



Clarion-Limestone  
Area School District

4091 CL School Road  
Strattanville, PA 16258

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Fax #: 814-764-5274

<http://www.clasd.net>

2021 - 2022  
**STUDENT HANDBOOK**

*Pride in Character and Success*

## **High School & District Offices - (814) 764-5111.....**

Press 4 — High School Menu

then ext. 319—Cafeteria

324—Guidance Office

328—Library

318—Maintenance Department

326—Nurse's Office

Press 5 — District Office Menu (Superintendent, Business Manager,  
Accounts Payable, Transportation)

## **Elementary School - (814) 764-6006**

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### **HIGH SCHOOL DAILY SCHEDULE .....Arrival Time—7:20AM**

Students arriving before 7:20 should wait in the entry area at the main entrance. Students are not permitted to roam the building. Once a student arrives on school property, he/she is not permitted to leave the school grounds. Any student leaving is subject to suspension.

....**First Period LATE Bell—7:30AM**

**End of Day Dismissal Bell –2:30PM**

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### **VISITORS**

Visitors are welcome to the facilities of Clarion-Limestone School District. Please note that all visitors except event spectators must register at the Office and obtain a Visitors Pass.

### **Special Notice**

1. Students are excused from school only through the Office.
2. No trespassing is permitted on school properties. Violators will be cited for criminal trespass.
3. Video surveillance systems operate continuously.

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### **SCHOOL MESSENGER NOTIFICATION SERVICE**

The School Messenger Notification Service allows us to send telephone or e- mail messages to you providing important information about school events, weather delays or closing and/or emergencies. The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

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### **FOR SCHOOL DELAY/CANCELLATION INFORMATION:**

**Radio Stations: 1300 AM, 92.7 FM, 95.9 FM, & 103.3 FM**

**Television Stations: KDKA, WTAE, WJAC, WTAJ, WPXI, WPSU**

**Websites: [clasd.net](http://clasd.net), [exploreclarion.com](http://exploreclarion.com), [thederrick.com](http://thederrick.com)**

# HIGH SCHOOL POLICIES

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*Revised 8/2021– Revisions in Italics*

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Welcome to the Clarion-Limestone School District, home of the C-L Lion and colors of navy blue and vegas gold. The district became a joint school system in 1936 and later when the elementary buildings consolidated became Clarion-Limestone Area School District. Policies and procedures are established by a board of directors, which represent regions/townships. Each is elected by voters within that area. The policies and procedures are used in the day-to-day operation of the school district by the superintendent, high school and elementary principals, guidance counselor, school psychologist, faculty and staff. The original part of the present school building was erected in a field with a peaceful country setting. Though the school still has no town to call its own, we keep up with the best of schools. Clarion-Limestone School District is proud to say that some of the alumni are engineers, doctors, TV news and anchor persons, nurses, teachers, secretaries, lawyers, managers, parents, as well as all the familiar faces we see working locally, and the list can go on and on with their accomplishments. In the past few years there were students who represented Clarion-Limestone School at the district and state levels in music, athletics, and achieved outstanding marks in academic competitions. As technology improves, Clarion-Limestone Schools are constantly updating in order to offer the most up-to-date technology training to students. Over the past few years and with the help of the Booster Club there have been some major projects completed in the field enhancement program. The most recent additions have been a soccer field, baseball field, and softball field. As is so in any successful accomplishment, you will always find hard work, perseverance, rules and guidelines that must be followed. This book gives you an idea why C-L has a Pride we can appreciate.

**DISTRICT MISSION STATEMENT:** The Clarion-Limestone School community is committed to providing students with a quality education in preparation for success in a diverse world.

**SCHOOL COLORS — Navy Blue & Vegas Gold**

**SCHOOL MASCOT — Lion**

**SCHOOL TAGLINE — Pride in Character and Success**

**SCHOOL RALLY CRY — Roaring with Pride**

Any clubs, organizations, sponsors, or special interest groups must abide by the school colors. The Clarion-Limestone School Board has the authority to deny use of any item not conforming to the school colors.

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### **OPENING SCHOOL INFORMATION**

Many informational items are provided to the parents at the opening of school. Information on No Child Left Behind is included and many items are located on the school website [www.clasd.net](http://www.clasd.net).

### **SCHOOL DELAY, EARLY DISMISSAL & CANCELLATION PROCEDURES**

The Superintendent (or Designee) will make the decision regarding a delay or cancellation as early as possible. A School Messenger call is activated by the Superintendent (or Designee) to district parents, guardians, employees, and bus contractors. The media\* is notified immediately following the School Messenger call and the District homepage is updated. Early Dismissals are decided by the Superintendent (or Designee) as early as feasibly possible.

\*See Page 2 for complete list of Radio Stations, Television Stations, and Websites

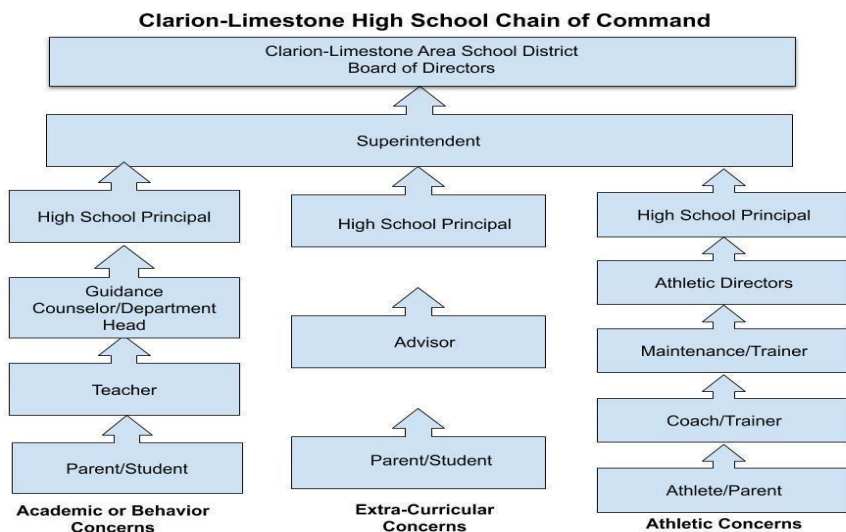
## **HANDBOOK PURPOSE**

The purpose of the Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

The student handbook and school board policy manual are two separate entities, however, the student handbook is a reflection of school board policies. It is a concise guide to those parts of board policy that govern student behavior while at school, school-sponsored events, or traveling to and from school or school-sponsored events. In case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

## **LINES OF COMMUNICATION BETWEEN HOME AND SCHOOL**



The first step in dealing with a question or issue is to talk directly to the class-room teacher, secretary, or maintenance staff. As a rule of thumb, the majority of issues can be satisfactorily addressed at this level. Problems typically occur due to a break-down in communication. If the issue cannot be resolved at the previous level, please contact the building administrator including the principal or supervisor of buildings and grounds.

If the issue is not addressed satisfactorily after contacting the building principal, please contact the superintendent of schools. If the issue is not addressed satisfactorily after contacting the superintendent's office, please contact the school board of directors.

## **PSSA/Keystone Exam Testing Windows**

The Pennsylvania Department of Education (PDE) has issued the following mandatory testing windows for the administration of the PSSA and Keystone Exams. It is extremely helpful when parents make every effort to encourage perfect attendance and positive testing attitudes. The Clarion-Limestone High School prides itself on the high scores our students are able to achieve on the state tests. Requests for educational trips will not be approved and appointments, etc. are highly discouraged during the testing window.

<b>Assessment</b>	<b>Dates*</b>	<b>Grades</b>
<b>PSSA— English Language Arts</b>	<b>April 25 - 29, 2022</b>	<b>3rd —8th</b>
<b>PSSA— Mathematics &amp; Science</b>	<b>May 2 - 13, 2022</b>	<b>3rd —8th</b>
<b>PSSA—Make-Ups</b>	<b>May 2 - 13, 2022</b>	<b>as needed</b>
<b>Keystone Exams—Algebra, Biology, &amp; Literature</b>	<b>December 1 – 15, 2021</b> <b>January 3 – 14, 2022</b> <b>May 16 – 27, 2022</b>	

Testing dates within each testing group will be announced at least 2 months before the test.

## **VACATION / EDUCATIONAL TRIP POLICY** (Board Policy-Attendance Section 204)

The school district recognizes that students may have the opportunity to participate in preplanned trips/educational experiences during the regular school year. These will be limited by school board policy to no more than 2 trips per year not to exceed a combined total of 7 school days.

Educational trips (vacation days) are granted with very little restrictions, however, trips taken during the PSSA/Keystone testing windows and the last 2 weeks of school are not permitted. (See testing dates above) If a student has excessive absences or is failing two or more classes, the trip request will be denied.

The procedure to follow to request an educational trip is to submit the educational trip request form (available at the high school office) or a written letter to the principal requesting the vacation days. Include pertinent information such as dates, where the trip is planned and that the student will be accompanied by an adult. The student will then be given a letter of approval that the student must use to notify his/her teacher and also to make arrangements to get assignments and make up work.

The school must be notified at least one week prior to taking the trip. If a parent/student applies for a vacation leave after the fact, their days will be considered as unexcused/illegal.

**IF YOU ARE ABSENT OR LATE:**

**Excused reasons include: personal illness, medical appointments, family emergencies, impassable roads, or death involving immediate family.**

**1<sup>st</sup> offense – 1 detention / 2<sup>nd</sup> offense – 2 detentions**  
**3<sup>rd</sup> offense – assigned to school behavior room**

**WHAT CONSTITUTES 1/2 DAY:** • Arriving after 9:50 • Leaving before 1:00  
• Being absent during school day for more than 2 hours

## **STUDENT RESPONSIBILITY FOR WRITTEN EXCUSES:**

1. When returning to school after being absent, students are to bring a completed excuse card signed by a parent/guardian, stating the exact reason for and the date of the absence. **NOTE: Regardless of the student's age, all students residing with parents or legal guardians must have an excuse signed by the parent/guardian.**
2. Bring the excuse card to the Attendance Officer sitting by the guidance office stairway prior to first period.
3. Students arriving at school following the beginning of first period are to bring the excuse card to the Attendance Officer in the high school main office.
4. Students will receive an absent/tardy form that is to be shown to the classroom teacher prior to being readmitted to class.
5. It is the student's responsibility to make sure the excuse card is received at the Attendance Office.
6. After three consecutive days of absence, parents/guardians are requested to notify the Main Office as to the nature of the illness. At that time, you may request the student's homework assignments for the past excused absences.

**It is the student's responsibility to make up all work missed during an absence. All work will be made up within a period of time proportional to the days absent.**

### **IF ABSENCE INDICATES A PATTERN/EXCESSIVE ABSENCES:**

- **Over 8 days** – a warning letter will be sent home.
- **After 10 days** – You will be required to submit a doctor's excuse for each absence. Each day of absence without a doctor's excuse is determined to be unexcused. The administration may review circumstances on a case by case basis.

### **IF YOU ACCUMULATE 3 DAYS OF UNEXCUSED / ILLEGAL ABSENCE:**

**Under age 18** – The District can exercise any or all of the following options:

- A warning letter will be mailed to your parents/guardian advising them that the next unexcused (illegal) absence can result in notice to the magistrate.
- Notice will result in appearance before the magistrate with accompanying fine.
- Referral will be made to Children and Youth Services.

**Over age 18** – The District can exercise any or all of the following options:

- You will be notified after 3 days unexcused absences.
- Any unexcused absence, after the third unexcused absence, will result in a detention being assigned.
- Chronic absences will result in placement into the Alternative Learning Program.

### **SENIOR STUDENTS –**

- The determination of whether a senior will graduate will be at the sole and absolute discretion of the administration for students with excessive absences.
- Senior students that acquire more than 20 days of absenteeism will jeopardize graduation unless evidence of a medical condition impedes their attendance.
- College visits and school trips will be considered excused absences.

**Compulsory School Age (Section 1326)** - The period of a child's life from the time the child's parents elect to have the child enter school, which shall be no later than 6 years of age until the child reaches 18 years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.



**EARLY DISMISSAL**— Students wishing to be dismissed early must bring an early dismissal request card signed by their parent or guardian on the morning of the requested dismissal. Students may leave school for dentist appointments, doctor appointments, family emergencies, funerals, or other principal approved requests. All early dismissals must be approved through the Main Office and the student must sign out of the Main Office prior to leaving. Some parent's requests may be deemed personal and would be unexcused. All illegal excuses can result in violation of the Compulsory School Attendance Law.

**RETURNING FROM AN APPOINTMENT**— If a student returns to school from an early dismissal, he/she must report back to the Main Office to obtain a readmit form.

**LEAVING SCHOOL DUE TO ILLNESS**— Any student needing to leave school due to illness must report to the Nurse's Office. Students are not permitted to directly contact their parent to pick them up. Students will be admitted to the nurse's office only with a pass signed by a teacher or administrator. If a student spends time in the restroom without reporting to the nurse or high school office, this will be considered as skipping class.

When a student reports to the Nurse's Office, the nurse will determine if the student needs to be sent home. If necessary, the nurse will call home to receive permission from the parent to either send the student home or to have the student picked up. If such person cannot be contacted, the student will not be permitted to leave the school. Students released to their parents or guardians by the school nurse must sign out of the school in the main office.

**FIELD TRIPS**— If a student exceeds five (5) days of absences (excused or unexcused) prior to a field trip, they may be denied leaving school for a field trip. Permission slips must be signed by parent/guardian before a student is permitted to leave for a field trip. Parents are reminded to be on time when picking students up at the designated time set from a field trip. (**Eligibility requirements are on page 25**)

**SCHOOL ATTENDANCE & EXTRA-CURRICULAR ACTIVITIES**— Students shall attend school in order to participate or attend practice and games that day:

1. Students must have entered school and signed into the main office by 9:00am in order to be eligible to participate in their extra-curricular event or practice that evening. In the event of a two-hour delay, students must have entered school and signed into the main office by 9:36 am.
2. If a student leaves school due to illness in the afternoon, the student is ineligible to attend/participate that evening.
3. If a student leaves on the last day of a school week, the student is ineligible for any weekend contests.
4. A student may be permitted to attend practice/games or participate in extra-curricular events even though absent from school or arriving after 9:00 am if the absence is determined to be legal/excused (medical appointment, family emergency) by the principal.
5. Students cannot participate in or attend any school-related function after school if not in school that day. If a student does, the absence is considered unexcused.
6. If an absence is considered unexcused, the student will not be permitted to participate in extra-curricular activities.

# STUDENT DRESS GUIDELINES

Students are expected to exercise prudent judgment in the selection of appropriate attire for school. Paramount to proper dress is good personal hygiene. All students are expected and must come to school clean and well groomed. Like all aspects of our educational program, the dress code that follows is meant to be a learning experience that will prepare our students to be contributing and productive members of society. Personal hygiene, proper dress, and a good education can lead to success. The following are specifics to the Dress Code for Clarion-Limestone School District.

## **FOR SAFETY REASONS:**

1. No bare feet in the building.
2. Teachers will establish appropriate guidelines for proper foot wear necessary for the safety of their classroom and work areas. (Shops, gymnasium, science labs, etc.)
3. Spiked jewelry, chains, or any jewelry that may cause injury or constitute a hazard, are not permitted.
4. No wallet chains.
5. Length of pants must not go beyond the sole of the shoe and the bottom of the pant leg is a maximum of 26 inches in circumference.
6. Baggy or excessively layered clothing that can conceal items and/or poses a safety hazard is not permitted.
7. Long hair needs to be secured while working near machinery and lab situations.
8. Loose clothing must be secured while working near machinery and lab situations.
9. Anything else that can be deemed a safety hazard.

## **OTHER ATTIRE WHICH DOES NOT MEET COMMUNITY STANDARDS:**

1. No clothes with explicit, suggestive or vulgar language or symbols.
2. No clothes with alcohol, tobacco/drug pictures, symbols or wording.
3. No clothes with pictures, symbols or words that can be perceived as sexually harassing or gender demeaning.
4. Coats, jackets or garments designed for protection from the weather are not to be worn in school.
5. Pants, shorts, skirts, and skorts must be secured at the waist, no lower. Sag style is not permitted.
6. Undergarments should not be exposed in any way. However, if a buttoned shirt is worn over a T-shirt, then the T-shirt is not considered an undergarment. A buttoned shirt need not be buttoned if the shirt worn underneath covers at least 3 inches of the shoulder (as per #15).
7. All shorts, skirts, skorts and top of slits in skirts must touch the bottom of the fingertips with arms fully extended.
8. Book bags/purses/containers (such as Trapper Keepers) are permissible to carry to school. In order for the bag/purse/container to be carried to class it must be no larger than 5 inches by 7 inches. If the bag/purse/container is larger than the permitted size, it must be stored in a locker during the day.
9. Students are permitted to have their ears pierced. Any other piercings must meet the safety requirements for the student's course situation.

10. Hats, bandanas, sunglasses, visors, and sweatbands are not permitted to be worn in school by males and/or females.
11. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.
12. Each student is to maintain good personal hygiene.
13. No ripped clothes or clothes with large exposed holes. This includes jeans. The holes should be no larger than 2 inches in diameter, and must be below the bottom of the fingertips with arms fully extended.
14. No mesh/see-through tops unless a shirt is worn underneath.
15. All shirts must cover the shoulder. This pertains to male and female. No halter tops, spaghetti straps, tank tops, muscle shirts, tube tops, or other skimpy attire is permitted. No midriffs are to be exposed in the standing or sitting position. Sleeveless shirts and dresses are permitted if shoulders are covered by clothing of at least 3 inches in width (at its narrowest point). Bra straps should be covered at all times. Underarm sleeve openings should not gap open to expose undergarments or chest.
16. No body suits, spandex or skintight outfits of any kind unless covered with another layer of non-form fitting clothing.

**Any District personnel can address the dress code with the student and will send the student to the office if a final judgment is to be made by the principal.**

1. Steps will be taken to correct the situation whether the article of clothing is changed, removed, altered or covered.
2. Discipline steps to be followed:
 

1 <sup>st</sup> offense – written warning
2 <sup>nd</sup> offense – detention
3. Persistent violations will result in suspension. However complete these rules may be, they can never cover all possible situations that may arise. If a matter cannot be resolved by interpreting the rules above to the letter, then the solution to be adopted by those responsible shall lie in a principle which follows as nearly as possible the spirit of the rules.

## **ACCEPTABLE USE POLICY FOR INTERNET AND COMPUTER TECHNOLOGY (Ref. Policy # 815)**

All students must have a signed permission form on file in which parents/guardians grant permission for internet access (policy #815) and to publish images and names (policy #911) through the district's website or media sources. Permission forms for all students who attended Clarion-Limestone High School during the prior school year are on file. New students must complete the permission form. An overview of the policy is below. The written board policy #815 and #911 are available through the school office. If you wish to change this status at any time, please submit a written statement to the school.

The computer and electronic network is a limited educational forum and is provided for students and staff to conduct research and communicate with others on school-related projects. Independent access to network services is provided to persons who agree to act in a responsible and considerate manner. Access is a privilege not a right. Access entails responsibility. Individuals are responsible for their behavior and communication over the network. The following guidelines will govern the use of the internet, computer equipment, and computer software:

1. Statements made on the network are not interpreted to be private. In order to maintain system integrity and prevent inappropriate use, the district reserves the right to monitor usage of the Internet and related computer technology including, but not limited to, electronic mail.

2. All use of the Internet, computer equipment and computer software must be in support of the educational program. It is not to be used for personal use including, but not limited to:

- \* PROFIT PURPOSES
- \* HARASSING OTHERS
- \* ADVERTISING
- \* USING OBSCENE LANGUAGE, HATE MAIL OR DISCRIMINATORY REMARKS
- \* SENDING, RECEIVING, OR DISPLAYING OFFENSIVE MESSAGES OR PICTURES INCLUDING SEXUALLY-ORIENTED PORNOGRAPHIC MATERIALS
- \* NON-SCHOOL RELATED ACTIVITIES
- \* LOBBYING
- \* UNAUTHORIZED USE OF CHAT LINES

3. Use of the Internet, computer equipment or software for fraudulent or illegal copying, communication, taking material or modifying material in violation of the law is prohibited and will be referred to the appropriate authorities.

4. Loading and/or using unauthorized games, programs, files or other electronic media is prohibited.

5. The illegal use of copyrighted software is prohibited.

6. The network shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified, or abused in any way.

7. The individual user shall be responsible for any damages to the equipment system and software resulting from deliberate, vandalistic or willful acts.

8. Only software purchased by Clarion-Limestone may be installed unless verified for legitimate ownership and scanned for viruses by school computer personnel.

9. Established computer lab procedures should be adhered to and enforced at all times.

Failure to follow the policies listed can result in disciplinary actions including, but not limited to, cancellation of all computer privileges, suspension, and legal prosecution.

Specific guidelines for Internet and computer technology usage can be found in the Library and computer labs. These guidelines will cover student personal safety, illegal activities, systems security, inappropriate language, respect for privacy, computer resources limits, plagiarism and copyright infringement, inappropriate access to material and District limitation of liability.

## **STUDENT LOCKERS**

Students are assigned lockers at the beginning of the school year. The following information on locker use should be noted:

- Lockers are the property of the school district and are used by the students on a loaned basis. The school district may inspect a student's locker on an unannounced schedule. Students should not maintain expectations of privacy. Lockers can and will be searched. All lockers are subject to search by school officials, law enforcement agencies, and police canine units.
- Students are not permitted to share lockers with other students and should not use more than one locker.
- Tobacco, drugs, intoxicants, alcohol or medications are not permitted in lockers.

- No radios, tape players, CD players, calculators, personal property or money should be kept in unsecured lockers.
- Locks are available for student use. Students should place locks on lockers for added security. The school is not responsible for losses. If a student uses a non-school lock, duplicate keys or combinations must be provided to the office. Otherwise, the lock will be cut to gain access.
- Any monies brought to school as proceeds of a fundraiser should be given to the advisor or taken to the Main Office immediately upon arrival to school.
- Going to a locker is not a legitimate reason for being late to class.
- The above information also applies to gym lockers.

## **HIGH SCHOOL LIBRARY POLICY**

**Mission:** We are committed to providing the necessary digital shift to take our learners well beyond the 21st Century with a vast array of up-to-date print, online, and media sources.

**Vision:** Our goal is simple, and that is to create a comfortable gathering space for learners to communicate, research, and curate knowledge in confines configured with the state-of-the-art resources. This hub is dedicated to building the latest modes of various learning styles through multiple source formats, and the delivery of technological devices. Additionally, students will be provided the utmost relaxed learning environment cushioned to meet individual, small-group, and whole-class needs through spatial design, and accommodative furniture. Furthermore, fostering relationships amongst all users within the educational community will be the keystone piece of the active, and engaged society. Students will be provided with a revamped library of materials to peruse leisurely, or complete the most meticulous forms of academic research. Students will be able to access a combination of the latest stationary, mobile, and creative technologies. Also, students will have access to professional staff to learn how to navigate their own social utility in a user-friendly facility; thus, creating a future where the future takes place.

1. The Library will operate under school hours.
2. Students will promote, foster and maintain an efficient work, study, and reading environment in the Library.
3. Students will be on pass as they enter the Library. The pass is to be left at the desk upon arrival and is to be signed before returning to their designated class.
4. Student passes are to be completed by visiting student and faculty/staff. Included on the pass should be: Name, Date, Location, Period, Teacher, and Time.
5. Each student is responsible to sign his/her name and period upon arrival to the Library.

### **Checking Out Library Materials –**

6. Materials are checked out for two weeks and have the opportunity to be renewed for an additional two weeks.
7. Reference books /periodicals will only circulate with permission from the Library.
8. If materials become overdue while in possession of students, a monetary charge will be assessed to the student at a rate of \$0.10 per material per day.

9. Damaged or lost materials will be charged to the student, and the money paid to the Librarian will be used for replacement of materials.
10. All students are to check with the Library for use of the Conference Room, Library Office, and Library Storage.
11. Be respectful, responsible, and resourceful when using the Library. Anyone not adhering to the High School Library Policy and Student Handbook will be removed from the Library.

## **ACADEMICS**

The Clarion-Limestone Secondary School offers a wide variety of required and elective programs for each student. In grades 9 through 12, approximately 105 courses are available to the academically oriented (college bound) student, the vocationally oriented (Business, Ag-Mechanics, Industrial Arts) student, the musically and artistically oriented student and the broad-based enrichment-oriented student. Over the four-year stay with us, a student could take nearly 30 of the total offerings. To gain maximum benefit for each student, care and thought needs to be taken in the initial course selection.

Nobody knows what the future holds and courses which may appeal to the student today might not be the ones that should have provided the best background for further education. Generally, the best indicators of future success can be traced to proper background in English, Mathematics, and Science. These are critical areas of course selection; choose and study the hardest ones appropriate for your ability.

## **DUAL ENROLLMENT OPPORTUNITIES**

Senior High students have the opportunity to enroll in college courses while in high school. These classes are offered at our school during the regularly scheduled school day. Students interested in learning more about the current partnerships with colleges and universities and enrollment procedures should contact the senior high counselor or an administrator.

## **CLARION-LIMESTONE CYBER ACADEMY**

Students have the opportunity to complete their academic requirements through the district's Cyber Academy. Students enrolled in the cyber program are expected to complete all on and off-line assignments and to comply with the requirements outlined in the cyber academy contract. Students may attend the Cyber Academy full time or part time. A "blended" schedule of cyber classes is possible. Students and parents interested in learning more about the Cyber Academy should contact a school counselor or administrator.

## **PLAGIARISM**

When someone takes another's words as his or her own, he or she has plagiarized. This is a serious offense in any educational setting. Plagiarism does NOT just include long sentences or paragraphs. Taking another's words or simple idea as your own is plagiarism. See Disciplinary Actions on page 34.

## **STUDENT DEBTS**

*When a student has an outstanding debt to the C-L School District, their participation in activities (dances, field trips, athletics, graduation ceremony, etc.) can be denied until payment is made in full.*

## REQUIREMENTS FOR GRADUATION

Requirements are determined by state and local Boards of Education. Pennsylvania Department of Education regulations require students to demonstrate proficiency on either the PSSA/Keystone Exams or a local assessment aligned with the state standard. The local assessment can include such elements as written work by students, nationally available achievement tests, examinations developed by teachers to assess specific standards and other measures. Clarion-Limestone requires students in grades 9 through 12 to obtain at least twenty-four (24) units of credit in these areas. Individual courses are aligned with state proficiency standards and assessment procedures:

<b>English.....</b>	<b>4 Credits</b>	<b>Arts and/or Humanities.....</b>	<b>2 Credits</b>
<b>Mathematic.....</b>	<b>3 Credits</b>	<b>Health/Physical Education.....</b>	<b>1 Credit</b>
<b>Science.....</b>	<b>3 Credits</b>	<b>Special Interest Elective.....</b>	<b>8 Credits</b>
<b>Social Studies.....</b>	<b>3 Credits</b>		

In addition to credit requirements, the Pennsylvania Department of Education requires students to successfully pass the following Keystone exams in order to graduate: Literature, Biology, and Algebra. Other requirements for graduation and/or participation in the graduation ceremony are fulfillment of all disciplinary and financial obligations due the school.

The following is the state law we at Clarion-Limestone are obligated to follow:

### CHAPTER 4 (Curriculum) High School Graduation Requirements:

A) Students must demonstrate proficiency on the following Keystone Exams: Biology, Algebra, & Literature.

B) If, after two Keystone testing events, a student has not met the proficiency standard, the following regulation applies:

Pursuant to Chapter 4 regulations, each Keystone Exam is designed in modules that reflect distinct, related academic content common to the traditional progression of coursework. The Pennsylvania Department of Education (PDE) has developed a project-based assessment system (PBA) that is aligned with the modules for each Algebra I, Biology, and Literature Keystone Exam for students who are unable to demonstrate proficiency on a Keystone Exam or Keystone Exam module. Successful completion of a PBA aligned to the Keystone Exam or Keystone Exam module on which a student did not demonstrate proficiency shall satisfy the Chapter 4 Keystone Exam graduation requirements. A student who did not score proficient on a Keystone Exam or Keystone Exam module shall be provided supplemental instruction consistent with the student's educational program by the student's school district, Area Vocational Technical School or charter school, including a cyber-charter school, until the student can demonstrate proficiency in the subject area via the Keystone Exam or the student begins a PBA.

Source: Pennsylvania Department of Education

## JUNIORS SEEKING GRADUATION

*Students that are seeking to graduate early need to work in conjunction with the Guidance Counselor. They will need to establish a viable plan to complete work. Those students that are permitted to seek early graduation will still be deemed in Junior Status for all extra-curricular activities (homecoming, dances, athletics, field trips, etc.) until it can be determined academically they are graduating.*

# CLARION-LIMESTONE SECONDARY GRADING SCALE

Classroom percentage marks and points are translated into letter grades according to the following scale:

A-----	93% to 100%
B-----	85% to 92%
C-----	77% to 84%
D-----	70% to 76%
E-----	50% - 69%
I-----	Incomplete
WP-----	Withdrawal with passing grade
WF-----	Withdrawal with failing grade

## GRADING SYSTEM-

Clarion-Limestone School Board policy identifies the formal issuance of grades to promote a process of assessment of student performance that informs the student and parents of academic progress and provides a basis for bringing about improvement. To facilitate this policy, students and parents must have access to work submitted throughout the grading period along with the objective criteria used to determine the level of proficiency (open ended or essay type questions should have a rubric or guidelines established for objectively identifying the criteria for grade determination). Students tests, research, homework, worksheets, quizzes, etc. used to determine a students' grade will be returned to the student to facilitate an opportunity to reflect on the graded work thus increasing student opportunity for improvement.

In order to successfully pass a course a student must receive a cumulative average of 70%.

- In a full year course there are four percentage grades (one for each nine weeks) used to determine the final grade. In other words, the four percentage grades will be added together and divided by four to calculate the final percentage grade.

- In a semester course, there are two percentage grades (one for each nine weeks) used to determine the final grade. In other words, the two percentage grades will be added together and divided by two to calculate the final percentage grade.

## REPORT CARDS-

Clarion-Limestone is going digital with report cards. Paper reports will no longer be sent home. At the end of each quarter, parents and students can access their report cards through the CSIU portal. More information will be shared with families during the first nine weeks of school.

## THE "I" OR INCOMPLETE GRADE-

In order to gain the most benefit from any course, the student is expected to complete all major course requirements before the end of the school year. Any student who does not complete major requirements of the course cannot expect to pass the course in full.

Therefore, any "I" or incomplete given to the student during any grading period indicates that the student must make up the assigned work within the specific time (generally fifteen [15] school days after the end of the 9 weeks). Any student not converting the "I" to a grade could receive an "E" for the nine weeks.

**Exception:** Some of the work is of the nature that can only be completed within a certain class activity. If it is impossible for the student to complete the work at a later date, the teacher has the option to offer acceptable substitute work.



## CONFERENCES-

Conferences are an excellent method of combining instructor and parental efforts to help student achievement in the classroom. Face to face discussions can straighten out misunderstandings before they develop into problems for the student. Contact the Guidance Counselor to arrange for parent/teacher conferences.

## PROMOTION TO THE NEXT GRADE-

Promotion shall be based upon successful completion of courses.

- Promotion to grade 10 shall require a minimum of 4 units of credit.
- Promotion to grade 11 shall require a minimum of 8 units of credit.
- Promotion to grade 12 shall require a minimum of 16 units of credit.

## HONOR ROLL

### HIGH HONOR ROLL-

- A Grade Point Average of 4.00 and above.

### HONOR ROLL-

- A Grade Point Average of 3.25 - 3.99
- First level elective courses (Art I, Wood I, etc.) are not counted in the GPA.
- Seniors must take at least two of the four main subject areas plus at least one second level or high course offerings.
- There can be no "D" or "F" in any subject area 9-week grade.

**NOTE: An incomplete grade in a course automatically disqualifies a student from the high honor and honor rolls.**

### HONOR PINS-

Students who earn a place on the Honor Roll or High Honor Roll in three or more of the four quarters will be eligible to receive an academic honor pin.

## NATIONAL HONOR SOCIETY

For many students, selection as a member of the National Honor Society is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Because of the importance placed upon this aspect of secondary school life, local chapters are charged with creating a selection process that conforms to the national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students.

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll and the extent to which the local chapter emphasizes the other components of the selection process (leadership, service, and character) should be carefully included in the selection process guidelines.

# CLARION COUNTY CAREER CENTER VOCATIONAL PROGRAMS AVAILABLE TO SECONDARY STUDENTS

The Clarion County Career Center (CCCC) offers programs in nine (9) different career areas to students from seven (7) area sending schools. Students who choose to enroll in a CCCC program will attend during the AM session (lasting approximately 2.5 hours). The remainder of their day involves completing their core academic courses of study at their respective sending school. Programs are designed to be three years in length, beginning in the 10<sup>th</sup> grade. However, 11<sup>th</sup> and 12<sup>th</sup> grade students may also begin a program, and would be encouraged to do so, if this would assist them in reaching their career or educational goals. There are many opportunities for students enrolled in a CCCC program. All programs prepare students for immediate employment, or post-secondary education program options. Senior students who demonstrate a high level of competency in their program, can participate in a cooperative education experience with an area employer. Furthermore, articulation agreements with some post-secondary institutions can provide students with advanced credits or placement. Lastly, CCCC students have the opportunity to earn industry recognized certificates, or licenses, through examinations or certification testing programs.

**ALLIED HEALTH SCIENCE:** Successful graduates of Allied Health can acquire entry-level jobs as patient care aides, home health aides, and therapy aides. Students may return after graduation for a certified nursing assistant course free of charge. As students meet the required academic courses necessary for the pursuit of a health career, they are also learning a variety of hands-on healthcare skills.

**AUTOMOTIVE TECHNOLOGY:** Students enrolled in this program will learn the basic fundamentals of today's high tech automobile. The students can gain high level knowledge needed to become an ASE certified technician and/or PA State licensed inspection mechanic. Successful completers of the program will have the skills to become an entry-level auto technician.

**COMPUTER NETWORKING:** Students who enroll in this program will have the opportunity to obtain basic computer and networking fundamental skills, all the way to industry skill certifications. Great hands-on experience trouble-shooting plus repairing computer and networking related issues. The students receive the industry "how-to" and knowledge to handle common and uncommon situations.

**CONSTRUCTION TECHNOLOGY:** Students receive training in all aspects of the construction trades. Students will learn skills and theory in the carpentry, electrical, plumbing, masonry fields and the International Residential Code (IRC). As a student in Construction, you can expect to participate in the construction of many "hands-on" projects including a complete modular home.

**COSMETOLOGY STYLING ACADEMY:** The cosmetology course provides the skills required to become a state licensed Cosmetologist. Classroom instruction and clinical experience ensure the training needed to perform tasks used in today's ever-changing cosmetology industry.

**CULINARY ARTS & HOSPITALITY:** Students in this program can prepare themselves with the training necessary for entry-level jobs in the food service industry. Some of the skills learned are: commercial food preparation and service, sanitation, inventory control, knife skills, weighing, measuring, cake decorating, commercial kitchen equipment operation and baking skills.

**DIESEL TECHNOLOGY:** Diesel is an eight-unit instructional program designed to prepare students for entry-level job placement or advanced course offerings at several technical or community colleges. Some of the learned skills are: diesel engine rebuilding, electronic engine controls, drive components, air conditioning, brakes and steering.

**POLICE SCIENCE:** This program prepares students for a variety of exciting careers in public safety. Through the three-year program, students are taught common police investigation techniques, private security concepts, emergency dispatch procedures, advanced emergency medical skills, crime scene investigations and the criminal justice system.

**WELDING & FABRICATION:** With state-of-the-art facilities, the welding and fabrication skill development area provides the students with the opportunity to learn welding and fabrication techniques. The demand for welders in this region is very high! Some skills learned are: oxy-acetylene cutting, brazing, stick welding, MIG welding, TIG welding and plasma cutting.

## **CTE ADMISSIONS**

**ADMISSIONS POLICY** – The PDE approved Career and Technical Education Program has an unlimited enrollment and allows all students to participate in classes that are detailed in the scope and sequence in CATS. The school district adds additional sections if warranted by student course selection.

**RECRUITMENT PROGRAM** – Clarion-Limestone Jr./Sr. High School Agricultural Mechanization, General and Administrative Assistant and Secretarial Science, General CTE Program recruits students and provides equal access by providing semester introduction courses to students in grades 7 and 8. The programs are also discussed in the classroom with the teachers of those semester courses. The guidance counselor facilitates the course selection process in the classroom setting. The program is discussed and questions are answered. Students also gain an understanding by observing their peers in the programs and learning what the programs entail from talking to their peers.

**SELECTION AND PLACEMENT PROCEDURE** – At Clarion-Limestone, students are introduced to CTE courses that align with the PDE Approved CTE Programs during their 7<sup>th</sup> and 8<sup>th</sup> grade year. These classes are offered for one quarter of the year and all students in those grades cycle through the classes at some point in the year. These classes act as a means of generating interest and recruitment tools in learning more about the PDE Approved Programs. Students also gain an understanding of the hands-on classes that are offered at Clarion-Limestone. The guidance counselor also has classroom scheduling time where he explains the PDE approved Program course and scope and sequence in depth. This happens each year with each grade level. Ninth grade students take a Careers class that assists students in gaining an understanding of what career path they may take. By this stage in high school, some students are understanding that our CTE programs are something that they want to participate in because of the courses offered and what their future career path interest is. At Clarion-Limestone we do not limit the amount of students in the program. If they are interested, they can participate.

## **ACTIVITY BUS**

The activity bus is provided Monday through Wednesday pending weather and school schedule. If a student is in need of the activity bus, they are to inform the high school office on the Friday prior to the week they need transportation. Otherwise, the student will need to find alternative transportation.

## **STUDENT DRIVER POLICY**

Students who desire to use transportation other than school buses (automobiles, motorbikes, bicycles, etc.) must first get permission from the administration. To obtain permission the student must:

1. Secure a driver registration form from the office. Forms are to be completed and returned to the office during the 1<sup>st</sup> week of school. Include names of students who will be riding with the driver.
2. The driver will be given a registration tag. Display the driver registration tag in the vehicle.

Students must be registered in the high school office in order for a student to be permitted to drive to school. If a student is found to be driving who is not registered in the office, the following will occur:

1st OFFENSE— Loss of driving privileges for 5 school days.

2nd OFFENSE— Loss of driving privileges for the remainder of the school year.

### **THE RULES THAT FOLLOW GOVERN STUDENT VEHICLES:**

- Student vehicles must have the driver registration tag displayed and visible.
- Student vehicles are to be parked only in the area designated for them.
- Students are not permitted to go to or move their vehicles during the school day without permission from the office.
- The speed limit on school property is 15 miles per hour.
- Only licensed motor driven vehicles are permitted on school property.
- Any indication of unsafe, reckless, or discourteous driving (example: spinning tires) may result in suspension and/or revocation of driving privileges.
- All vehicles are subject to searches by school officials, law enforcement agencies, and police canine units.
- Driving privileges may be suspended for excessive tardiness, absences, and poor academic performance.
- The school is not responsible for theft, vandalism to automobiles, or their contents.
- Students are not permitted to sit in cars for any reason. The student is expected to lock his/her vehicle upon arrival at school and to report into the building.
- Students are required to park between the yellow lines. (Designated Parking Spot)
- Student drivers are to leave after the school bus dismissal at 2:40pm. Failure to do so could mean possible suspension of driving privileges.

The school considers the use of an automobile to be one of the most serious responsibilities assumed by students in the school. Therefore, all rules are expected to be obeyed and will be strictly enforced.

## STUDENT WORK RELEASE

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1. For qualified juniors and seniors with at least the required number of credits.
2. One period per day; first or eighth.
3. Must take place during a scheduled study hall.
4. Required form must be signed by student, parent, guidance counselor, principal, and employer.
5. Periodic checks will take place by Guidance Department to ensure continued employment.

## STUDENT WORK PERMIT

The Child Labor Laws of Pennsylvania require that minors, ages 14-17 obtain a work permit prior to beginning work. A "Work Permit Application" may be obtained in the high school office and must be signed by the parent/guardian. Any student who is younger than 16 years of age must also have the "Parental Acknowledgement of Minor's Duties and Hours of Employment" form filled out by the employer and the parent/guardian. Once all of the required paperwork is completed, the secretary will issue the "Work Permit" to the student. The student is required to keep the Work Permit until they turn 18 years of age. *Under the current Pennsylvania Child Labor Act, if a student cannot maintain adequate academic achievement, the student's work permit can be denied or revoked.*

Hours of Employment during the School Term:

Ages 14 & 15- 3 hours on school days (no later than 7pm)  
8 hours on non-school days (until 9pm)

Total 18 hours Monday – Friday; additional 8 hours on Saturday & Sunday

Ages 16 & 17- 8 hours per day (no later than midnight)

Total 28 hours Monday – Friday; additional 8 hours on Saturday & Sunday

## PROJECT REQUEST PROCEDURES FOR SHOP CLASSES

Students that wish to complete a class project (ex. Mahogany cabinets) in conjunction with their shop class shall follow the following procedures prior to beginning work:

1. Students must review their projected plan with their course instructor to determine costs and time factors.
2. After the student calculates all costs associated with the project and receives permission from their instructor, they will complete the "Project Request" form.
3. The Project Request form, with payment in full, will be submitted to the high school office for approval by the building principal or superintendent.

**NOTE: No project may leave the district without the high school office having a completed copy of the Project Request and payment in full.**

# STUDENT ACTIVITY GUIDELINES

**JUNIOR HIGH** – Grades 7, 8, 9

**HIGH SCHOOL** – Grades 10, 11, 12

**GRADUATES** - will be permitted to attend as a guest to school dances if they are less than age 21. This individual must have been in good standing while in school and upon graduation.

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**HOMECOMING** is a High School activity. Grades 7 & 8 may attend only if an invited guest of a student in grades 9 - 12.

**JUNIOR HIGH PROM** and specific dances are a Junior High activity.

**OUTSIDE GUESTS** - Students inviting a guest not currently enrolled as a C-L student must provide the Main Office with a completed request form (provided by the office) and photo ID by the date and time announced. Guests must be less than age 21.

**STUDENT COUNCIL ACTIVITIES** - Governed by student council and the advisor.

**PROM** is recognized as an important social event in the life of high school students. It is an event that carries social significance and therefore should be reserved as a culminating social event for upperclassmen.

- \* Students in grades 11 and 12 will be permitted to attend.
- \* Students in grades 9 and 10 may attend when invited by a C-L student in grades 11 or 12.
- \* Students in grades below 9th may not attend the Prom.
- \* The normal school rules and regulations as well as procedures established for operation of the Prom shall be followed.

Attendance at any other activity will be determined by the High School Principal on a case by case basis.

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**CLUBS** — The following is a listing of clubs currently offered by the district.  
Clubs in the District are supervised by high school and/or elementary staff.

**Academic Decathlon**- Must be enrolled in the class. Students attend 3 competitions in Erie and may advance to Regional, State, & National competitions.

**Art Club**- Open to students in grades 7-12 to work on individual and group art projects. Meets during selected Activity Periods and after school as announced.

**Bible Club**- Meets during select Activity Periods (lessons, games, etc.) Grades 7-12.

**Computer Club**- Open to students in grades 10-12 who are self-motivated and responsible and have an above average knowledge of computers.

**Conspiracy Theory Club**- Students in Grades 10-12 with an interest in researching, discussing, and analyzing popular conspiracy theories.

**Dance Team**- 9<sup>th</sup>-12<sup>th</sup> grade students may try out. The dance team performs for home football and basketball games.

**Drama Club**- 10<sup>th</sup>-12<sup>th</sup> grade students enrolled in Drama class. Provides extra-curricular acting experiences.

**Envirothon**- Open to 7<sup>th</sup>-12<sup>th</sup> grade students who want to participate in Environmental competitions against other school districts.

**Foreign Language Club**- 11<sup>th</sup>-12<sup>th</sup> grade students in levels 3 & 4 of language study.

**Future Business Leaders**- 7<sup>th</sup>-12<sup>th</sup> grade students interested in business marketing.

**Future Farmers of America (FFA)**- Open to students enrolled in an Ag Education Class.

**Future Teachers of America (FTA)**- 10<sup>th</sup>-12<sup>th</sup> grade students interested in teaching have an opportunity to be a teacher's aid or an elementary tutor.

**Junior Historians**- Open to 10<sup>th</sup>-12<sup>th</sup> grade students interested in historical events. Activities include historical movies and helping with the Veterans Day Assembly.

**Key Club**-

**National Honor Society (NHS)**- for information, see page 17

**Photography Club**- Students in Grades 9-12 who are interested in photography.

**Political Science Club**- Students in Grades 10-12 interested in learning about and discussing current events in a civil discussion which encourages differing viewpoints.

**Physics Club**- Open to students currently enrolled in Physics Class.

**Reading Competition**- 7<sup>th</sup>-12<sup>th</sup> graders who like to read. Students read selected books; testing their knowledge of the books against students from other schools.

**Red Cross Club**- Students in Grades 8-12 participate in Red Cross service projects and work closely with the local Red Cross unit.

**Science Olympiad**- Open to students in grades 7-12 who want to participate in the Science Olympiad. Students must maintain a 2.00 GPA.

**Sensations**- 9<sup>th</sup>-12<sup>th</sup> grade students may audition to be a part of the Show Choir. Performances throughout the year at the school and a few at other venues.

**Student Council**- 7<sup>th</sup>-12<sup>th</sup> graders may apply but must have/maintain a 2.00 GPA. The group is involved with activities supporting faculty, administration, and community.

**Yearbook**- Open to students in grade 7-12 to complete various jobs required to prepare the school yearbook. Students must maintain a 2.00 GPA.

**SPORTS** — Clarion-Limestone offers many extra-curricular sports activities.

<b>FALL SPORTS INCLUDE:</b>	<b>Cross Country</b> — Grades 7-12 <b>Football</b> (Co-op w/Clarion)—Grades 7-12 (Jr. High/Jr. Varsity/Varsity) <b>Golf</b> — Grades 9-12 <b>Soccer</b> (Co-op w/Clarion)— Grades 9-12 <b>Volleyball</b> — Grades 9-12
<b>FALL/WINTER:</b>	<b>Cheerleading</b> — Grades 7-12 (Jr. High & Varsity)
<b>WINTER SPORTS:</b>	<b>Basketball</b> — Grades 7-12 (Jr. High / Jr. Varsity / Varsity) <b>Wrestling</b> (Co-op w/Clarion)— Grades 7-12 (Jr. High & Varsity)
<b>SPRING SPORTS:</b>	<b>Baseball</b> — Grades 9-12 <b>Track</b> — Grades 9-12 <b>Softball</b> — Grades 9-12 <b>Volleyball</b> — Grades 7-8

**EXTRA-CURRICULAR GUIDELINES**

The extra-curricular activities in the Clarion-Limestone Area School District are designed to promote a wholesome atmosphere of good sportsmanship, team work, and competition among students, to build motivation, self-discipline, and to develop personal satisfaction.

These goals and qualities will help many students attain greater career success. From this framework, the following guidelines have been established to help insure success:

**ISSUANCE OF VARSITY JACKETS -**

- Students must have received a varsity letter to be eligible.
- Sizing for jackets are scheduled 1 time per year, after fall sports.
- All jackets must be ordered through the school.

**DUTIES OF COACHES AND ADVISORS -**

- To carry out all established rules and regulations to the best of their ability.
- To set an example of good moral conduct and cooperation.
  - a. To be unbiased and fair in all dealings with their respective group.
  - b. To work for what is best for the group and not for self-convenience.
- Advisors and coaches have a responsibility to establish reasonable rules and regulations for their respective groups. Rules are to be approved by the athletic director (where applicable) and/or the High School Principal. Coaches’ and advisors’ rules shall be distributed to each participating student and be posted in an appropriate area.

**ADDITIONAL BAND/CHOIR RULES (GRADES 9 - 12) -**

- Graded work – participating during class time.
- Extra-curricular – after school performances. Extra-curricular events will fall under district guidelines of action and the instructors will be responsible to set up their own additional guidelines and rules for band/choir.



## PARTICIPATION REQUIREMENTS

### **SPORTS-**

- Athletics requirement – not age nineteen by June 30 of preceding year.
- A CIPPE (comprehensive initial pre-physical evaluation) is required and may be performed **no earlier than June 1st**; and, regardless of when performed during the school year, remains effective **only until the next May 31st**. The office must receive the signed informed consent letter and completed medical treatment card before the first practice is permitted.
- Participation fees must be paid.
- Students who are repeating an entire grade **are ineligible** to participate.

### **ALL EXTRA-CURRICULAR -**

- If a student is placed on a weekly ineligible list, that student will remain ineligible For a minimum of one week.
- Must have medical insurance coverage.
- Must not be absent from school during the semester for a total of 20 or more school days.

### **SCHOOL ATTENDANCE** - Please refer to Page 9.

**HOME SCHOOL-** Home schooled students are eligible to participate in extra-curricular activities according to Policy #137.

**ATHLETIC PARTICIPATION AT VARSITY/JV LEVEL BY FRESHMEN -**  
See District Policy on page 48.

**FIELD TRIP PARTICIPATION-** (Attendance requirements on page 9)  
Participation in field trips conducted during or after the school day will be determined by procedures for determining eligibility in student activities.

**PROCEDURES FOR DETERMINING ELIGIBILITY IN SPORTS, CLUBS, OR ANY SCHOOL-RELATED ACTIVITY-** All teachers indicate which students are not passing for the grading period. All failures are compiled by the guidance counselor and a directive to all coaches/ advisors is made indicating which students are eligible to participate for the following week. An academically ineligible student may not play or perform in the actual event.

**INELIGIBILITY CONSEQUENCES-** The following will apply:

**-WEEK OF INELIGIBILITY—** permitted to practice but not compete for that week. The ineligible student will be required to do tutoring sessions during a week of ineligibility to show effort of improving grade(s). This will maintain the student's involvement in the activity and give the basis for improvement.

**-AFTER 3<sup>rd</sup> CONSECUTIVE WEEK OF INELIGIBILITY —** If no effort is documented in at least two of those three weeks, they will be removed from the activity (sports, clubs, activities).

-If a student is failing more than one credit in his/her major subjects at the end of the nine-week grading period, they will be ineligible for at least 15 school days of the next grading period. At the end of the school year, the final grade determines

eligibility for the next year. If a student is failing more than one credit in his/her major subjects on his/her final report card, he/she will be ineligible for the first 15 days of the coming year.

**NOTE: Students who are repeating an entire grade are ineligible to participate.**

**-SENIOR RECOGNITION** - In the event a student is ineligible the week of senior recognition, they will be permitted to participate in the senior recognition ceremony but not participate in the scheduled activity itself.

## **STUDENT ELIGIBILITY REQUIREMENTS**

**ACADEMIC** – The primary purpose of attending school is to obtain an education, which will be a foundation for the future. At Clarion-Limestone we strive to encourage our students to excel beyond the minimum requirement of passing four full-credit subjects, or the equivalent, as established under the regulations set forth by the PIAA.

**GRADES 7-11** – Students must pass the four full credit subjects or their equivalent as established by the PIAA. Three of these four classes must be in the core subjects of Math, Science, English, and Social Studies. The elective(s) can comprise the balance of the needed credit(s).

**Grades for repeated courses, required for graduation, will be subject to the same eligibility rules. Repeated course grades will count toward GPA and weekly eligibility.**

**GRADE 12** – At the twelfth-grade level, a student will need to pass all subjects which are needed to graduate (minimum of 4 credits). To maintain eligibility, seniors must remain on course for graduation. To help ensure graduation requirements are met, the following criteria will apply: A senior must be passing the 4 credits established by the PIAA and any other courses necessary for his/her graduation requirement. There is a possibility of five, six, seven, or eight credits determined on each individual case.

1. A senior, who at any time during a nine-week period, is turned in for having a failing grade in any mandatory class will be placed on academic probation.
2. A senior on academic probation will receive a written notice of his/her academic status from the high school office.
3. A senior on academic probation will remain on probation until the grade is brought up to a passing mark.
4. At the end of the first nine-week grading period, a senior receiving a passing grade in a mandatory class, receives the privilege of academic probation for the next grading period. This will also apply for the final grade earned for the second and third nine-week grading periods.
5. If, at the end of any nine-week grading period, a senior receives a failing grade in a mandatory subject for graduation, he/she may not go on academic probation for the remainder of the school term for that specific class.
6. Any senior not qualifying for academic probation in any mandatory class, must uphold the weekly eligibility requirement, maintaining a cumulative passing grade from the first day of the current nine-week grading period.

7. If, at the end of the third nine-week grading period, a senior has failed each of the first three grading periods, he/she will be academically ineligible for the remainder of the school term.

<b>DETERMINATION OF GRADE AVERAGES:</b> <b>A = 4</b> <b>B = 3</b> <b>C = 2</b> <b>D = 1</b> <b>E = 0</b> <b>I = 0</b>	<b>WEIGHTED CLASSES DETERMINED BY FINAL GRADE:</b> <b>A = 5</b> <b>B = 4</b> <b>C = 3</b> <b>D = 2</b> <b>E = 0</b> <b>I = 0</b>
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To convert the letter grade to numerical value, add the total and divide by the number of five-day-a-week classes during the nine-week period. Classes that meet less than five days a week will count as .5 of a class.

Activities for September are based upon the final grades of the previous year. A student is not eligible to participate for the first 15 days of school if he/she has not passed the minimal credit requirements based on his/her final grade.

At no time shall the 2.0 grade point average as determined by Clarion-Limestone High School be mistaken for the 2.0 grade point average determined by the NCAA Initial-Eligibility Clearinghouse for high school students. The NCAA 2.00 grade point average is determined by grades earned in a core curriculum of at least 13 academic courses, which were successfully completed during grades 9-12.

**These include the following:**

<u>NCAA REQUIREMENTS</u>	<u>DIVISION I</u>	<u>DIVISION II</u>
English Core	4 years	3 years
Math Core*	2 years	2 years
Science Core	2 years	2 years
Social Science Core	2 years	2 years
From English, Math, or Science	1 year	2 years
Additional Core- (English, Math, Science, Foreign Lang., Social Science, Computer Science, Philosophy, Non-doctrinal Religion)	<u>2 years</u>	<u>2 years</u>
<b>TOTAL Core Units Required....</b>	<b>13 years</b>	<b>13 years</b>

## ATHLETE STUDENT CONDUCT

The use of illicit drugs is unlawful and possession/use of alcohol and tobacco is wrong and harmful.

**DRUGS / ALCOHOL** – The use of and/or possession of alcohol or drugs on or off school property during the season or school is prohibited.

### **1st Offense –**

- Immediate removal from the current team or activities that are in season or currently participating in and ineligible for remainder of the season.
- Students will be referred to the Student Assistance Program and/or appropriate law enforcement agencies.*
- If a student follows the suggestions of the Student Assistance Program's agencies, the ineligibility for participation can be considered for decreasing to a minimum of 15 school days.*

- d. In the event the violation occurs in the last nine weeks of the school year it will carry over in to the first 15 days of the new school term.
- e. Students will be eligible to practice but ineligible to compete in the next season in which the student would be enrolled for 15 school days from the first legal practice date.

**2nd Offense** – Ineligible to practice and compete for one calendar year from the anniversary date of the offense.

**STEROIDS** – The use of anabolic steroids is prohibited on or off school property except for a valid medical purpose. Body building, muscle enhancement, or strength or the enhancement of athletic ability is not a valid medical purpose.

**1st Offense** - Suspension from athletics for the remainder of the season and the school year.

**2nd Offense** - Suspension from athletics for the remainder of the season and the school year plus the following athletic year.

**3rd Offense** - Permanent suspension from school athletics.

**NOTE: A medical evaluation to determine that no residual evidence of steroids exists will be taken prior to resuming athletics.**

**TOBACCO USAGE** – The use of tobacco on or off school property in any form is prohibited by a team member.

**1st Offense** - Suspension from one game.

**2nd Offense** - Removed from the team for the remainder of the season.

**SUMMER RULES** - The school believes the use of the preceding items is detrimental to student health and ability at all times. The rules are in effect and will be applied to the following season if an infraction is observed by district personnel.

**IMPROPER CONDUCT** - Any conduct unbecoming a school representative that may include the following are grounds for removal or temporary suspension by advisor, coaches and/or administration:

1. Being arrested or cited and convicted under the Pennsylvania Crime codes.
2. Cheating on an examination, test or other work.
3. Defacing, destruction, or illegal possession of school property.
4. Improper conduct on a school team bus (as determined by advisors/coach).
5. Failure to attend scheduled practices, meetings, games, or meets without notifying and receiving approval of the coach or advisor.
6. Failure to follow a direct order or established rule given by the coach, advisor, and/or administration.

The advisors, coaches, and/or administration have the obligation to discipline any student involved in any incident that may not be covered in the rules and which may be deemed improper.

Extra-curricular activities are open to all students regardless of mental or physical ability, religion, race, or sex.

## **STUDENT CONDUCT / DISCIPLINE**

### **SCHOOL BOARD POLICY – SELF-DISCIPLINE**

One of the basic educational objectives is the development of self-discipline in students. Towards this end all students are encouraged to demonstrate acceptable behavior patterns in their personal conduct, student-peer relations, relations with adults, grooming and dress. Whenever behavior patterns disrupt the learning climate of the school or the safety and welfare of individuals, it shall become a matter of administrative action involving the student and/or parent or guardian.

Some students believe that punishment is an attack of their character or personality. This is not true. A student is corrected for some conduct that is not deemed appropriate. Once the corrective action is administered and served, the issue is settled. Corrective action is to serve as a deterrent. Its purpose is to tell a student that “your behavior in this particular incident was not accepted, and correct the behavior and you will get along well.” Effective discipline serves two purposes. First, it prevents the recurrence of a particular misbehavior in a student. Second, it is a learning experience for the student, permitting him or her to see why certain rules have been made and why they must be followed.

Our school disciplinary policy, at minimum, has three objectives in mind:

- Preserving the kind of environment needed for effective teaching.
- Dealing with disorderly conduct in a consistent way that corrects students' behavior while keeping them in school.
- Using out-of-school suspension or expulsion only as a last resort and only when the other students' education is significantly affected.

For these objectives to be met in school, the student must learn basic discipline guidelines from both the school and the home. Discipline must be looked upon as important and necessary by the student, the parent, and the school.

The school district is responsible for students:

1. During the instructional hours of the school day in the school.
2. During the instructional hours of the school day on school district property.
3. On school district vehicles (owned, rented, leased, or contracted). Bus stop activity will depend on the situation.
4. At school district events held before, during, or after school that are directly observed and supervised by school district staff.

### **GENERAL GUIDELINES**

- Please do not run in the halls or on the stairs.
- Students shall be in school/class on time and ready to learn.
- Do not linger in the halls between classes.
- Teachers have authority in all areas of the school and school grounds. Not following their instructions is considered general defiance of authority.
- We all have individual rights, however, we have a responsibility not to infringe upon the rights of others... (damage to student property, distracting or disruptive behavior which interferes with another student's right to learn).
- While in school, students shall not fight, possess/use tobacco products, possess/use alcoholic drinks, and possess/use illegal drugs.

- Treat fellow students and other persons with respect.
- Do not use obscene or foul language in word or in writing.

Any student who is involved in a disagreement with another person is advised to seek the assistance of a Guidance Counselor, Administrator, or teacher in an attempt to resolve a problem rationally before a fight occurs.

## **DEFINITIONS -**

**Fight** — Any situation in which a student's actions or inactions may be deemed to have caused or contributed to a physical confrontation including, but not limited to, hitting or other actions in which physical contact is made and/or situations in which one or both students have sustained physical injury.

**Disorderly Conduct** — A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she:

- Engages in fighting or threatening, or in a violent or tumultuous behavior.
- Makes unreasonable noise.
- Uses obscene language, or makes an obscene gesture; or any act which serves no legitimate purpose of the actor.

**Harassment** — A person commits a summary offense when, with intent to harass, annoy or alarm another person he/she:

- Strikes, shoves, kicks or otherwise subjects him/her to physical contact, or attempts or threatens to do the same; or
- Follows a person in or about a public place or places; or
- Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and serve no legitimate purpose.

**Simple Assault** — A person is guilty of simple assault if he/she:

- Attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another;
- Negligently causes bodily injury to another with a deadly weapon;
- Attempts by physical menace to put another in fear of imminent serious bodily injury.

**Aggravated Assault** — A person is guilty of aggravated assault if he/she:

- Attempts to cause serious bodily injury to another, causes such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life;
- Attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employee or student of any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his/her employment or because of his/her employment relationship to the school.

## PENALTIES FOR FIGHTING –

The following penalties will be imposed for fighting:

- Fighting will result in up to three days or more suspension at the discretion of the Administration.
- In order to underscore the fact that fighting must not occur, the parties involved will be referred immediately to the appropriate law enforcement authorities for possible criminal prosecution. This action would result in a citation or arrest for disorderly conduct, assault or harassment, under the Pennsylvania Crimes Code. Depending upon the circumstances, students who are under eighteen years of age could be placed under the supervision of the Clarion County Juvenile Authorities.

Possible penalties for conviction in one/more of these areas may include:

**DISORDERLY CONDUCT:** Fines up to \$2500, community service work, or up to one year in prison.

**HARASSMENT:** Fines up to \$300 / Up to 90 days in prison

**SIMPLE ASSAULT:** Maximum of \$2500 to \$5000 fine

**AGGRAVATED ASSAULT:** Fines up to \$25,000 / Up to 10 years in prison

## DISCIPLINE ASSIGNMENTS

We will use detention, suspension, school improvement, and/or alternative placement for discipline assignments. Any days of suspension, detention, or eligibility will refer to actual school day.

### DETENTION:

- Detention will be scheduled two nights per week until the activity bus. The nights of detention will be assigned so that there will not be a conflict with bus assignments. Detention will be assigned at the discretion of the office.
- If it is necessary to reschedule a detention, a parent/guardian must call and speak to the Principal to explain the reason for requesting a rescheduled detention. The only acceptable reasons to reschedule a detention are for a medical appointment or family emergency.
- Detention will not be a split variety; it will be for the duration of the afternoon (dismissal until activity bus).
- Detention will be structured time to include writing, readings, possible group activities...guest presenters, etc. USE OF TIME NOT JUST SPENDING TIME.

### IF A STUDENT FAILS TO STAY FOR THE REQUIRED DETENTION:

- First failure to stay with permission from the administration, will result in the detention being rescheduled.
- First failure to stay without permission from the administration, will result in the assignment of an additional detention.
- Second failure to stay will result in one day of in-school suspension, and the student will still be expected to complete the assigned detention.

Continued failure to complete assigned detention can result in out-of-school suspension or alternative placement. Number of days of alternative placement will be at the discretion of the Principal.

**NOTE:** The Administration retains the right to assign more severe punishment. The Administration retains the right to use its discretion in all disciplinary matters.

### **IN-SCHOOL SUSPENSION:**

Students assigned to in-school suspension will immediately report to the supervised study room at the beginning of first period each day of their assigned suspension. Students will be required to remain in the supervised study room until the end of the school day. No student will be excused prior to the end of the school day except for a medical appointment or emergency. No hall passes will be issued; however, two five-minute lavatory breaks will be granted, one for morning, one for afternoon. Electronic devices of any kind are not permitted. Students may carry their lunch on days of suspension or purchase lunch in the cafeteria. The consumption of food and/or drinks, is only permitted during the student's assigned lunch period. Students who are illegally absent from school during any of the days assigned in-school suspension will result in additional disciplinary action at the discretion of the administration.

Failure to report to in-school suspension upon return will result in additional in-school or out-of-school suspension. Students who are tardy to school on days of assigned suspensions must still report to the suspension room after registering in the office. All missed time will be made up during the next school day.

Teachers will send assignments and tests to students assigned supervised study upon request. It is the student's responsibility to bring textbooks, classroom assignments, and materials to the supervised study room. Suspended students will be given the appropriate credit for work completed in the supervised study room. The strictest study rules will be maintained.

A student who has been suspended, in-school or out-of-school, will be allowed the same number of school days in which to complete class-work, tests, examinations, and other missed assignments, as the number of school days for which he/she was under suspension. It is the responsibility of students, to obtain from their teachers any work missed due to suspension.

**NOTE:** **Students on any type of SUSPENSION may not attend/participate in any school activity.**



## **EXAMPLES OF DISCIPLINARY ACTIONS:**

### **1. SKIPPING CLASS / LUNCH / STUDY HALLS:**

- 1<sup>st</sup> Offense- 1 detention
- 2<sup>nd</sup> Offense- 2 detentions
- 3<sup>rd</sup> Offense- detention, suspension, or combination of both at the discretion of the Administration.

### **2. LEAVING SCHOOL WITHOUT PERMISSION /WITHOUT NOTIFYING THE OFFICE:**

- 1<sup>st</sup> Offense- 2 detentions per periods skipped
- 2<sup>nd</sup> Offense- Suspension or a combination of detention and suspension.
- 3<sup>rd</sup> Offense- Continual offenses may result in discipline and parent conference.

**NOTE:** Students becoming ill are to report to the high school nurse. If the nurse is not in, please report to the high school office for assistance. Students who become ill and leave the building without following proper procedure will be treated as leaving school without permission. (See page 9 for information on leaving school due to illness.)

### **3. POSSESSION/USE OF TOBACCO / NICOTINE PRODUCTS / ELECTRONIC (E) CIGARETTES / NICOTINE DELIVERY DEVICES OR LOOK-A-LIKE PRODUCTS ON SCHOOL PROPERTY: Refer to District Policy on Page 50.**

- 1<sup>st</sup> Offense- 3 days of detention and participation in the Smokeless Saturday program.
- 2<sup>nd</sup> Offense- 3 days of in-school suspension and participation in the Smokeless Saturday program.

**Failure to attend the Smokeless Saturday program will result in a citation being filed with the District Magistrate.**

### **4. DISRESPECTFUL LANGUAGE OR UNCOOPERATIVE ACTIONS DIRECTED AT A SUBSTITUTE TEACHER, STUDENT TEACHER, OR TEACHER:**

- 1<sup>st</sup> Offense - 1-3 days of suspension
- 2<sup>nd</sup> Offense - 3-5 days of suspension

### **5. DISRESPECTFUL OR FOUL OBSCENE LANGUAGE DIRECTED TO A FELLOW STUDENT:**

Offensive language used in a hostile manner that can result in physical confrontation or be perceived as verbal abuse to fellow students. Teachers will refer student for Administrative action.

### **6. OPEN DISPLAY OF AFFECTION ON SCHOOL PROPERTY:**

This includes kissing, affectionate embracing, clinging arm around each other's waist and similar affectionate actions in the school building and while leaving or boarding school buses or private vehicles. Holding hands is permissible.

- 1<sup>st</sup> Offense- Detention plus parent contact
- 2<sup>nd</sup> Offense- One day of suspension plus parent contact
- 3<sup>rd</sup> Offense- Three days of suspension.

## **7. UNEXCUSED LATENESS TO CLASS:**

Each student is permitted a one-day cycle to provide an acceptable pass. When a student accumulates 3 unexcused lates to a class, a detention will be assigned.

## **8. SALE, POSSESSION, AND/OR USE (INCLUDING UNDER THE INFLUENCE) OF ANY ILLEGAL DRUG, DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGE, MOOD-ALTERING SUBSTANCE, OR LOOK-A-LIKE IN SCHOOL, ON ANY SCHOOL GROUNDS, AT ANY SCHOOL EVENT (REGARDLESS OF WHETHER ON SCHOOL GROUNDS) IS WRONG AND HARMFUL AND IS ALSO A VIOLATION AND IS UNLAWFUL:**

Level III Violation with Level III Disciplinary Action - A student shall not, regardless of the quantity, consume, possess, buy/sell, or give away any illegal drug, drug paraphernalia, or any beverage containing alcohol. This includes the following: products such as "NA or near beer"; any tobacco product (including any look-alike or substitutions to traditional tobacco), steroids, marijuana, herbal substances, any other controlled substance, or any substance hereafter called chemicals that alter perception or behavior reducing that individual's ability to function appropriately at any time in school. This policy shall include actions on any school grounds, on any school transportation or transportation shelter, at any school event (regardless of whether on school grounds). Any such action is wrong and harmful and is also a Level III Infraction for which Level III Disciplinary Action will be taken. Please refer to page 37 of the Handbook for examples of Level III Infractions and the types of Level III Disciplinary action.

## **9. DAMAGE/VANDALISM (WILLFUL OR NEGLIGENT) TO STUDENT, TEACHER, OR SCHOOL PROPERTY:**

- 1<sup>st</sup> Offense- Could result in any or all of the following:
  - a. Parent contact
  - b. Reimbursement of damages to property
  - c. Detention
  - d. Suspension
  - e. Report to legal agencies.

## **10. CHEATING/PLAGIARISM – TESTS, QUIZZES, PAPERS, PROJECTS:**

- 1<sup>st</sup> Offense- Student receives "zero" (0) for the work and parents are contacted by the teacher. Student will receive 2 days of detention.
- 2<sup>nd</sup> Offense- Required parental conference, with failing grade penalty for 9 weeks will be imposed. Student will receive 3 days of detention.

## **11. ACADEMIC DETENTIONS:**

If a student is missing 3 or more assignments in a given class, the teacher may assign an after-school detention.

## **12. THE USE, POSSESSION, OR THREAT WITH WEAPONS, KNIFE, FIRE ARMS, MARTIAL ARTS ITEMS, LASER POINTERS, OR ITEMS USED AS WEAPONS ON SCHOOL PROPERTY: Refer to District Policy on page 51.**

### 13. CAFETERIA BEHAVIOR:

STUDENTS ARE EXPECTED TO EAT THEIR MEALS IN AN ORDERLY MANNER. Students are not to leave without permission, throw food or litter, cut line, or use inappropriate behavior or offensive language. Students are not to take food or drink out of the cafeteria. Discipline may include verbal warning, assigned eating area, general cleaning of cafeteria, late dismissal, eating lunch last, or similar corrective actions at the discretion of the cafeteria monitor.

Students are permitted to carry their lunch by traditional methods, i.e. brown bag, regular lunch boxes, etc. Metal and glass containers are not permitted.

**Students are NOT permitted to place orders with local restaurants for delivery to the school.**

### 14. ELECTRONIC DEVICE GUIDELINES:

In order to provide students with a distraction free environment for education and to minimize academic dishonesty and cyber bullying, the teachers and administration will prohibit the use of cellular phones or any other electronic signaling device during school hours.

The regulations of electronic devices include the following:

- Electronic devices are to be turned off upon arriving on the school campus.
- Electronic device use is only permitted after 2:30pm or by the discretion of the classroom teacher.

Emergency phone calls can always be made in the office during school hours. To make phone calls to parents, go to the office. Also, parents may leave messages for students with the office staff.

### 15. CELL PHONE DISCIPLINARY ACTIONS:

- 1<sup>st</sup> Offense– The parent/guardian will be contacted and the cell phone/ personal electronic device will be returned at the end of the day. The student will serve one detention.
- 2<sup>nd</sup> Offense– The parent/guardian will be contacted and will be required to come in to pick up the device. The student will serve 2 detentions.
- 3 or More Offenses / Failure to hand over cell phone- A 3rd offense constitutes “defiance of authority” and will result in a suspension. The parent/ guardian will be notified for a meeting with the principal.

**NOTE: If a student has a cell phone or any electronic device which is damaged or stolen, the school will not utilize administrative time to investigate the incident nor will the district take any financial responsibility for the cell phone or electronic device.**

**16. PUBLICATIONS:** Students wishing to have publications published and distributed to the students must have them reviewed and approved by the Principal prior to publication. Disregard for this rule will result in disciplinary actions being taken.

**17. ELEMENTARY PROPERTY:** Students are not permitted on elementary playground equipment and are to remain on high school property while the elementary school is in session.

**18. FIGHTING POLICY:** Refer to Page 30.

**UNACCEPTABLE FORMS OF STUDENT BEHAVIOR  
CAN BE ORGANIZED INTO THREE CATEGORIES:**

- Level I. - Acts of misbehavior usually resolved by the classroom teacher.
- Level II. - Misbehaviors, which by their seriousness or frequency, require disciplinary action.
- Level III. - Misbehaviors, which are illegal or criminal in nature.

**This section identifies some of the unacceptable student behaviors and sites the disciplinary action violators can expect.**

**NOTE: This is only a listing of some violations and disciplinary actions.  
Final decisions are at the discretion of the administration.**

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**LEVEL I — Types of Infractions**

- \* Minor class disruptions
- \* Classroom tardiness
- \* Inappropriate display of public affection on school property
- \* Cheating or lying
- \* Loitering in the halls

**LEVEL I — Types of Disciplinary Actions**

- \* Conference with the teacher
  - \* Parental contact
  - \* Loss of Privileges
  - \* Suspension (in/out of school)
  - \* Detention
- 

**LEVEL II — Types of Infractions**

- \* Tardiness to school
- \* Possession/use of tobacco
- \* General disruptive behavior
- \* Leaving building without permission
- \* Use of profane/obscene language, gestures, or materials
- \* Defiant, disrespectful, disobedient, or disruptive behavior at any time on school grounds, buses, or at school activities
- \* Acts of discourtesy or disrespect to a teacher, substitute teacher, student-teacher, or other school employee
- \* Possession of drug/narcotic paraphernalia (marijuana pipes, cigarette papers, etc.)
- \* Harassment (including sexual, racial, verbal, and physical)
- \* Truancy
- \* Throwing food/objects
- \* Uncooperative attitude/behavior
- \* Threatening any school employee
- \* Class cutting
- \* Forgery

**LEVEL II — Types of Disciplinary Actions**

- \* Detention
  - \* In-School Suspension
  - \* Out-of-school suspension of progressive length from one to ten days
  - \* Referral to appropriate community agency's alternative program
  - \* Restitution for damage/stolen property—report card held until restitution received
  - \* Assignment to the Alternative Learning Program
  - \* Loss of privileges
  - \* Charges filed with district magistrate
  - \* Bus Suspension
-

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**LEVEL III — Types of Infractions**

- \* Extortion
- \* Assault and/or battery (e.g. fighting)
- \* Arson
- \* Theft, possession, or sale of stolen property
- \* Possession, use or transmittal of weapons or look alike weapons
- \* Possession, furnishing, selling, using, or being under the influence of alcohol, drugs, look-alike drugs, dangerous drugs, or narcotic drugs as defined by the laws of the Commonwealth of PA and the Congress of the United States
- \* Vandalism of employee or school district property
- \* Participation in obscene, annoying, or threatening phone calls or a bomb scare to the school district property or school district employee
- \* Unauthorized use of the school fire alarm
- \* Threatening or intimidating any school personnel/students
- \* Possession, use or transmittal of firecrackers or fireworks

**LEVEL III — Types of Disciplinary Actions For Level III Violations**

- \* Out-of-school suspension
  - \* School Board hearing for expulsion
  - \* Loss of privileges
  - \* Assignment to the Alternative Learning Program
  - \* Immediate referral to appropriate authorities, e.g. police, district court
-

# DISTRICT POLICIES

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## FOOD SERVICES

**808** The district's food service programs shall be directed at meeting the nutritional needs of the students. The Board shall provide food service for breakfast and lunch in all district schools. Food shall be sold at prices to be determined annually by the Board. A statement of receipts/expenditures for cafeteria funds shall be presented monthly to the Board for its approval.

Food sold by the school may be purchased by students and district employees but only for consumption on school premises.

The Board shall contract with an outside vendor for food service management and shall approve the employment for cafeteria personnel. Operation and supervision of the food service program shall be the responsibility of the Superintendent, Business Manager, Food Services Director and Cafeteria Supervisor.

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager and auditor. The accounts of the cafeteria shall be subject to examination by district auditors in the same manner as other accounts of the district. Surplus accounts shall be used only for the improvement and maintenance of the food service program.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture. School Meals shall meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program. Provisions shall be made for free and reduced rate meals, as prescribed by federal and state law.

**STUDENT MEALS—CASH CHARGES** — The district is committed to providing nutritious meals to all students. The district must establish consistent meal account procedures throughout the district. Unpaid charges place a financial burden on the food service department and school district. The goals of this policy are:

1. Establish a consistent and official district policy regarding meal charges and collection of charges.
2. Treat all students with dignity in the serving line regarding meal accounts.
3. Support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible.
4. Establish policies that are age appropriate.
5. Encourage parent/guardian to assume responsibility for meal payments and promote self-responsibility of the student.

Each district cafeteria utilizes a computerized point of sale system with an online prepayment system. The system maintains a record of all monies spent by each student and is available online to the parent/guardian. Upon request, a printout will be sent to the parent/guardian. Meals can be paid for in advance to minimize the possibility that a child could be without meal money on a given day.

Free lunch status students will not be permitted to have a negative account balance due to charging items. Free meal status permits a child to receive a free meal every day. A la carte items are not part of the National School Lunch Program. Reduced lunch status students will be allowed to have a negative account balance up to a maximum of (5) five meals (breakfast and lunch combined). Reduced status allows a student to receive meals at a price greatly reduced from the regular meal price. All other students will be permitted to charge up to a maximum of (5) five meals (breakfast and lunch combined). A la carte items are not permitted to be charged by any student at any time.

Communication regarding low or deficit balances will be sent to the parent(s)/guardian(s) as needed. When a student owes money for (5) five or more meals, the school will make at least (2) two attempts to reach the student's parent/guardian in regards to applying for participation in the school food program.

A student who requests a school meal will be provided with one regardless of whether the student has money.

Collection of balances owed will be attempted by the Food Service Department via letter/phone call to the parent/guardian of students with negative balances throughout the year. A fifteen dollar (\$15) fee will be charged for each check returned for NSF. All accounts must be settled by the last day of school. Unpaid balances will be turned over to the school district on/before June 30 of the current school year and the Superintendent or his/her designee may make a referral to small claims court and/or the District Attorney's Office.

A parent may request in writing that the Food Service Department place a limit or note on the child's account to prohibit purchases of certain items or set a dollar cap.

The unclaimed balance of a student's account shall be carried over to the next school year unless the parent requests a refund. SENIOR parents/guardians will receive notice in May of money remaining in their account. The balance may be moved to a sibling's account or the parent may receive a refund.

## SCHOOL NURSE

The services of the school nurse are an important part of the total educational program in our schools. The District employs one full-time certified school nurse and one full-time healthcare professional whose services are divided, as equally as possible, among the two buildings in the District. Many types of examinations are conducted as prescribed by law. First aid services are an important part of the nurse's work and are necessary because of minor injuries which occur and because of unexpected illnesses which affect our pupils.

The nurse's office is for students who become ill at school. A student is sent to the nurse's office by his/her teacher to be evaluated. A student who is assessed by the school nurse as being too ill to attend class is sent home. Parents are expected to provide a local phone number where someone can be reached to provide transportation for an ill child. A child will not be excused to go home because of illness unless the parent or designated person is contacted. The school nurse should not be used to diagnose your child's illness.

**SCREENINGS:** These state-mandated services are provided to each student each year:

- VISION - Grades K-12
- DENTAL - Grades K - 7 (through the dental hygienist program)
- HEARING - Grades K-3, 7, 11
- PHYSICALS - Grades K, 6, and 11
- SCOLIOSIS - Grades 6 & 7 (6th grade physical may be used in lieu of 6th grade screen)

The school employs a physician to complete the school required physicals along with all sport physicals. The Department of Health requires students receive a medical examination upon entry (K or 1st grade), 6th grade, and in 11th grade. As parents, you have the choice of having these required exams completed by your family physician at your own expense, or by our school physician at no cost to the student.

Through a state approved dental hygienist program, students K - 7th grade will receive a dental screening by a dental hygienist hired by the district. Students in K, 3rd, and 7th Grades may elect to have their mandated dental exam by your private dentist at your own expense or by the dental hygienist employed by the school at no cost to the student.

Students who have not returned medical or dental exam forms indicating provider choice will be scheduled for a school examination. Parents are invited to be present at the time of the examination and may do so by contacting the school nurse in advance.

**IMMUNIZATIONS** – Clarion-Limestone School District will keep in accordance with Pennsylvania School Immunization requirements as stated in 28 PA Code, Ch. 23 by the Pennsylvania Department of Health.

<b>Children in ALL grades (K- 12) need the following vaccines:</b>	4 doses of Tetanus * 4 doses of Diphtheria * 4 doses of Acellular Pertussis * 4 doses of Polio **  2 doses of Measles *** 2 doses of Mumps *** 2 doses of Rubella (German Measles) ***  3 doses of Hepatitis B 2 doses of Varicella (chickenpox) or evidence of immunity	<div>* 1 dose on/after the 4<sup>th</sup> birthday. Usually given as DTP or DTaP or DT or Td</div> <div>** 4<sup>th</sup> dose on/after 4<sup>th</sup> birthday (at least six months after previous dose given)</div> <div>*** Usually given as MMR</div>
<b>Grades 7-12 need:</b>	1 dose of Tetanus, Diphtheria, Acellular Pertussis (Tdap) 2 doses of Meningococcal Conjugate vaccine (MCV) ****	**** First dose given 11-15 years of age; Second dose required at age 16 or when entering 12th grade. (If 1st dose given at age 16 or older, only one dose is required.)

Exemptions to the school laws for immunizations are: Medical Reasons, Religious Beliefs, and Philosophical/Strong Moral or Ethical Conviction. If you feel strongly that any of these exemptions applies to you or your child, you must report to the school nurse before the first day of school to sign a statement of exemption. If your child is exempt from immunizations, he/she may be removed from school during the outbreak.



School children must be fully immunized within five school days. The student must obtain the next or final dose within that five-day window or risk being excluded from school. However, the student may attend school provisionally beyond the five days if he or she submits a medical certificate from a health care provider outlining the dates for additional vaccinations.

**ALLERGIES/ANAPHYLAXIS** - The Clarion-Limestone Area School District is committed to providing a safe and healthy environment for students with severe or life-threatening allergies. It is the responsibility of parents/guardians of children with allergic reactions to notify the school nurse of any such known allergy at the start of school. In the event of a severe allergic reaction, epinephrine will be administered by trained school personnel. If a parent/guardian does not wish for his/her child to receive epinephrine, the parent/guardian **MUST** notify the principal in writing at the start of the school year.

## **USE OF MEDICATIONS**

**210** The school nurse, with the written approval of the school physician and the parent, guardian, or person in loco parentis, may administer non-prescription and prescription medication to students. A consent form for the administration of non-prescription/prescription medication shall be completed and signed by the parent, guardian, or person in loco parentis before any non-prescription/prescription medication may be administered. A properly executed consent form shall authorize the administration of non-prescription/prescription medication and shall relieve the Board and its employees of all liability of non-prescription medication.

Only those non-prescription medications which have been approved by the school physician shall be administered to students.

The only school employee authorized to administer non-prescription, and prescription medication to students shall be the school nurse, except in his/her absence, medication may be administered by other licensed school district personnel designated by the administration to perform this function.

**ADMINISTRATION OF NON-PRESCRIPTION MEDICATIONS** - On occasion, the nurse is asked to administer over-the-counter non-prescription medication such as Acetaminophen, or Ibuprofen. Generally, if a parent or guardian wants his/her child to receive over-the-counter drugs, it is the responsibility of the parent/guardian to make such drugs available to the student. You must send with the child, the appropriate quantity and directions of the medication to be used as needed.

The school nurse does keep on hand a limited supply of non-prescription medications that she/he may administer in accordance with District Policy 210.

The following **NON-PRESCRIPTION MEDICATIONS** listed may be administered by the school nurse:

**ACETAMINOPHEN**– (liquid, chewable, tablet) as directed for age, may be given by mouth every 4 hours for pain or fever as needed.

**IBUPROFEN** – (liquid, chewable, tablet) as directed for age, may be given for pain or menstrual cramps every 6 hours as needed.

**ANTACID** – (liquid or chewable) as directed according to package directions for heartburn or upset stomach as needed.

**ANTI-DIARRHEAL** – may be given by mouth according to package directions for diarrhea as needed.

**SORE THROAT LOZENGES** or **COUGH DROPS** – may be given for throat irritation, cough as needed.

**BENADRYL** – liquid or capsules may be given by mouth as directed for age, for seasonal allergy relief or allergic reactions as needed.

**CAMPHO-PHENIQUE** – may be used topically for cold sores as needed.

**ORAJEL / ANBESOL** – may be used topically for toothache as needed.

**ANTIBIOTIC OINTMENT** – may be used topically for minor cuts, abrasions or burns as needed.

**HYDROCORTISONE CREAM** – may be used topically for minor skin irritation or inflammation as needed.

**BENADRYL CREAM** – may be used topically for minor skin irritations, itching as needed.

**CALADRYL** – may be used topically as directed for temporary relief of pain, itching as needed.

**BACTINE / HYDROGEN PEROXIDE** – may be used topically as a first aid antiseptic as needed.

**BIOFREEZE** or **ANALGESIC BALM** – may be used topically for relief of minor muscle aches as needed.

**EPINEPHRINE**–injection as directed for anaphylaxis caused by bee stings, food, drug, or other causative factors.

**ADMINISTRATION OF PRESCRIBED MEDICATIONS** - The administration of prescribed medication to a student will be permitted only according to policy 210.

A school district consent form for the administration of prescribed medication shall be completed and signed by the parent, guardian, or person in loco parentis before any prescribed medication may be administered. A properly executed consent form shall authorize the administration of prescribed medication and shall relieve the Board and its employees of all liability for administration of prescribed medications.

No medications shall be administered except in accordance with the physician's written request for administration of a specific dosage. The written request shall include:

- DATE
- STUDENT'S NAME
- NAME OF MEDICATION
- POSSIBLE SIDE EFFECTS
- ANY CURTAILMENT OF SPECIFIC SCHOOL ACTIVITY
- THE PHYSICIAN'S SIGNATURE AND TELEPHONE NUMBER
- A LIST OF ANY OTHER MEDICATION WHICH HAVE BEEN PRESCRIBED BY THE PHYSICIAN

Prescribed medication must be delivered to the school by the parent, guardian, or person in loco parentis and shall be recorded in a log with date, name, and amount of medication delivered being noted. The signature of the person delivering the medication and employee receiving the medication is required as part of the log.

Prescribed medication delivered to the school must be in a properly labeled container with:

- STUDENT'S NAME
- DATE ORIGINALLY FILLED
- NAME AND REGISTRATION NUMBER OF PHYSICIAN
- NAME OF MEDICATION, DOSAGE, & FREQUENCY OF ADMINISTRATION
- NAME, ADDRESS, AND TELEPHONE NUMBER OF PHARMACY

**SELF ADMINISTRATION OF PRESCRIPTION MEDICATION** - The self-administration of prescribed medication by a student will be permitted only according to policy 210 in addition to the following:

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

If your child has a medical condition such as asthma, or is at risk for anaphylaxis that requires him/her to carry and/or self-administer any medication, your child's physician must state the name of the medication, the dosage, and the health condition for which it is necessary. It must be signed by the physician and the parent and returned to the school nurse to be kept on file. This must be updated on a yearly basis.

**NOTE:** Except for the emergency use of a pre-filled epinephrine auto syringe, the district will not administer the first dose of ANY medication.

### **REGULATIONS CONCERNING COMMUNICABLE DISEASES-**

**203** Parents should have any suspected communicable disease confirmed by a doctor and should notify the school nurse if a child has a communicable disease. If the disease is to be reported to the County Health Department, the nurse will report it.

The following diseases require isolation and exclusion from school until a doctor certifies that the child may return to school: Diphtheria, Scarlet Fever, Polio, Meningitis, Hepatitis, and Typhoid Fever.

Any child excluded from school with an infectious skin condition such as Impetigo, Scabies, Ringworm or Acute Contagious Conjunctivitis shall be re-admitted with written permission from the student's physician.

**PENNSYLVANIA DEPARTMENT OF HEALTH REGULATIONS** contain the following requirements:

- **Exclusion of pupils showing symptoms:** The school nurse shall exclude immediately a person showing an unusual skin eruption, having soreness of the throat or having signs or symptoms of whooping cough or diseases of the eyes. The exclusion and the reasons prompting it shall be reported to the health authority of the municipality or county in which the school is situated, together with the name and address of the person excluded.

- **Readmission of pupils showing symptoms:** A person may not be readmitted until the nurse in the school is satisfied that the condition for which the child was excluded is not communicable or until the child presents a certificate of recovery or non-infectiousness from the physician.
- **Admission of exposed or isolated pupils:** No person who has been absent from school by reason of having had or because of residing on premises where there has been a disease for which isolation is required may be readmitted to school without the permission of the health authorities. The person shall be required to secure permission whether or not there has been a physician in attendance or whether or not isolation has been established in the household.

## **BULLYING AND CYBER BULLYING**

252 The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated. All forms of bullying and cyber bullying by district students are hereby prohibited. Anyone who engages in bullying or cyber-bullying in violation of this policy shall be subject to appropriate discipline.

Students who have been bullied or cyber bullied shall promptly report such incidents to the building administrator. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The District shall annually inform students that bullying or cyber-bullying of students will not be tolerated. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student with the intent of or effect of:

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

**Cyber Bullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the District, offenders shall be the subject of appropriate discipline.

**Discrimination/Harassment**— any conduct directed against a person with the intent to intimidate, insult, or degrade an individual based on race, religion, sex, sexual orientation, color, national origin, ancestry, familial status, disability, medical condition, or age will not be tolerated. Consequences consist of, but are not limited to, charges filed with State Police, restitution for damages, suspension, loss of privileges, and/or detention.

The terms bullying and cyber bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to District employees. All employees who receive a bullying or cyber bullying complaint shall investigate to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, written documentation must be submitted to the building principal.

The building principal or his/her designee will inform parents of the victim and person accused.

## **COMPLAINT PROCEDURE**

1. A student shall report a complaint of bullying /cyber bullying, orally or in writing, to the building administrator.
2. The building administrator will investigate the alleged conduct that occurred.
3. The building administrator may ask assistance from other District employees in the investigation process.
4. After the investigation, the building principal shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure the conduct ceases.

**DISCIPLINE** - A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include counseling, parent/guardian conference, detention, suspension or expulsion.

Depending on the severity of the incident, the principal may also take the appropriate steps to ensure student safety which may include:

1. Implementation of a safety plan.
2. Separation and supervision of students involved.
3. Provision of staff support as necessary.
4. Referral of incident to law enforcement officials, if necessary.
5. Development of a supervision plan with the parent/guardian.

## **HAZING**

247 Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership or affiliation with any organization recognized by Clarion-Limestone.

Clarion-Limestone does not condone any form of hazing. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity.

When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal. The principal shall conduct an investigation of the alleged hazing.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

## **SUICIDE PREVENTION**

819 Clarion-Limestone recognizes the need to establish a program for providing appropriate support and assistance to students at risk.

It is the goal of this policy to assist and direct school personnel in deterring self-destructive and self-deprecating attitudes and behaviors which may lead to severe depression or suicide. The objectives of this policy are to enlist the support of school personnel in the identification of suicidal or severely depressed students; to develop a coordinated district-wide procedure for interviewing in life-threatening situations; and to provide school personnel with training that will enable them to react in a professional manner when confronted with specific life-threatening situations.

## **GUIDELINES FOR FREEDOM FROM SEXUAL HARRASMENT**

Clarion-Limestone will not condone any written or verbal or physical communication or behavior which constitutes sexual harassment.

Federal and state law have defined sexual harassment to include (but not limited to) the following: unwelcome gestures and/or actions; unwelcome flirtations, advances, or propositions; requests for sexual or social behaviors; leering, patting or touching the person; using sexually descriptive, degrading or offensive words, comments or signals to or about the person's body, the person's love life, sex life or sexual orientation.

Sexual verbal harassment or abuse includes, jokes, name calling, or sexual rumors to a person, with sexual or demeaning implications.

Once the reported incidence has been investigated, actions can range from reprimands, to suspensions, to expulsions and exclusions to class, school activities or school.

## **CORPORAL PUNISHMENT**

**218** Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

Teachers and school authorities may use reasonable force under the following circumstances; to quell a disturbance, to obtain possession of weapons/other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

## **NONDISCRIMINATION**

**103** The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics & extracurricular activities.

In order to achieve the aforesaid goal, the Board directs the Superintendent or his/her designee to assume the responsibility of coordinating all implementing activities as Compliance Officer.

The Compliance Office shall publish and disseminate this policy at least annually to students, parents/guardians and employees. The publication shall include the name, office address & telephone number of the Compliance Officer.

It shall be the duty of the Compliance Officer to monitor:

**Curricula Content** - Review current and proposed curriculum guides and textbooks to detect any bias based upon race, gender, religion, national origin, ancestry, culture or handicap/disability; ascertain that supplemental materials fairly depict the contribution to society of both sexes and the various races and ethnic groups.

**Training** - Develop an ongoing program of in-service training for students and staff designed to identify and alleviate problems of racial, sexual, religious, national origin, cultural or handicap/disability bias in all aspects of the school program.

**Student Access** - Review current and proposed programs, activities and practices to ensure that all students have equal access and are not segregated on the basis of race, color, creed, gender, sexual orientation, national origin, or handicap/disability in any duty, work, play, classroom or school practice, except as may be permitted under federal and state regulations.

**District Support** - Ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to facilities and equipment, and related matters.

**Student Evaluation** - Ensure that tests, procedures, and guidance and counseling materials designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, creed, gender, national origin, or handicap/disability.

The Compliance Officer shall report to the Board on progress in the non-discrimination program for school and classroom practices, as requested.

## **HOMELESS & FOSTER CARE POLICY**

**255** Homeless children and youths shall have equal access to the same educational programs and services provided to other district students. The Board authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths. It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status. The Board designates the Superintendent to serve as the district's liaison for homeless children and youths.

To ensure the educational stability of children in foster care, the Board requires the district to collaborate with the local children and youth agency and other school districts. The Board designates the Superintendent to serve as the district's point of contact for children in foster care.

A child in foster care shall continue to be enrolled in his/her school of origin unless there is a determination that it is not in his/her best interest to attend the school of origin.

## **POLICY OF SEX EQUALITY IN EDUCATION**

The Clarion-Limestone Area School District adopted a policy July 15, 1976, as required by Title IX of the 1972 Educational Amendments. This policy provides that the district will not discriminate on the basis of sex in any educational programs, activities, or employment practices.

A grievance procedure has been established. Any student or employee of the district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity, on the basis of sex in violation of this policy, may file a written complaint with the compliance administrator whose address is Clarion-Limestone Area School District, 4091 C L School Road, Strattanville PA 16258, and whose phone number is 814-764-5111.

The compliance administrator shall cause a review of the written complaint to be conducted and written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of School Directors. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of School Directors, indicating with particularity the nature of the disagreement with the response, and his or her reasons underlying such disagreement.

The Board of School Directors shall consider the appeal at its next regularly scheduled Board meeting following the receipt of the appeal. The Board of School Directors shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint, and shall provide the complainant with its written decision in the matter as expeditiously as possible, following completion of the hearing.

## **PROTECTION OF PUPIL RIGHTS ACT**

Section 1232H (Effective March 31, 1994) According to federal law, no student shall be required, as a part of any applicable program, to submit to a survey, analysis, or evaluation without the prior written consent of the student (adult or emancipated minor status) or the written consent of the parent, that reveals information concerning:

1. Political affiliations.
2. Mental and psychological problems potentially embarrassing to the student or his/her family.
3. Sex behavior and attitude.
4. Illegal, anti-social, self-incriminating and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers, or
6. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

However, such surveys, analysis, or evaluations may be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights. Parents have the right to inspect all materials related to the survey, analysis, or evaluation.

This announcement serves as the notification of rights under Section 1232H.

Clarion-Limestone Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability, age or limited English proficiency 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 Title IX Coordinator, or the Superintendent of Schools, Section 504 Coordinator, at 4091 C L School Road, Strattanville, PA 16258 (814-764-5111).

For information regarding services, activities and facilities that are accessible to and usable by persons with disabilities, contact the Superintendent of Schools (814-764-5111).

## **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/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.
  - ❑ 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 or technical assistance, you may call (202) 260-3887 or individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920

## **ANNUAL NOTICE**

The Clarion-Limestone Area School District in accordance with the H.E.W. Regulations on privacy rights of parents and students issues the following statements through public notice:

1. The parent of a student or eligible student will have rights of access and/or challenge as outlined in the Collection, Maintenance, and Dissemination of Pupil Records Policy.
2. The parents of a student or eligible student have a right to a hearing and to file an explanation of complaint as outlined in the Collection, Maintenance, and Dissemination of Pupil Records Policy.
3. District Officials will disclose directory information which includes student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Should the parent of a student or eligible student wish to refuse disclosure of this information, a written notice of refusal of disclosure of directory information must be sent to the building Principal within twenty (20) days of this public notice.
4. The District Officials will release information from a student's educational records without prior consent to Officials of other primary or secondary school or school systems in which a student seeks or intends to enroll.

## **TESTING PROGRAM**

In accordance with the recommendations of the superintendent of schools, the principals and the guidance counselor, and the Clarion-Limestone Area Board of School Directors has approved a district-wide testing program designed to provide information concerning the proficiency of all children in the district on standardized tests.

The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. The results are also an invaluable aid to your child's teacher and guidance counselor in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction. During the coming school year, the following tests may be administered to your child as part of this program:

### **NAME OF TEST AND PURPOSE:**

**Gesell Pre-school Screening** (optional)—Measures readiness for Kindergarten.

**Keystone Exams**—The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, Algebra II, Geometry, Literature, English Composition, Biology, Chemistry, U.S. History, World History, and Civics & Government.

**Pennsylvania System of School Assessment /PSSA**—(Reading and Mathematics -grades 5, 8, and 11; Writing -grades 6 and 9) - Measures achievement in Mathematics, Reading, and Writing.

**Preliminary Scholastic Aptitude Test/PSAT** (grade 11) – Measures achievement levels in Mathematics & English..

**American College Test/ACT** (grades 11 and 12) – Pre-College Admissions Test.

**Scholastic Aptitude Test/SAT** (grades 11 & 12) – Pre-College Admissions Test.

**Armed Services Vocational Aptitude Battery/ASVAB** (grade 11) – Measures Vocational Aptitudes.

Your child's scores on these tests will be examined and maintained in the school record as long as your child attends school in this system. Should you wish to examine your child's record file, you may arrange to do so by making an appointment with the principal's or guidance counselor's office.

Please note the annual review of privacy rights.

1. Transcripts to post-secondary institutions in which a student seeks or intends to enroll will be sent upon request of parents or eligible students.
2. Parents, upon written request, may receive a copy of records that may be released by the school. The parent may challenge information by notification, in writing, to the District Superintendent.
3. Parents may file complaints with the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue SW, Washington D.C. 20201.

A copy of this policy can be obtained at the District Superintendent's Office at 4091 C L School Road, Strattanville, PA 16258, telephone -(814) 764-5111.

## **ATHLETIC PARTICIPATION AT VARSITY/JV LEVEL BY FRESHMEN**

**123.1** The district provides the opportunity for students to participate in P.I.A.A. sanctioned athletic competitions. Under the rules and constitution of the P.I.A.A., students in grades 7 - 9 and students in grades 9 - 12 may participate at the competition level in which they qualify.

Junior high students (grades 7-9) may participate on the junior high team. Students in grades 9-12 may participate on the junior varsity/varsity teams. Freshman students interested in participating on the junior varsity/varsity level must follow the guidelines established by the P.I.A.A. In addition, interested ninth graders must also follow the regulations established by the district:

1. A varsity coach and parent/guardian desiring to move a freshman from the junior high to the junior varsity/varsity level must submit his/her desire in writing to the Athletic Director. This must be done at least three (3) weeks prior to the first legal practice date set by the P.I.A.A. for that specific sport.
2. The Athletic Director will meet with and inform the building principal in writing of the coach or parent's/guardian's request.
3. The building principal shall be given the opportunity to evaluate the student athlete regarding academic achievement, discipline actions, behavior, ability to associate with others, and other school or extracurricular activities in a timely fashion. These may include, but not be limited to, school attendance, academic progress reports, report cards, teacher observations and recommendations, assistant principal reports, office manager reports, or other sources relevant to the decision making process.



4. After the building principal has done a background check on the student's credentials, a meeting with the Athletic Director and coach will be scheduled.
5. After the meeting, the Athletic Director may inquire if the student is interested in moving from the junior high to junior varsity/varsity level.
6. If the student is interested in trying out for the junior varsity/varsity level, a meeting will be scheduled with the building principal, Athletic Director, head coach, student, and his/her parents/guardians.
7. During this meeting, the head coach will present to the parents/guardians, in writing, any rules, regulations, or policies that affect his/her sport. This shall include any condition which may require disciplinary actions, special time restraints, practice time, lettering, etc. The building principal or Athletic Director will also discuss the district's academic guidelines, eligibility requirements, and policies.
8. The parents/guardians shall be encouraged to discuss with their child all situations that might be encountered. After a decision has been made, the parents/guardians will inform the school district in writing of their decision.
9. The building principal shall inform the Board of the status of any student athlete moved from the junior high to junior varsity/varsity level.

## **STUDENT ACCIDENT INSURANCE**

211 The Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participating in the athletic and extra-curricular programs of the schools.

The Board shall provide parents/guardians the opportunity to purchase insurance coverage, at no cost to the Board, for injury to the students resulting from accidents in any activity during school hours and in any activity round-the-clock.

The premium will be paid by the parents/guardians.

The superintendent or designee shall be responsible to:

1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board approval.
2. Notify all students and parents/guardians of student who may be eligible for insurance.
3. Ascertain that where the Board assumes the full cost of insurance, each eligible student is properly insured.

Students participating in a student activity which requires student accident insurance shall be required to furnish proof of membership in the student accident insurance program or furnish proof that comparable coverage is carried in another insurance policy.

Student activities requiring student accident insurance coverage are:

- Cheerleaders      • Marching Bands      • Instructional Field Trips      • School Patrols
- Interscholastic Athletic Programs      • Activities Groups making overnight trips/excursions
- Any other Activities/Groups engaged in projects which could be judged dangerous in terms of a student's health/safety
- Any and all Activities which occur prior to the beginning of the school day or following dismissal for elementary and secondary schools

## **CONTROLLED SUBSTANCES**

227 The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. This policy shall be implemented as a coordinated effort to openly and effectively respond to the potential and current uses and abuses of controlled substances by district students.

Through the use of a controlled substance awareness curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort and rehabilitative and disciplinary procedures, the district will strive to prevent and intervene in the use and abuse of controlled substances by district students.

For purposes of this policy, controlled substances shall mean all dangerous controlled substances prohibited by law, look-alike drugs, alcoholic or malt beverages, anabolic steroids, drug paraphernalia, any substance intended to alter mood, mental, and/or physical functions, and volatile solvents or inhalants, such as but not limited to glue and aerosol products, and any medication for which a prescription is required, except those for which permission for use in school has been granted pursuant to Board policy.

**STUDENTS AT RISK**—A student who has indicated by a marked change in behavior, depression, or verbal/written comments that he/she may be involved in the illegal use, possession or distribution of controlled substances.

**PREVENTION**—A process which promotes mental and physical health by providing students with the information and assistance they require in order to deal successfully with complex and stressful life situations.

**CRISIS INTERVENTION**—The act of providing immediate assistance in order to lessen the severity of a crisis situation. This type of intervention occurs immediately after and/or during a crisis.

**PROGRAM FOR ASSISTANCE (STUDENT ASSISTANCE PROGRAM) - SAP TEAM**—A multi-disciplinary team composed of school personnel (teachers, administrators, nurses, counselors) and invited specialists of the community. This team has been trained to understand and work on the issues of adolescent controlled substance use, abuse, and dependency and will play a primary role in the identification and referral of students through established procedures.

**DRUG AND ALCOHOL PROFESSIONAL**—Professional with expertise in the area of chemical dependency.

**DISTRIBUTE**—Deliver, sell, pass, or share any controlled substance, as defined by policy.

**POSSESSION**—Possess or holds, without any attempt to distribute, any controlled substance determined to be illegal as defined by policy.

**COOPERATIVE BEHAVIOR**—The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the SAP team designed for student support in the area of referrals.

**UNCOOPERATIVE BEHAVIOR** - Resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendation of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the SAP team designed for student support in the area of referrals.

**DRUG PARAPHERNALIA** - Includes any utensil or item which, in the school's judgment, can be clearly associated with the use of controlled substances.

**ASSESSMENT** - May include psychological, psycho-social, and physiological examinations. Any costs involved are the responsibility of the student's parents/guardians.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, at any time, and at any school-sponsored event.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs.

As an integral part of the district's controlled substance prevention program, this policy will represent one component in a district-wide effort to respond effectively to controlled substance-related situations that may occur at school or at school-sponsored activities. The district shall provide for consistent minimum disciplinary standard response to controlled-substance related incidents and will provide a safe and healthy environment for students, with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, SAP team members, home and school visitors and other school employees shall be respected.

No confidential communication made to such employee shall be required to be revealed without the consent of the student or parent/guardian, unless the best interests of the student can be served only by such release.

## **TOBACCO USE**

222 The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For the purpose of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco / nicotine in any form.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses/ uses tobacco in violation of this policy.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, Code of Student Conduct, and other efficient methods.

The Superintendent/designee shall develop procedures to implement this policy.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or be admitted to alternative adjudication in lieu of imposition of a fine.

## **WEAPONS**

**218.1** The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

**WEAPON**—the term shall include but not be limited to any knife, cutting instrument, cutting tool, ice pick, explosives, machete, nunchaku, firearm, shotgun, rifle, air gun, replica of a weapon, irritating or poisonous gases, poisons, and/or any other tool, instrument or implement fashioned with the intent to use, sell, harm, threaten, or harass students, staff, parents/guardians or patrons.

**POSSESSING**—a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons or facsimiles into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity, before, during, or after school hours.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parent/guardian and local law enforcement officials. The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

The Superintendent and/or his/her designee may authorize other persons to possess weapons in the school building which are used in conjunction with a lawful, supervised school activity or course or are necessary for duties required within the scope of employment.

**TRANSFER STUDENTS**—When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

**METAL DETECTORS**—In order to attempt to reduce or discourage the presence of weapons, the Board has authorized the use of metal detectors in certain circumstances prior to entry into the building, where a heightened danger or concern to students and staff justifies a limited intrusion into a student's personal property.

## SEARCHES

226 The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes. It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.

No students may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.

The Board authorizes the administration to conduct random searches of lockers at any time.

An administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule that the administrator may find as a result of a search of a student's property, clothed body, or areas designated for a student's use if the search is proper and reasonable.

## TRANSPORTATION

810 Transportation for students shall be provided in accordance with law and Board policy. The Board shall contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation. The Board shall transport handicapped students without regard to distance or hazardous walking conditions.

The Board shall transport eligible resident students who are enrolled in non-public schools within the distance prescribed by law.

The building principal shall be responsible for the supervision of student transportation for all buses that serve his/ her school. Where buses service more than one (1) school, the principals of all schools serviced shall assume the responsibility cooperatively.

The school bus driver shall be responsible to report student discipline infractions to the building principal or discipline designee.

The building principal shall assign discipline according to policy. The principal will ensure that all students assigned to a school bus for transportation are informed and cautioned, through class instruction, supervision, and otherwise, of the responsibility of the individual passenger for conduct and safety. The building principal shall inform parents/guardians of the responsibilities of students being transported by the district on a student school bus. Each student shall cooperate with the building principal, teacher, and bus driver and comply with the established guidelines.

The SUPERINTENDENT or designee shall be responsible to:

1. Promulgate rules governing the number of chaperones to accompany students in connection with school-related activities.
2. Prepare a district map or schedule indicating each bus stop and bus route.
3. Maintain records and make required reports regarding school transportation.
4. Promulgate rules governing student conduct during transport; such rules shall be binding on all students transported by the district.

Supplemental rules and regulations that govern the operation and use of school buses and school vans, in conformity with state statutes and regulations, shall be prepared by the Superintendent's office and distributed to students and other appropriate persons.

## PARENT RESPONSIBILITY

1. It is the responsibility of the parents to get the children to the bus stop in a timely fashion. Generally, parents should have students at the bus stop five (5) minutes before the scheduled time of arrival by the bus and be prepared to wait up to ten (10) minutes after the stop time in case the bus is late.
2. Parents should also be responsible to dress student appropriately for waiting at the bus stop, taking into consideration the weather conditions.

## **BUS TRANSPORTATION COMMITTEE**

Comprised of assigned Board members, administration, and other pertinent individuals with the purpose to:

1. Review annual bus routes and stops prior to the beginning of school for safety and efficiency concerns.
2. Serve as an appeals mechanism for parents/guardians who disagree with a decision of the school personnel regarding a busing issue.

## **PARENT APPEAL PROCESS**

- a. Parents/guardians are to have contacted school personnel to seek a resolution of a busing matter.
- b. If the parent/guardian disagrees with school personnel, they must put their concerns in writing for the transportation committee with the following information:
  1. Student information data (name, age, grade).
  2. Affected bus run.
  3. Nature of request and why.
- c. The committee will review the request, obtain additional information and render a decision.

## **TRANSPORTATION OF EXCEPTIONAL STUDENTS**

If transportation becomes a necessary part of an exceptional student's IEP, the School District will provide the transportation to the proper building. Guidelines will be used to assure the parent that the child will receive a consistent and safe ride to his/her proper building.

The School District shall assure that van monitors will be provided to assist and supervise exceptional students and also those students necessitating assistance. After consultation with appropriate personnel, the determination for the need of a monitor will be the decision of the Superintendent.

The School District is not required to provide transportation for students enrolled in an alternative education program either through expulsion or voluntary enrollment. Transportation for students enrolled in alternative education programs is the responsibility of the family. However, the student may be transported if there is room available on a bus going to the site.

## **BUS ROUTES**

The School District, in cooperation with bus contractors and other pertinent personnel, will be the sole determiner of the route(s) to be taken by a bus/van. All bus routes should be established annually and approved by the Board. Any deviation from an established route for a bus/van is prohibited except as approved by the Supervisor of Transportation or the Superintendent. However, drivers are given the discretion to modify the route in the event of weather emergency and blocked/impassable roads. The change in route does not become permanent unless approved.

## **SCHOOL BUS STOPS**

The assignment of school bus stops is the responsibility of the School District. Parents must recognize that bus stop assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system. Bus stop assignments shall be made in accordance with recognized state policies including Public School Code, Act 372, and the Commonwealth of Pennsylvania Dept of Transportation criteria for hazardous walking routes.

Determination of bus stops on a particular vehicle's route will be determined solely by School District personnel.

Unofficial deviations from established stops are not/will not be the responsibility of the School District. The District does not/will not honor any unofficial deviation from official stops that may have been practiced by the driver.

## **LOCATION**

Official bus stops will be determined by District personnel and the designated location of these bus stops should meet the following criteria:

1. At least 500 feet sight distance for approaching motorists who must stop at the bus location.
2. Location is centralized for the majority of the students assigned to the stop.
3. The stop should not be located on the grade of a hill where unavoidable.
4. There should be an adequate waiting area for children.
5. Turnarounds are to be avoided where possible.

## STUDENT WALKING DISTANCE TO EXISTING BUS STOPS

Student walking distances will be computed along state municipally maintained roads. Lanes, private roads, or private property will not be included in distance computation. School students (elementary and secondary) can legally be required to walk up to 1.5 miles to their bus stops. Generally, secondary (7-12) will be required to walk a greater distance to their bus stop than elementary students (K-6).

Generally, bus stops will be spaced approximately 4 to 5 stops/mile. With this general rule, students can expect to walk within 600 to 1,320 feet range to their bus stop.

On walking routes certified as hazardous by the Pennsylvania Department of Transportation, students can be assigned to walk up to 500 feet to their bus stop.

## REQUESTS FOR NEW BUS STOPS

Any requests for new bus stops will be evaluated from a traffic safety standpoint only using criteria listed under Pennsylvania Department of Transportation criteria for determination of hazardous walking routes.

The district cannot consider factors that are associated with individual familial or parental situations. Such concerns are expected to be resolved by the family or parent, not the School District.

### EXAMPLES:

1. Parent not being able to see child walking to bus stop and/or waiting at bus stop. Such determinations may be made on a case by case basis.
2. Neighborhood feuds or conflicts with nearby residents.
3. Change in parent's work schedule or baby-sitting arrangements.
4. Parent not able to walk to bus stop with child because of other obligations.
5. Unrestrained pets in neighborhood.
6. Dual or multiple guardianship and associated requests for frequent changes.

Requests for a bus stop change by a family will be reviewed by the transportation committee. The family cannot anticipate an answer before forty-eight (48) hours (2 working days). Additional time may be needed in some circumstances.

The request must be made via an official request for change. The reply will be noted by the transportation committee on the official request form and returned to the family by mail.

## REQUESTS FOR NEW BUS STOPS ALONG EXISTING BUS ROUTES

1. Special consideration will be given to kindergarten students, but this consideration must be required in writing. This consideration is valid for one school year only.
2. Bus stop(s) created solely for a kindergarten student are null and void at the end of that school year.
3. Kindergarten student(s) moving into the first grade will revert to the designated bus stop for the address.

## BUS STOP ASSIGNMENTS

Students are assigned to one A.M. and one P.M. bus run. These may be different buses.

Exceptions may be granted due to court order or medical necessity. In order to request an exception, parents must submit a written request (official pink form) to the building Principal's office.

Parents must assume responsibility for their child after discharge at the requested stop and provide assurances to the administration's satisfaction that the student would not be placed in a dangerous situation.

Parents must assume responsibility for transportation to the ultimate destination should the student board the wrong bus.

Requests are for no less than five (5) days per week.

Granting of such requests will be considered as temporary and subject to new stops or overloads created as a result. The request will be terminated should space be required to seat additional students legitimately assigned on the basis of address or if the student violates any of the Board approved bus regulations.

## VANDALISM ON SCHOOL BUSES

At the first incident of vandalism, the driver will assign seats to all students on the bus and a seating chart will be maintained.

Every attempt will be made by the driver, contractor, and school to determine the cause and person(s) responsible for the vandalism.

When person(s) are identified as responsible for vandalism, their names will be submitted to the contractor for recovery of damages and the contractor's decision.

The contractor will notify the transportation office within three (3) weeks from the date of the contractor's letter to parents. The student's bus riding privileges will then be suspended until notification is received from the contractor that damage costs have been paid.

### **BUS EVACUATION DRILLS**

Bus evacuation drills shall be conducted in compliance with the 1963 General Assembly Act 152, approved by July 5, 1963, which revised Section 1517, "Fire and Emergency Drills", of Public School Code of 1949 by adding a new subsection (d) to read: All schools using/contracting school buses for transportation of school children shall conduct on school grounds two (2) emergency evacuation drills on buses during each school year. The first shall be conducted during the first week of the first school term and the second during the month of March and at such other times as the chief school administrator may require.

Each drill shall include the practice and instruction concerning the location, use, and proper operation of extinguishers and the proper evacuation of buses in the event of fire and accidents.

### **TRANSPORTATION – VIDEO-AUDIO RECORDING**

810.2 The Board of School Directors authorizes the use of video and audio recording equipment on vehicles used for the transportation of pupils. The purpose of the equipment is to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.

Parents/guardians and students are annually informed, by letter mailed to the students' home addresses, of the policy authorizing video and audio recording on school buses and school vehicles.

The district shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.

### **TWO-WAY RADIOS**

The Board authorizes the use of two-way radios between the buses and school and between buses for communication needed to promote student safety (i.e. location of stops, location of students, report mechanical trouble, road conditions, or to report medical occurrences).

The Board of directors does not sanction any inappropriate information being broadcast over the airways on the radios. Inappropriate information includes but is not limited to the sharing of specific student names, specific names of students who are involved in disciplinary matters, comments regarding special education students, derogatory comments directed at or about other personnel, etc. Federal law and legislation restricts the use of broadcasting to legitimate use and penalties may be assessed for using FCC airways inappropriately. The district reserves the right to impose sanctions to discourage inappropriate use.

**STUDENT SCHOOL BUS CODE OF BEHAVIOR**—Students shall abide by the following school bus regulations:

1. Arrive at the bus stop on time.
2. Respect the private and public property surrounding the bus stop. Noise shall be kept to a minimum.
3. Enter the bus in an orderly manner. Pushing your fellow students may result in serious injury or death if someone should fall beneath the wheels of the bus.
4. Cooperate with the bus driver. The driver is responsible for your safety.
5. Maintain order on the bus.

**DUTIES OF THE BUS DRIVERS**—Students shall comply with the following guidelines:

1. The driver may assign seats for which the students will be responsible.
2. Excessive noise is prohibited. The driver shall determine when the noise level is above accepted levels.
3. The use of tobacco, beverages, food, or drugs in the bus is not permitted.

4. Students must not throw anything inside of the bus or out the windows.
5. Students must not put paper, gum, garbage, or other trash on the floor of the bus. A container is provided at the front of the bus for such items.
6. Arms and / or head may not be extended from the bus windows at any time.
7. Students must be seated and remain seated while the bus is in motion.
8. Any damage to the bus or its equipment resulting from vandalism will result in the parents/guardians of the student involved being billed for the cost of repairing/replacing the damaged items. The students may be referred to legal authorities for action if necessary.
9. Obscene language is prohibited.
10. The rated capacity of the bus requires that three (3) students be seated on each seat. Students shall move to the outside of the bus seat to provide for three (3) per seat.
11. Students shall provide a statement from parents/guardians if s/he is to get off the bus at a point other than his/her regular stop.

Any infraction of the established regulations and guidelines shall be reported to the principal and the parents/guardians. Disciplinary action may be to deny bus privileges to the student for a period of no more than ten (10) days for the first offense and for a longer period for successive violations.

Suspension of school bus privileges does not relieve the parents/guardians of their responsibility for complying with the compulsory attendance law. Parents/guardians shall be responsible for the student's transportation to school. **BUS TRANSPORTATION IS A PRIVILEGE; NOT A RIGHT.**

## **SURVEILLANCE**

810.2 Video and audio recording equipment has been installed and may be in use inside the buildings, on school grounds, and on school transportation. This has been done to support efforts to maintain discipline and ensure safety for all. In the event that suspicious activity occurs, school personnel will use the equipment to monitor activity and determine the appropriate course of action.

## **ASBESTOS MANAGEMENT PLAN**

The Clarion-Limestone Area School District has prepared and submitted an Asbestos Management Plan for each school building in accordance with the Asbestos Hazard Emergency Response Act and the EPA Asbestos-Containing Materials in Schools Final Rule and Notice. The plan was developed and prepared by Con-SaFe, Inc. after a thorough inspection of the buildings by certified personnel.

Copies of the Asbestos Management Plan have been placed in the administrative office of each building and in the District Administrative Office located in the Clarion-Limestone Junior/Senior High School. These plans are available for inspection by the public during regular business hours without cost or restrictions. Copies of the plan will be provided upon request at a nominal fee.

Any questions concerning these plans should be directed to Supervisor of Building and Grounds, Asbestos On-Site Coordinator, 4091 C L School Road, Strattanville, PA 16258; phone (814) 764-5111

## **EMPLOYEE TOBACCO USE POLICY**

523 The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the non-user and the safety of the schools.

For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco. The Board prohibits tobacco use by support employees in a school building and on any property, buses, vans and vehicles that are owned, leased, or controlled by the school district.

The Board may designate specific areas for tobacco use by employees on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.

The Board prohibits tobacco use by support employees at school sponsored activities that are held off school property.

The district shall annually notify employees about the district's tobacco use policy by publishing such in Handbooks, newsletters, posted notices, and other efficient methods.

Any employee violating the tobacco use policy will receive a verbal reprimand for the first offense and a written reprimand for the second offense, stating that any further violations may lead to suspension or other forms of disciplinary action.



A violation of this policy shall be punishable by a civil fine of not more than fifty dollars (\$50).

Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

## **DRUG-FREE WORKPLACE**

451 The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by employees, especially as the use relates to an employee's safety, efficiency and productivity.

The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property.

**DRUGS**—shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.

**CONVICTION**—a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.

**CRIMINAL DRUG STATUTE**—a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

**DRUG-FREE WORKPLACE**—the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.

The Board requires that each professional employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district. An employee who is not terminated from his/her employment must certify that he/she has enrolled in and/or completed a drug abuse assistance or rehabilitation program, as a condition for returning to work.

A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Superintendent and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.

In the event that any employee violates this policy by possessing, manufacturing, distributing, dispensing or using any controlled substance, or by being convicted of violating any criminal drug statute, s/he shall be suspended from work immediately until such time that a hearing before the Board is conducted to adjudicate the employee's violation of this policy.

Grantors of funds shall be notified within ten (10) days after receiving notice from an employee or receiving actual notice of a conviction.

The district shall be responsible for taking action within thirty (30) days of receiving notice, with respect to any convicted employee.

The district shall take appropriate personnel action against such an employee, up to and including termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

The district shall maintain a drug-free awareness program for its employees which explains:

1. Dangers of drug abuse in the workplace.
2. District's policy of maintaining a drug-free workplace.
3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.
4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

The district shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy. The district shall distribute a copy of this policy to all employees.







**DISTRICT OFFICE**

Amy Glasl, Superintendent  
 Donna Smith, Administrative Assistant  
 Stephanie Smith, Business Manager  
 Rachel McConnell, Payroll/Benefits  
 Christine Wolfe, Transportation

**DISTRICT**

Alex Gray, School Psychologist  
 Diana Detrick, School Support Therapist  
 Jason Edmonds, Special Ed. Director  
 Pete Beskid, Librarian  
 Max Lowrie, Mgmt. Inf. Systems Director  
 Stacy Wiles, Athletic Director  
 Brad Frazier, Asst. Athletic Director  
 Emily Lubas, Athletic Trainer  
 Sarah Backus, Cafeteria Manager  
 Robert Coleman, Supervisor Bldg./Grounds  
 Andy Rawson, Evening Maint. Supervisor

**HIGH SCHOOL**

Melvin Aaron, Principal  
 Jeffrey Standfest, Guidance Counselor  
 Lisa Dunkle, Nurse  
 Bonnie Ehrhart, High School Secretary  
 Tricia Parker, High School Secretary  
 Lisa Reed, High School Secretary  
 Stacy Wiles, Guidance Secretary  
 Peg Flickinger, Aide  
 Lukundo Furnish, Aide  
 Staci Keihl, Aide  
 Malissa Rankin, Aide

**HIGH SCHOOL FACULTY BY DEPARTMENT****ACADEMIC DECATHALON/GIFTED**

Lorna Ondrasik

**ART DEPARTMENT**

Kenda Zerbe

**BUSINESS ED. DEPARTMENT**

Linda Schirmer  
 Sydney Shick

**ENGLISH DEPARTMENT**

Caitlin Holley  
 Keith Reiter  
 Jenna Seeley  
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# 2021-2022 Clarion-Limestone School District Calendar

JULY 2021					AUGUST 2021					SEPTEMBER 2021				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6			1	2	3
5	6	7	8	9	9	10	11	12	13	<del>13</del>	7	8	9	10
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24
26	27	28	29	30	30	31				27	28	29	30	
OCTOBER 2021					NOVEMBER 2021					DECEMBER 2021				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	1	2	3	4	5			1	2	3
4	5	6	7	<del>8</del>	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	<del>25</del>	<del>26</del>	20	21	22	23	<del>24</del>
25	26	27	28	29	<del>27</del>	30				<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>
JANUARY 2022					FEBRUARY 2022					MARCH 2022				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4		1	2	3	4
10	11	12	13	14	7	8	9	10	11	7	8	9	10	11
17	18	19	20	21	14	15	16	17	18	14	15	16	17	18
24	25	26	27	28	21	22	23	24	25	21	22	23	24	25
31					28					28	29	30	31	
APRIL 2022					MAY 2022					JUNE 2022				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	2	3	4	5	6			1	2	3
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	<del>15</del>	16	17	18	19	20	13	14	15	16	17
<del>18</del>	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30	31				27	28	29	30	



—Student First/Last Day



—School Closed



—Act 80 Day



—Teacher In-Service Day



—Flex Day (K-12) Early Dismissal



—Snow Make-up Day/Vacation



—End of Grading Period \*

\* Weather-related school closings may change the grading periods.

REPORT CARDS are ready to view one week after the end of the Grading Period.

\*\* The last day of school may change depending on the number of weather-related school closings.

Additional snow make-up days needed will be added to the end of the school calendar. For this reason, the date of graduation will not be finalized until the spring. \*\*Tentative Graduation Date — MAY 26th

There will be EARLY DISMISSAL for Grades K—12 on November 24<sup>th</sup>, December 23<sup>rd</sup>, and the day before Spring Break. High School will dismiss at 12:15pm / Elementary School will dismiss at 1:15pm.

May 26<sup>th</sup> (or Last Day of School) will be "Turn Around Day" -High School students will dismiss at 9:00am  
-Elementary students will dismiss at 10:30am

To view a current updated School Events calendar, go to [clasd.net](https://clasd.net), click on VIEW FULL CALENDAR.



Pride in Character and Success

# LIONS

Clarion-Limestone

**Roaring with Pride**

## C-L ALMA MATER

C-L we love you  
Every son and daughter  
We pledge our loyalty,  
Faith and trust and pride to thee,  
Faithful we'll always be,  
To our colors gold and blue,  
We pledge our hearts to you.

Time is forever,  
Memories we will gather,  
We'll hold thee in our heart,  
To recall when we depart,  
Proudly our school does stand,  
Molded by a knowing hand,  
We pledge our hearts to you.

---

## C-L FIGHT SONG

Oh when the blue and gold team falls in line,  
We're going to win this game another time,  
And for C-L High School we will yell ....  
We're going to yell, yell, and yell, and yell, and yell!

We're going to fight, fight, fight for every score,  
We're going to win this game we're fighting for,  
and for C-L High School we will yell .. We will yell ..  
**RAH, RAH, RAH ..... FIGHT!**