 school nurse a written verification explaining the reason for the requested special dismissal, signed by the parent and/or doctor. If the nurse approves it, the student will present the nurse’s authorization to the office, and the office will issue a special excuse. 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 front entrance. Students do not 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 from the front entrance. Students do not have to sign out with 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 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.

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. Two-part forms may be used by the teachers and Principals to refer students with problems related to conduct, absences, tardy, etc., with one copy mailed to the parents.

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 further punishment if they choose to not attend.

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 as follows:

DETENTION will be held at the Clearfield Area Junior/Senior High School from 3:00 to 4:00 PM Monday through Friday. 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.

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. 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.

SATURDAY SCHOOL program will be held at the Clearfield Area Junior/Senior High School from 8:30 AM to 11:30 AM every Saturday 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 two days of In-School Suspension (ISS).

Students will complete assignments during that time. Students will also be given In School Suspension for other infractions at the administrators’ discretion. ISS is held every school day in a separate classroom with certified teachers on a rotating basis. On the first day a student is required to serve ISS they must report to the office during enrolling period. The student will then be escorted to the ISS classroom. On subsequent days of ISS, students should report directly to the ISS classroom. Each student’s assignments are requested and sent to ISS for the assigned days. 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) is an opportunity to eliminate the chronically disruptive student from the classroom and/or the student who commits an intolerable act/behavior that occurs on school property or during school affiliated activities. The program provides a variety of services/options to these students who have not been successful in making academic and/or social progress in the accustomed 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 Extended Services Program (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 Extended Services Program will 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 Extended Services Program. 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.

**EXPECTED BEHAVIORS**

<table>
<thead>
<tr>
<th>Respect yourself and others</th>
<th>Remain in your seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise your hand to speak or ask for help</td>
<td>Comply with all written/oral instructions assigned</td>
</tr>
<tr>
<td>Use appropriate language &amp; tone of voice</td>
<td>Keep your hands, feet &amp; mouth to yourself</td>
</tr>
<tr>
<td>Must participate in all assignments/projects</td>
<td></td>
</tr>
</tbody>
</table>

A. No abusive language  
B. No profanity  
C. No racial epithets  
D. No harassment (threatening and/or non-threatening negative comments)  
E. Display appropriate manners - (yes, please; thank you; may I, etc.)  
F. NO cell phone use

**Location:** Two classrooms, (7-9 and 10-12) located on the 2nd floor of the Clearfield Area Junior/Senior High School above the pool in close proximity to restrooms, cafeteria, gym, main/guidance offices.

**Staffing** (Primary Involvement):  
A. Principal Mr. Janocko - Administrator in charge of the ESP  
B. Teachers - 2 full-time Teachers  
C. Aide - 2 full-time Aides  
D. School Counselors- Mr. Mikesell - Counselor in charge of the ESP  

School counselors will meet weekly with ESP program students on an individual basis and a weekly group instructional period for both classrooms.

**Additional Building/Community Staff** (as needed):  
A. Nurse  
B. School-Based Probation Officer  
C. Officer - Lawrence Township Police Department  
D. Student Assistance Program (SAP) Coordinator  
E. Drug & Alcohol/Mental Health Agencies  
F. JTPA Counseling & Job Skill Information

**DAILY ROUTINE** (Note: The following does not necessarily occur in this order)  
Students will report directly to Extended Service classrooms and must place belongings (backpack, cell phone, jacket, etc.) in the lockers provided. A lock will also be provided. All cell phones must be placed in the locker and will not be permitted in the Extended Service classroom without instructor’s permission.

**Breakfast:** Brought to students in ES room

**Morning Greetings:** Oral presentation by students, as well as, staff describing the Thinking Errors and amendments of the previous day(s) actions after leaving school and arriving to class the following day.

**Scheduled Breaks:**  
Supervised restroom break  
Probation check-in (AM, PM)  
Gym/Aerobic exercises (walks around the school grounds, intramural sport activities)  
Core Subject Instruction: English/Social Studies/Math/Science (AM, PM)  
Life Skills - Thinking Errors - Career Exploration (AM, PM)  
Students go to one of the E.S.P. rooms and/or regular classes for subject Assignments/Projects through methods of individual and/or group work Computer assisted lessons.

**Lunch:** Students will have the opportunity to bring a lunch or be escorted to the cafeteria to acquire a school
lunch. All students must eat their lunch in the E.S.P. room.

Students attending regular educational classes are required to bring with them all the necessary materials to class and to be on time. Students returning to E.S.P. due to behavior problems in the regular educational classes will be written up for an extended day.

**Instruction:** This program is supervised by two certified secondary school teachers and will also be assisted by a classroom aide. Students will receive individual and/or small group instruction in the core subjects of English, Social Studies, Math and Science. Instruction will be student centered rather than teacher centered. The classroom aide will act as an instructional facilitator for small groups and/or individuals as directed by the classroom teachers. Computers will be an integral part of the classroom routine, which will be used for reports, remediation, projects and acceleration. Portfolios (Green/Red) will be maintained on all students as means to demonstrate success as well as areas that need improvement. They will also receive elective credits in Life/Career Skills and Thinking Errors that will assist students in developing social skills, career interests, responsibility, and accountability. Students in the ninth and tenth grades will have the opportunity to enroll in the At-Risk program at the Clearfield County Career & Technology Center based upon interest and availability. Another option students have in the program is Cooperative Education (CO-OP) where they will receive credits working at one of the local businesses during the regular school hours. Students will also have an (ESP) guidance counselor and administrator that they can communicate with while they are assigned to the program.

**Exit Criteria**
1. Successful completion of the minimum 45-day assignment
2. Student has indicated success in the following areas;
   A. Adherence to program rules/policies
   B. Passing all subjects with a grade of 70 or higher
   C. 95% Attendance (based upon excused absences)
   D. Attitude/Behavior
   E. Discipline record up to date (Detention, Extended Day, Saturday School)
3. Recommended for exit by the review committee (See Student Review Sheet)

**Consequences to Rule Violations**
1. Verbal warning
2. Teacher/Student conference
3. Hallway-Cool down period
4. Extended hours-After school detention, Extended Day or Saturday School
5. Student/Administration Conference - Phone conference with parent/guardian
6. Suspension-Administration (OSS)
7. Special Conference: multiple Offenses-Administration, teachers, counselor, student and parent/guardian
8. Appear in front of Clearfield Area School Board Hearing - Expulsion from ESP and the Clearfield Junior/Senior High School.

All varying degrees of school violations will be documented by classroom teachers and kept on file for review. An administrator will determine a student's consequences. This will be based upon the above steps to rule violations. This is not negotiable and students will be expected to serve the consequences of these violations.

A Law Enforcement Officer will be contacted and requested to assist when the student's behavior dictates such action.

7. **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.

**DISCIPLINE/CONDUCT GUIDELINES**

The Principal/Assistant Principal assigns students to remain after normal school hours to make up time, as a consequence, or for other 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. Failure to attend detention will result in further disciplinary action being taken. If detention is canceled or the student is absent, the student will automatically serve the following day. Failure to attend detention as assigned (unless excused by the Principal/Assistant Principal) shall result in:

(a) **First Offense** - An opportunity to make up the missed detention plus serving one additional hour of detention.

(b) **Second Offense and subsequent offenses** - Extended Day or Saturday School will be assigned according to the number of offenses and/or severity.

1. **DETENTION GUIDELINES** - Reasons for detention shall include items such as, but not limited to:
   
   (a) Tardy to class
   (b) Cheating
   (c) Disruptive classroom behavior
   (d) Failure to obey teachers or Principals
   (e) In the building without a pass/out of assigned area
   (f) Open Containers other than water are not allowed in the building, except during lunch.
   (g) Running in building
   (h) Swearing (directed at another person or used in conversation)
   (i) Throwing objects
   (j) Violation of dress code
   (k) Sleeping in class
   (l) Inappropriate displays of affection beyond holding hands.

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

2. **EXTENDED DAY/SATURDAY SCHOOL/IN-SCHOOL SUSPENSION/OUT-OF-SCHOOL/SUSPENSION/EXPULSION GUIDELINES**

Reasons for Extended Day, Saturday School, Out-Of-School Suspension, 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

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, or based on the student's behavior, medical symptoms, vital signs or other observable factors, 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.

218.1 WEAPONS

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 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

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. **POSSSESSION 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: 1st offense alternative assignment/activity/test, teacher phone call home, and discipline referral. 2nd 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 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 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.

13(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, or violence.
- 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 (butto) 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
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:
   E. Disrupt school activities or instruction
   F. Violate any other board or school policies
   G. Violate state or federal law
   H. 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.).

SUICIDE/MURDER: Information on committing murder or suicide.

SWIMSUITS: Models in swimwear, especially fashion swimwear photos.


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

1. ________________________________

2. ________________________________

3. ________________________________

4. ________________________________

B. SPECIFIC ITEMS OF EDUCATIONAL VALUE

1. ________________________________

2. ________________________________

3. ________________________________

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 Student Parking Permit Application

Driving to school and parking on campus are privileges granted to senior high students at Clearfield Area Senior High School, with priority given to juniors and seniors. Due to a limited number of student spaces not all students who apply for a parking permit will receive one.

In order to receive a CAJSHS parking permit, STUDENTS MUST HAVE THE FOLLOWING:
1. COMPLETED PARKING PERMIT APPLICATION WITH STUDENT AND PARENT/GUARDIAN SIGNATURES.
2. CURRENT DRIVER’S LICENSE NUMBER.
3. PAID $5 NON-REFUNDABLE APPLICATION FEE

Name: _____________________________________________ Grade: ____________

Last Name                                             First Name

Driver’s License #____________________________________ Carpool: Y N circle

Carpool Participants: All student drivers must identify passengers they expect to drive to and from school. Drivers assume responsibility for the passengers in their cars.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Parent Signature of Passengers</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vehicle Information: Identify potential vehicles a student may drive to CAJSHS.

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>License Plate#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have read the regulations as outlined in the student handbook (Pg. 20-21) and agree to abide by them. I understand that failure to comply with these regulations may result in the cancellation of my driving and parking privileges. Furthermore, I consent to random searches to be performed on any motor vehicle that I drive on CASD’s property. I also understand that I am in control and possession of the contents of this vehicle. If it is determined that an illegal substance or device including but not limited to drugs, drug paraphernalia, weapons, etc. is/are present in this vehicle, I am subject to all school discipline and criminal violations.

Driver’s Signature:__________________________________________ Date:____________________

As the Parent/Guardian, I agree to and support all of the above regulations. I also understand that Clearfield Area School District assumes no responsibility or liability for vehicular or pedestrian accidents or injuries, or vehicular theft, which may occur in or around school grounds. In the event an accident occurs I understand the local police department may be called.

Parent/Guardian Signature: _________________________________ Date: ___________________
<table>
<thead>
<tr>
<th>Situation/Category</th>
<th>Immediate Action</th>
<th>Investigation</th>
<th>Administer Test</th>
<th>Notification of Parents/Guardians</th>
<th>Notification of Police</th>
<th>Disposition of Substance</th>
<th>Discipline/Rehabilitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A student volunteers information about personal drug or alcohol use and asks for help.</td>
<td>The student is informed of services available and encouraged to seek help. No disciplinary action will be taken against students seeking help.</td>
<td>A staff member will request advice from the Student Assistance Team, SAA Team, counselor, nurse, or principal. Drug Impairment (DI) assessment may be conducted.</td>
<td>If requested by parent/guardian.</td>
<td>Only with the consent of the student, unless there is a clear and imminent danger.</td>
<td>No.</td>
<td>Not applicable.</td>
<td>No disciplinary action will be taken against students asking for help. Referral to Student Assistance Team. Will not be considered a first offense.</td>
</tr>
<tr>
<td>2. A parent requests help for a drug related problem with their student.</td>
<td>The parent is informed of services available and an assessment and/or drug test may be administered.</td>
<td>A staff member will request advice from the Student Assistance Team, SAA Team, counselor, nurse, or principal. Drug Impairment (DI) assessment may be conducted.</td>
<td>If requested by parent/guardian.</td>
<td>Not applicable.</td>
<td>No.</td>
<td>Not applicable.</td>
<td>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.</td>
</tr>
<tr>
<td>3. A student and/or staff contacts a staff member in regard to the drug or alcohol use of another student.</td>
<td>The staff member will refer the student to the SAP Team for further review.</td>
<td>A staff member will request advice from the Student Assistance Team, SAA Team, counselor, nurse or principal. Drug Impairment (DI) assessment may be conducted.</td>
<td>Yes, if SAA Team recommends.</td>
<td>Notification of behavior and/or indicators from Drug &amp; Alcohol screening if recommended by the SAA Team.</td>
<td>No.</td>
<td>Not applicable.</td>
<td>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).</td>
</tr>
<tr>
<td>4. Suspected use of drugs, alcohol or mood-altering substance by a student in or out of school.</td>
<td>Principal or assistant principal is notified. Staff member writes an anecdotal report of the incident.</td>
<td>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.</td>
<td>Yes, if SAA Team recommends.</td>
<td>Notification of behavior and/or indicators from Drug &amp; Alcohol screening.</td>
<td>No, with the exception of alcohol.</td>
<td>Not applicable.</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>Yes.</td>
<td>Yes, parents/guardians notified as soon as possible.</td>
<td>Yes.</td>
<td>Not applicable.</td>
<td>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).</td>
</tr>
</tbody>
</table>
### CLEARFIELD AREA SCHOOL DISTRICT
### DRUG/ALCOHOL POLICY/PROCEDURES

<table>
<thead>
<tr>
<th>Situation/Category</th>
<th>Immediate Action</th>
<th>Investigation</th>
<th>Administer Test</th>
<th>Notification of Parents/Guardians</th>
<th>Notification of Police</th>
<th>Disposition of Substance</th>
<th>Discipline/Rehabilitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. A student possesses drugs, mood-altering substances, look-alike drugs, paraphernalia, anabolic steroids or alcohol at any school function.</td>
<td>Principal or his/her designate is summoned. Staff member immediately confiscates the material and writes an anecdotal report of the incident.</td>
<td>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.</td>
<td>Yes.</td>
<td>Yes, parents/guardians notified as soon as possible. Parental conference arranged as soon as possible.</td>
<td>Yes.</td>
<td>Confiscate the material. Turn over to the police.</td>
<td>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.</td>
</tr>
<tr>
<td>7. A student is distributing drugs, mood-altering substances, look-alike drugs, paraphernalia, anabolic steroids or alcohol at any school function.</td>
<td>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.</td>
<td>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.</td>
<td>Yes.</td>
<td>Yes, parents/guardians notified as soon as possible. Parental conference arranged as soon as possible.</td>
<td>Yes.</td>
<td>Confiscate the material. Analysis will be made if necessary for possible use in further proceedings.</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td>Principal or assistant principal is notified. Staff member writes an anecdotal report of the incident.</td>
<td>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.</td>
<td>Yes.</td>
<td>Yes, parents/guardians notified as soon as possible.</td>
<td>No.</td>
<td>Not applicable</td>
<td>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.</td>
</tr>
</tbody>
</table>
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)

______________________________________________________________________________

______________________________________________________________________________

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):____________________________________________
Authorization for Medication during school hours

- All Medication must be in the proper container labeled by the manufacturer or pharmacy. No medication will be administered from baggies.

- For prescription medications, a written order from the student’s physician is also required (the student’s physician may fax it to 814-762-8037).

______________________________
Name of Child

______________________________
Name of Medication - as shown on the Pharmacy or Manufacturer label

______________________________
Time to be given                      Dosage

______________________________
Description of medication: pill, capsule, liquid, inhaler, etc.

______________________________
For prescription medication only: Name and phone number of prescribing physician

______________________________
Date                      Signature of Parent/Guardian

INHALERS

My child’s physician has deemed it necessary that he/she must self-carry and self-administer this medication. My child is aware of proper usage and administration of the inhaler.

______________________________
Date                      Signature of Parent or Guardian
Policy 819. SUICIDE AWARENESS, PREVENTION AND RESPONSE

ADOPTED: February 22, 2016

Purpose:
The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

Authority:
In compliance with state law and regulations, and in support of the district’s suicide prevention measures, information received in confidence from a student may be revealed to the student’s parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

Guidelines:
The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district’s website.

SUICIDE AWARENESS AND PREVENTION EDUCATION

Protocols for Administration of Student Education
Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

Protocols for Administration of Employee Education
All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the district’s professional development plan, professional educators in school buildings serving students in grades K through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

Additional professional development in risk assessment and crisis intervention shall be provided to guidance counselors, district mental health professionals, school nurses, and principals.

Resources for Parents/Guardians
The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

METHODS OF PREVENTION

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

Suicide Prevention Coordinators
District-Wide –
A district-wide suicide prevention coordinator shall be employed by the District. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building Level –
Each building principal shall designate a school suicide prevention coordinator to act as a point of contact
in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee, preferably a guidance counselor working with the school’s Student Assistance Program.

**Early Identification Procedures**
Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district’s suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

**Risk factors** refer to personal or environmental characteristics that are associated with suicide including, but not limited to:
- **Behavioral Health Issues/Disorders:**
  - Depression.
  - Substance abuse or dependence.
  - Previous suicide attempts.
  - Self-injury.
- **Personal Characteristics:**
  - Hopelessness/Low self-esteem.
  - Loneliness/Social alienation/isolation/lack of belonging.
  - Poor problem-solving or coping skills.
  - Impulsivity/Risk-taking/recklessness.
- **Adverse/Stressful Life Circumstances:**
  - Interpersonal difficulties or losses.
  - Disciplinary or legal problems.
  - Bullying (victim or perpetrator).
  - School or work issues.
  - Physical, sexual or psychological abuse.
  - Exposure to peer suicide.
- **Family Characteristics:**
  - Family history of suicide or suicidal behavior.
  - Family mental health problems.
  - Divorce/Death of parent/guardian.
  - Parental-Child relationship.

**Warning signs** are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:
- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

**Referral Procedures**
Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention to the building level school suicide prevention coordinator.
Documentation
The district shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk. All referrals will be forwarded to the District wide coordinator for review and coordination of District efforts.

METHODS OF INTERVENTION
The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

Procedures for Students at Risk
A district-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists, social workers.

Pol. 806 Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student’s risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.

The district shall identify mental health service providers to whom students can be referred for further assessment and assistance.

Mental health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The district shall create an emotional or mental health safety plan to support a student and the student’s family if the student has been identified as being at increased risk of suicide.

Students With Disabilities
For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student’s needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student’s needs in accordance with applicable law, regulations and Board policy.

Documentation
The district shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT
The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:
1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.
The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

A student’s excusal from school attendance after a mental health crisis and the student’s return to school shall be consistent with state and federal laws and regulations.
A district-employed mental health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to school after a mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student’s readiness to return to school.
When authorized by the student’s parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers.
The designated district employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.

REPORT PROCEDURES

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.
When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.
As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.
The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.

SUICIDE AWARENESS AND PREVENTION RESOURCES

A listing of resources regarding suicide awareness and prevention shall be attached to this policy.