

Clarion Area Jr-Sr High School

2017-2018

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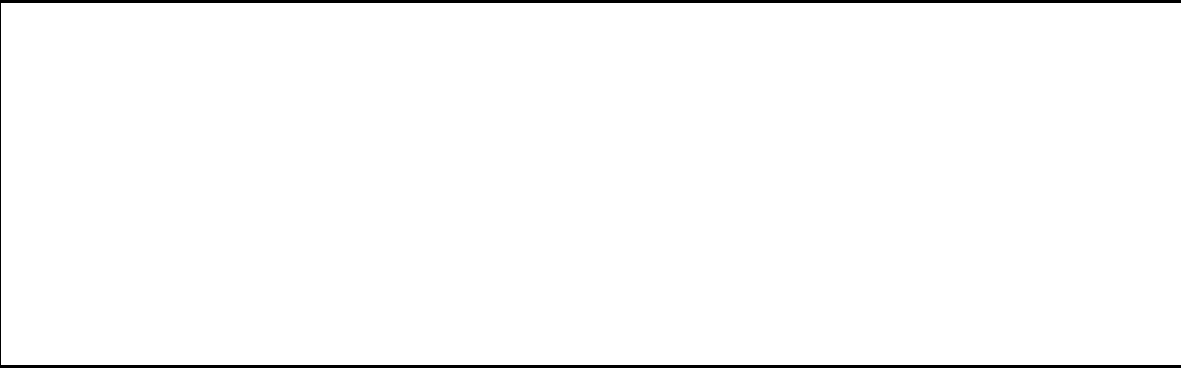


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Student Expectations

Behavior

Students will:

- demonstrate respect for peers, teachers and property.
- accept responsibility for their actions and behaviors.
- demonstrate a willingness and ability to listen and follow directions.
- report to class on time with assignments and necessary materials.

Attitude

Students will:

- take pride in their work and be self-motivated and enthusiastic participants in their own education.
- demonstrate they value education by actively participating in classroom activities.

Learning

Students will:

- develop study skills at a young age.
- apply what they learn by taking risks to utilize higher thinking skills.

Student Rules and Regulations

Note: This document supersedes student rules and policies issued for any previous school year. Privileges referenced in this handbook shall include, but are not limited to: field trips, assemblies, pep rallies, homecoming/prom, participation in sports or other extracurricular activities, parking and other school related non-academic activities.

Introduction

A safe and orderly environment is a precursor to efficient and effective learning. The policies below have been developed with this need in mind. Whereas it is the school's responsibility to ensure this environment, it is the responsibility of parents and students to review and understand the policies herein. Questions should be directed to the principal.

Student Rights - Board Policy #235

No student shall be required as part of any applicable program, without written parental consent for students under 18 (eighteen) years of age or written consent of emancipated students for those over 18 (eighteen) years of age, to submit to a survey, analysis, or evaluation that reveals information concerning:

- political affiliation
- mental and psychological problems potentially embarrassing to the student or his/her family.
- sex behavior and attitudes.
- illegal or antisocial, self-incriminating and demeaning behavior.
- critical appraisals of other individuals with whom respondents have close family relationships.
- legally recognized privileged and comparable relationships, such as those of lawyers, physicians, and ministers.
- income, other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Such a survey may be conducted on a wholly voluntary basis provided that the student and his/her parents have been notified of their rights and their right to inspect all materials.

Hands-On Policy

A teacher may place hands on a student with no intent to harm in the following situations:

- To separate students who are fighting or who are in the teacher's judgment about to fight.
- To defend himself or herself.
- To come to the aid of a student.
- When a student is given a direct order and then refuses to follow through.

Student Responsibilities

- Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others.
- Students should express their ideas and opinions in a respectful manner.
- It is the responsibility of the students to conform to the following:
 - Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 - Assist the school staff in operating a safe school for all students enrolled therein.
 - Comply with Commonwealth and local laws.
 - Exercise proper care when using public facilities and equipment.
 - Attend school daily and be on time to all classes and other school functions.
 - Make up work when absent from school in a timely manner.
 - Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 - Report accurately and not use indecent or obscene language in student newspapers or publications.
 - Not use obscene language in school media or on school premises.
 - Report harassing or bullying behavior to a staff member or the administration.
 - Utilize electronic devices and media for appropriate educational purposes only on school grounds
 - Not utilize electronic sources to harass or disparage fellow students, teachers, staff members, administrators, or parents/guardians/relatives of fellow students

Attendance is required of all students enrolled in the district when school is in session. Students may be excused from school for temporary absences when evidence is provided of mental, physical, or other urgent conditions. Any medically related absences such as mental stress/fatigue or chronic medical condition or illness, may require documentation from a physician as such evidence. Failure to submit such documentation may result in the absence being deemed unexcused/illegal.

Reasonable cause for absence includes: illness, quarantine, death in the family, medical appointments, authorized school activities, and impassable roads (Roads are deemed impassible if conditions are such that no traffic may pass). With the permission of the principal or his/her designee, college visitations are approved absences. Written verification of attendance is required from the college admissions office.

Reasons not approved for absence or tardiness include but are not limited to: car or ride trouble, missed bus, oversleeping, alarm clock failure, weather conditions (when district provided transportation is available or the student lives within walking distance) or fatigue. *Parents may utilize up to 10 parental excuses per school year without absences being considered unexcused. All additional excuses must be made by a physician.*

The Board of Education has approved up to 5 (five) days per year for family educational trips. Written request must be received in advance and students are responsible for obtaining assignments before departure. All assignments are due upon return and tests/exams must be made up within a reasonable time.

Family educational trips are considered parent excused days and will be subtracted from the 10 total given each school year.

All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test or assignment given on the religious holiday.

Upon written request from the parent/guardian students may be released to participate in religious instruction programs acknowledged by the Board. Students may miss up to 36 hours per school year to participate in religious instruction. No transportation will be provided and the organizers must notify the school of attendance.

Absences that do not meet the requirements of excused absences shall be deemed unexcused/illegal. For each day of unexcused/illegal absence, a reduction in grading term grade of 3% will be assessed at the conclusion of the quarter.

A written excuse from the parent/guardian or physician is required for all absences and must be brought to the attendance secretary in the high school office within three days of absence.

Students have 3 days to submit missed assignments and make up missed assessments following the return to school from an excused absence unless other arrangements have been made with the teacher for the individual

course. In the case of absences which extend past three days in length, 1 (one) additional day for make-up will be provided for each day of absence beyond the three days.

Clarion Truancy Procedure

Any student in the district whose absence is illegal or unexcused shall have the absence recorded as illegal or unexcused, but without disciplinary action by school officials for the first 3 (three) occurrences.

All students requesting early dismissal must present a valid, written request from the parent/guardian to the attendance secretary prior to the first period. Any early dismissal without a written request must be made in person by a parent or guardian. Students must sign in and out when leaving or returning to school during regular school hours.

When a student has accumulated 10 (ten) days of parent excused absence the school district shall term this absence chronic, irregular absence and therefore, shall require a doctor's excuse for each additional day of absence. Also, when a student has accumulated 5 (five) days of tardiness, and/or more than three illegal/unexcused absences in a nine-week period, these may result in the loss of privileges such as: field trips, assemblies, pep rallies, homecoming/prom, participation in sports or other extracurricular activities, and parking.

The district reserves the right to require a doctor's excuse for any questionable absence. This also includes but is not limited to days in which large portions of the population are absent on the same day.

Students on school approved homebound instruction will be considered in regular attendance for the duration of the illness.

Students 17 (seventeen) years of age or older who accumulate 10 (ten) or more consecutive days of unexcused absences shall be notified by certified mail that they may be dropped from the rolls of the school and are no longer entitled to the rights and privileges of Clarion Area students.

A student who has been dropped from the rolls, quits school, or is expelled from school will lose all school privileges including attending any school event not open to the public. These students may be readmitted upon written request from the parents/guardians to the building principal and after a re-admittance conference has been convened. Re-admittance is subject to attendance regulations.

Students who miss class as the result of an excused absence may make up all work without penalty.

A grade reduction of 3% of the current nine-week grade will be imposed for each date of illegal/unexcused absence. Make certain to submit a valid excuse to the high school office within three days of returning from an absence to ensure such a penalty is not imposed.

Excuses may be submitted by pink card, or on a plain sheet of paper.

Attendance and Class Credit

Board Policy #204.1

Students must attend seventy five (75) classes in order to be eligible for credit in a semester course and one-hundred fifty (150) classes to be eligible for credit in a full year course regardless of their course grade.

Students will be permitted to drop and/or add classes for the first two weeks of each semester. After that time, students that drop a class will receive an "F" for that class for the year.

A student or his/her parent(s)/guardian(s) may request a credit review to determine if credit has been denied for insufficient reason. Such request should be filed with the building principal within 5 (five) days of the issuance of report cards.

Attendance and Eligibility for Co-curricular or Extracurricular Activities

To be eligible to participate in a co-curricular or extracurricular practice or event, a student must be in attendance for the entire school day. Students arriving late will not be permitted to participate in co-curricular activities that day unless due to one of the reasons listed under the "Co-curricular Activities/Extra-Curricular Activities" section of this handbook. One warning per sport will be given. This warning starts on the first official start-date of the season and ends on the last play-date. Exceptions are at the discretion of the building principal.

Students participating in co-curricular or extracurricular activities must be passing a minimum of 4 (four) credits weekly to be eligible to participate in an co-curricular or extracurricular event. If a student is not passing 4 (four) credits in any given week of a season, that student will be ruled ineligible for the week (Sunday through Saturday) and not permitted to participate in any practices or events during that time. Eligibility will be checked every Friday at noon. Students must have passed at least 4 (four) full credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. Students failing to meet this requirement will lose their eligibility for 15 school days at the beginning of the next grading period.

Tardiness to School

Students who arrive after the school day start bell, but before the end of third period, will be marked tardy. Students arriving after the start of fourth period will be marked absent. Students with three infractions for lateness during any nine-week grading period will be assigned a discipline referral for being tardy to school. For each tardy in excess of 3, students will receive an additional discipline referral for being tardy to school and will receive the corresponding disciplinary action associated with such offense. Unexcused class absences which result from tardiness will be counted cumulatively and the 3% reduction in score for the grading quarter will apply.

Student Conduct

The primary purpose for establishing rules of conduct for students is to address and correct inappropriate and unacceptable behavior and to provide for a safe, orderly, and effective school environment where the rights of all individuals are respected and protected. Each student is responsible for understanding and complying with the rules of conduct both in and out of school.

Behaviors subject to disciplinary action include, but are not limited to: tardiness, truancy, class disturbances, class cuts, fighting, intimidation, bullying, harassment, use or possession of controlled substances including alcohol, tobacco or drugs, disrespect, insubordination, profanity, falsifying or forging school records, cheating, plagiarizing, theft, vandalism, threats, verbal or physical assaults, unacceptable use of technology, arson, weapons violations, and violations of local, state, and/or federal criminal statutes.

Consequences for disciplinary violations may include: verbal warning, written warning, referral for counseling, grade reduction, suspension of privileges, after school detention (School Improvement), in or out of school suspension, Saturday detention, police referral, alternative placement and expulsion. Penalties for misconduct will reflect the seriousness and frequency of the misconduct and will be appropriate to the ages and maturity levels of students. A student's past record will be considered in determining disciplinary action.

School rules are to be considered guidelines and are not to be construed as absolute. Extenuating circumstances may exist which might cause disciplinary actions to be more or less severe than those listed in the school rules. Students with special needs will be disciplined in accordance with federal IDEA standards and regulations, and in accordance with the student's IEP. The school reserves the right to deviate from the guidelines below when extenuating circumstances exist. Students and parents are reminded that under Pennsylvania Law students are in the charge of the school district from the time they leave home until they return. This means that teachers and administrators have the right to exercise the same authority over the conduct and behavior of students during the time they are in attendance (including the time required in going to and from their homes) as the students' parents, guardians, or persons in parental relation. Thus, all school rules apply during this time. This also applies to all activities, clubs and field trips. Students on field trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations (Board Policy #121). Students who break the law or violate a school rule may be sent home at the expense of the parent after a due process hearing is held by the administrator in charge.

Detention

Students who receive a detention for an infraction of school rules/policy will be expected to report and serve on the date and at the time for which the detention is assigned. No cell phones or electronic devices will be permitted in detention without permission from the supervising adult. Students will be allowed one opportunity to reschedule the detention if done so prior to the date/time the original detention was scheduled. Failure to reschedule prior to the event will negate the possibility of rescheduling the detention and will result in the assignment of an In-School Suspension. In addition, disciplinary action points will be assigned for failure to serve the detention and the infraction will be recorded as such.

Cafeteria Behavior

Cutting line in cafeteria will result in isolation from other students and assignment to the end of the cafeteria line for duration of time to be determined by the cafeteria monitors/administration.

Failure to Report to Assigned Area

Students who cut class, or fail to report to their assigned area will be subject to an infraction for cutting class as defined earlier in this handbook.

Student Conduct

Dress Code and Grooming - Board Policy #221

Students may be required to wear special clothing while participating in physical education, wood shops, extracurricular activities, or other situations where attire may be required to protect the health or safety of a student.

First opinions are often formed based upon your physical appearance. How you dress often projects an image which is related to your behavior and attitude. Therefore, it is imperative that you dress in a manner which projects a positive image. Secondly, your dress must be chosen with safety in mind. Any clothing which may pose a safety hazard is not permitted. Lastly, your form of dress/appearance should promote a positive learning environment and cannot cause a disruption to your education or the education of others.

Clothing

All clothing must cover the body so as to prevent excessive skin exposure, be free of inappropriate content, fit properly, and be safe in nature.

All tops must cover the torso such that it limits the exposure of cleavage, the mid-section, and/or the side below the armpit. Tops must also be made of material which is opaque, free of holes, and is not excessively tight. Physical education classes require athletic wear.

All pants, shorts, skirts, or other bottoms must start at the waist and extend to the mid-thigh. They must be made of opaque material which is free of holes or frays above the mid-thigh. Physical education classes require athletic wear.

Shoes to be worn must be safe in nature and manufactured for outdoor wear. Physical education classes require athletic footwear.

Hair

All hair must be kept in a manner which does not interfere with vision, safety, or work performance. It must be kept clean, neat, and free of parasites. Hair must not pose a distraction or disrupt the education of others. No head coverings are to be worn in the building.

Jewelry/Body Art

All jewelry must be commercially manufactured in nature, may not pose a safety hazard such as cutting or puncture, and must not be inappropriate for the educational setting.

All tattoos or body art must be appropriate for the educational setting and be free of inappropriate messages, visual representations, or vulgarity.

The Principal has the final authority concerning dress code.

Students who violate the dress code policy are subject to an infraction for dress code violations. Students may be required to change their attire or sent home.

Student Conduct

Procedures for Parental Contact of Students

Parents shall call the high school office (814) 226-8112 to contact their child in the case of an emergency. Only in an emergency, the student will be summoned from the classroom to the office to take the phone call. If the call is not for emergency purposes, the student will not be summoned to retrieve the phone call, but a message may be left for the student with the front office secretary. Parents should not interrupt classes by calling or texting their child during scheduled class time.

Volunteers

All individuals requesting to volunteer for any school related function or event must submit the following clearances to the high school office prior to the first day in which they participate:

- Act 34 - Criminal Background Check
- Act 151 - Child Abuse History Clearance
- Act 114 - FBI Fingerprint check

Act 114 will not be required if the position is unpaid AND the applicant has been a continuous resident of PA for the past 10 years and will affirm in writing that they would not be disqualified from service based upon the FBI fingerprint check.

All volunteers must also be approved by the School Board prior to being allowed to participate in any school function as a volunteer. Volunteers who were approved and served in the prior school year will be subject to the state mandated five year cycle for clearances.

Disciplinary Hierarchy - Level 1 Offense (1 disciplinary point per infraction)

Violation	1st Offense	2nd Offense	3rd Offense (or higher)
Unauthorized possession or use of restricted items (Items which are disruptive in nature)	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Disruptive Behavior	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Misconduct in the Hallways	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Failure to follow safety regulations	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Tardy to class	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Unauthorized use of school property	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Unauthorized presence in hallways	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Public display of affection	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Parking violations	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Dress Code violation	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Failure to follow directions	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Theft/Stealing (up to \$25)	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Other (Administrative Use Only)	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Recording of Others Without Permission	1 School Improvement	2 School Improvements	Becomes a Level 2 Offense
Tardy to school	1 Detention after three tardies to school 1 Detention for every tardy after the 3rd tardy		

When transferring from one level offense to another due to chronic infractions, each subsequent infraction is automatically considered one of the next level offenses and adds cumulatively to those previously.

Example: Four parking violations would equal two level two offenses rather than one level two offense and one level one offense.

Disciplinary Hierarchy - Level 2 Offense (2 disciplinary points per infraction)

Violation	1st Offense	2nd Offense	3rd Offense (or higher)
Repeated (3 or more cumulative) Level 1 Violations	1 ISS	2 ISS	Becomes a Level 3 Offense
Safety Violations	1 ISS	2 ISS	Becomes a Level 3 Offense
Dishonesty	1 ISS	2 ISS	Becomes a Level 3 Offense
Cut Class	1 ISS	2 ISS	Becomes a Level 3 Offense
Misconduct on Field Trips, etc.	1 ISS	2 ISS	Becomes a Level 3 Offense
Failure to serve detention	1 ISS	2 ISS	Becomes a Level 3 Offense
Use of profanity or obscenities	1 ISS	2 ISS	Becomes a Level 3 Offense
Throwing of non-injurious objects	1 ISS	2 ISS	Becomes a Level 3 Offense
Defiance/Disrespect	1 ISS	2 ISS	Becomes a Level 3 Offense
Theft/Stealing (\$25.01 - \$300)	1 ISS	2 ISS	Becomes a Level 3 Offense
Possession of Prescribed or Over-The-Counter Medications	1 ISS	2 ISS	Becomes a Level 3 Offense
Recording of Others Without Permission (posting or sharing of such recordings)	1 ISS	2 ISS	Becomes a Level 3 Offense
Other (Administrative Use Only)	1 ISS	2 ISS	Becomes a Level 3 Offense

When transferring from one level offense to another due to chronic infractions, each subsequent infraction is automatically considered one of the next level offenses and adds cumulatively to those previously

Example: Four parking violations would equal two level two offenses rather than one level two offense and one level one offense.

Disciplinary Hierarchy - Level 3 Offense (3 disciplinary points per infraction)

Violation	1st Offense	2nd Offense	3rd Offense (or higher)
Repeated (3 or more Level 2 Violations)	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Defacing School Property	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Insubordination/Defiance/Extreme Disrespect	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Threatening/Intimidation of Others	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Bullying (harassment)	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Tobacco Violations	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Lewd/Obscene Acts	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
The/Stealing (Above \$300)	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Leaving School without Permission	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Hazing	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Sexual Harassment	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Racial/Ethnic Intimidation	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Trespassing	3 ISS	3 Suspensions	3 Suspensions + Referral to the Superintendent for additional days
Recording of Others Without Permission (done in a private area, posted with the intent to bully/harass)	3 ISS - (referral to authorities if warranted)	3 Suspensions (referral to authorities if warranted)	3 Suspensions + Referral to the Superintendent for additional days and referral
Other (Administrative Use Only)	TBD		

When transferring from one level offense to another due to chronic infractions, each subsequent infraction is automatically considered one of the next level offenses and adds cumulatively to those previously

Example: Four parking violations would equal two level two offenses rather than one level two offense and one level one offense.

Disciplinary Hierarchy - Level 4 Offense (4 disciplinary points per infraction and automatic exclusion from attending functions)

Violation	1st Offense	2nd Offense	3rd Offense (or higher)
Assault and Battery	5 Days OSS Informal hearing with parents and compliance with SAP recommendations (referred to the State Police for criminal charges)	10 Days OSS Informal hearing with parents and compliance with SAP recommendations (referred to the State Police for criminal charges)	Becomes a Level 5 Offense
Fighting (Physical altercation without the use of excessive force)	3 Days OSS Informal hearing with parents and compliance with SAP recommendations (referred to the State Police for criminal charges)	5 Days OSS Informal hearing with parents and compliance with SAP recommendations (referred to the State Police for criminal charges)	Becomes a Level 5 Offense
Possession or Consumption of Alcohol	10 Days OSS Informal hearing with parents and compliance with SAP recommendations (referred to the State Police for criminal charges)	10 Days OSS Informal hearing with parents and compliance with SAP recommendations (referred to the State Police for criminal charges)	Becomes a Level 5 Offense
Terroristic Threats	3 Days OSS Informal hearing with parents and compliance with SAP recommendations (referred to the State Police for criminal charges)	5 Days OSS Informal hearing with parents and compliance with SAP recommendations (referred to the State Police for criminal charges)	Becomes a Level 5 Offense

Disciplinary Hierarchy - Level 5 Offense (Automatic exclusion from attending functions)

Violation	1st Offense
Possession/Use of Firearms	If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property)
Possession/Use of Cutting Instruments	If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property)
Threats or Bomb Scares	If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property)
Unauthorized use of school Fire Alarm	If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property)
Possession/Under the Influence of Illegal Substances	If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing.

Disciplinary Hierarchy

Students may have 1 (one) point removed from their cumulative point record for the year by displaying good behavior (no new referrals) for one month following their last referral. Each additional month which passes without a referral will result in the removal of 1 (one) additional point.

When a student accumulates a total of 5 disciplinary action points, they will be excluded from school functions as designated by the Principal.

A student who commits a level 4 or level 5 offense will be excluded from activities for one month and until their total disciplinary action points fall to or below 4 points for the year. Students will be excluded from overnight trips for no less than 90 days following the infraction.

When students accumulate a total of 6 disciplinary action points a conference will be held with the student's parent(s)/guardian(s), the student, and the Assistant Principal/Principal.

Appropriate measures to change behavior will be recommended.

When students accumulate a total of 10 disciplinary action points a conference will be held with the student's parent(s)/guardian(s), the student, the Assistant Principal/Principal, and the guidance counselor to formulate a behavioral modification plan to address the student's needs.

When students accumulate a total of 13 disciplinary action points a conference will be held with the student's parent(s)/guardian(s), the student, the guidance counselor, the Assistant Principal, and the Principal to adjust the student's behavioral modification plan.

When students accumulate a total of 15 disciplinary action points, the student's disciplinary record will be reviewed for possible recommendation for expulsion.

Points will be evaluated when progress reports are printed. No special considerations will be made.

Community service may be substituted for discipline points for infractions of levels 1, 2, or 3 only. The student is responsible for arranging the community service with an outside agency and must gain the approval of the Principal prior to beginning the service work. (A community service approval form must be filled out and submitted to the high school.) Each 5 hours of community service may be substituted for 1 disciplinary action point up to a maximum of 5 points or 25 community service hours.

Student Conduct

Leaving the Building

All students must sign out before leaving the building. Students leaving the building without permission, whether or not they leave school grounds, will be subject to a violation of leaving school without permission.

Theft and Vandalism

Students found guilty of theft or vandalizing school property, or vandalizing the property of a student or teacher, will be required to make restitution, be subject to disciplinary action as outlined earlier in this handbook, and/or subject to police referral.

Cheating and Plagiarism

Students guilty of cheating or plagiarizing by any method are subject to the following:

- 1st offense – receive a zero for the assignment in question and a referral for dishonesty
- 2nd offense – receive a zero for the assignment in question, 68% or less (the lesser of the 68% or actual grade earned) for the current grading period, and a referral for dishonesty
- 3rd or subsequent offense – receive a failing grade for the course and a referral for dishonesty

Boycotts and Walkouts - Board Policy #218

No student shall participate in any boycott or walkout of any lawful school function, mission, or process at which attendance is required. Students guilty of a boycott or walkout will be subject to 1 (one) infraction for cutting class or leaving school without permission. Alternative placement may also be required.

Student Demonstrations - Board Policy #218

No student shall, on or off school premises, engage in any protest, march, picket, sit-in or similar activity which has as its purpose the disruption of any lawful function, mission, or process of the school to which the student is assigned or any other school district. Students responsible in whole or in part for conducting, organizing, or participating in a demonstration will be subject to 1 (one) infraction of defiance. Failure to comply with a directive to cease such activity will result in an infraction of insubordination. Alternative placement may also be required.

Disruption of School - Board Policy #218

No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, intentionally cause the disruption of any lawful function, mission, or process of the school to which the student is assigned or any other school in the district, nor shall any student urge any other student to engage in such conduct. Students responsible in whole or in part for conducting, organizing, or participating in a disruption of school will be subject to a minimum of 1 (one) infraction for disruptive behavior. Failure to comply with a directive to cease such activity will result in an infraction of insubordination. Students may also face expulsion and/or referral to law enforcement.

Assault - Board Policy #218

No student shall assault, or cause or attempt to cause physical injury to, or intentionally behave in such a way as could reasonably cause physical injury to any school employee or person in any school building, on any school bus, or off the school grounds at any school activity, function, or event, before, during or after school. Students found guilty of assault will be subject to 1 (one) infraction for assault. Counseling may also be required for repeat

offenders. Students may also face referral to law enforcement and/or expulsion. Alternative placement may also be required.

Student Conduct

Tobacco Possession/Use - Board Policy #222

Board Policy #222 governs tobacco use policy violations and defines the term TOBACCO. Students are prohibited from possessing or using tobacco at any time in the school, on a school bus, and on school property. Students convicted of possessing or using tobacco shall be fined according to law plus court costs. Also, the student will be subject to 1 (one) infraction for tobacco possession/use and a referral to SAP will be made

Weapons Violation - Board Policy #218.1

Board Policy #218.1 governs weapons violations and defines the terms WEAPONS and POSSESSION. Students are prohibited from possessing or bringing weapons or replicas of weapons into school, onto school property, to any school-sponsored event, or onto any public conveyance transporting students to or from school. Students violating this policy shall receive a 1 (one) year expulsion in conformance with formal due process proceedings as required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by- case basis. The Chief School Officer, on an individualized case basis, may appeal to the Board in writing, requesting that the action called for in the Board's policy be changed or adjusted based on extenuating and mitigating factors of the individual case directly related to this policy.

The building principal may approve a weapon used as part of a school program.

Terroristic Threats - Board Policy #218.2

Board Policy #218.2 governs student behavior relating to making terroristic threats or carrying out terroristic acts and defines the terms TERRORISTIC THREAT and TERRORISTIC ACT. Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or building. The building principal will immediately suspend a student upon receiving evidence that he/she has violated this prohibition. Based upon further investigation the student may be reported to law enforcement and/or expelled.

Student Conduct

Controlled Substance - Board Policy #227

Board Policy #227 governs violations of the prohibition against the use of controlled substances and defines the term CONTROLLED SUBSTANCES. Students are prohibited from using, possessing, distributing, selling, offering to sell, soliciting to purchase, or being under the influence of any controlled substances during school hours, on school property, and/or at any school sponsored event. Students are also prohibited from possessing "look alike" drugs or drug paraphernalia.

In addition to the consequences outlined below for violations of the school's rules regarding controlled substances, students are always subject to 10 (ten) or more days of suspension, and/or loss of privileges, alternative education, and after a proper hearing, students may face expulsion and/or referral to law enforcement. Students must also submit to a SAP Team assessment and comply with the recommendations of the evaluator.

Students reasonably suspected of being under the influence of a controlled substance, alcoholic beverage, or any prescription drug other than properly registered drugs, may be requested to submit to a medical evaluation, which may include blood and/or urine analysis. Refusal by the student to submit to this evaluation may be considered as evidence of the student being under the influence of such substance, beverage, or drug.

Students possessing, using or otherwise maintaining medicines on school premises for the treatment of an existing condition shall register the same with the school nurse at the time they are first brought onto school premises, and shall use or maintain the same in accordance with instructions of the school nurse as prescribed by a duly licensed physician.

Students apprehended for drug use off-campus may be subject to temporary suspension if he/she is judged to present a hazard to the health and safety of others.

Students who, while subject to the school's jurisdiction, use, possess or are under the influence of any controlled substance, alcoholic beverage, or any prescription drug other than drugs registered in accordance with Board Policy #227, may be suspended for up to 10 (ten) days and placed on probation as dictated by the disciplinary hierarchy. During this time students may be excluded from some or all school related activities including social functions.

Students who, while subject to the school's jurisdiction, sell, distribute, or offer to sell or distribute, any controlled substance, alcoholic beverage, or any prescription drug shall be immediately suspended pending a hearing. After a proper hearing the student is subject to suspension or expulsion.

Students who, while subject to the school's jurisdiction, sell, distribute, or offer to sell or distribute, any drug other than those mentioned in Board Policy #227, may be suspended for a period of time to be determined by the Board after a proper hearing.

In all cases where students violate Board Policy #227, they will be referred to the Student Assistance Program, submit to a SAP Team assessment, and comply with the recommendations of the evaluator.

Students involved in school-related athletics are prohibited from using anabolic steroids, except for valid medical purposes. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be considered an anabolic steroid. Violation of this prohibition against the use of anabolic steroids shall result in suspension from school athletics for the remainder of the year for the first violation; for the second violation the suspension will be extended to the following season, and a third violation will result in permanent suspension from all school athletics.

Student Conduct

Hazing - Board Policy #247

Board Policy #247 defines hazing as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purposes of initiation or membership in, or affiliation with any organization recognized by the Board. Hazing will not be permitted.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Students guilty of hazing are subject to one infraction for hazing and may be subject to fines up to \$50 by the principal or when recommended disciplinary action results in a formal hearing before the Board, they may impose additional disciplinary actions and fines up to \$150..

Harassment - Board Policy #248

Board Policy #248 governs unlawful harassment and defines it as repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, sexual orientation, age or handicap/disability which creates an intimidating, hostile or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a condition or term of a student's academic status.
- submission or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- such conduct deprives a student of educational aid, benefits, services or treatment.
- such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Harassment, sexual or otherwise, is not permitted and students who violate this prohibition will be subject to one infraction for harassment or be placed in an alternative educational placement. In addition, students who make false accusations regarding harassment may also be subject to these same consequences.

Student Conduct

Bullying - Board Policy #249

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. It is a negative action when someone intentionally inflicts injury or discomfort upon another. Board Policy #249 defines bullying as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which is severe, persistent or pervasive. Behavior is clearly bullying when:

There is intent to harm- the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior.

There is intensity and duration- the taunting continues over a period of time and is not welcomed by the target.

Bullying of any type (including cyber-bullying) is not permitted and students who violate this practice will be subject to any or all of the following:

- First Offense - may result in 3 (three) days of suspension, change in schedule, contractual agreement to cease such behavior, counseling, loss of 1 (one) or more privileges, and parental involvement.
- Second Offense - may result in 3 (three) days of suspension, change in schedule, contractual agreement to cease such behavior, counseling, loss of 1 (one) or more privileges, and parental involvement.
- Third Offense - may result in 5 (five) days of suspension (with the approval of the superintendent) or expulsion, change in schedule, parental involvement, police involvement, and/or loss of privileges for the year. All reported incidents will be kept on file in the office.

Bullying which results in a criminal action will be referred immediately to the appropriate law enforcement agencies for investigation. The Board of Education reserves the right to impose action in excess of that prescribed due to severity of bullying action.

SAP Referral/Recommendation

Students found to be guilty of an infraction which includes the use of drugs/alcohol/tobacco, a weapon, or violence are required to submit to an assessment by the SAP Team and follow the recommendations which are identified therein. Failure to submit to such assessment and/or follow the recommendations identified in the assessment may result in additional disciplinary consequences up to and including expulsion at the discretion of the Superintendent with approval by the School Board. The purpose of utilizing SAP is not to be misconstrued as disciplinary in nature, but rather to identify the source of behavioral issues so as to provide help in addressing them.

Reporting Process

Students should report bullying, harassment, hazing, threats, or other rule infractions to a building administrator or guidance counselor. When this is not possible, rule infractions should be reported to a classroom teacher. All reported incidents will be recorded and kept on file in the office.

Book Bags and Purses

Book bags may be used to transport books and school supplies to and from school. However, book bags may not be carried between classes without special permission from the building principal. Exceptions to this rule will be

made for medical reasons only. Students who violate this rule will be warned once. Subsequent violations are subject to one infraction for failure to follow directions. Purses are to be no more than 8"x 11" for safety purposes. The same consequences will be applied for both purses and book bags.

Student Conduct

Headphones

Headphones and/or earphones are permitted for educational purposes only and only in designated areas when approved by the supervising adult. Headphones and/or earphones are not to be worn between classes or between the start of the day and end of the school day.

Off-Campus Infractions

Students are reminded that many school rules apply both off-campus and before or after school hours. Under Pennsylvania law and case law, schools retain the right to hold students accountable for many off-campus infractions, including but not limited to: harassment, bullying, hazing, fighting, intimidation, terroristic threats, violation of substance abuse laws, or violation of state and federal laws.

Driving Privileges

Only juniors and seniors may park on school property during regular school hours. Students must register vehicles in the high school office by completing the required parking permit application. Students who fail to complete the registration process will not be granted the privilege of parking on school property and will be found guilty of a parking violation if their vehicle is found on school property. As parking in the student parking lot is by permit only, violators may also be subject to fines as imposed by the Clarion County Borough, or towing at the owner's expense.

Registration will occur in the following manner:

- Seniors only during the first week of school
- Seniors and juniors following the first week of school (first come first served)

Students may not park along the sidewalk bordering Liberty Street in marked spaces, nor in the teacher's parking lot during regular school hours.

Vehicles are subject to search and seizure pending reasonable suspicion of the existence of items that threaten the health, safety, or welfare of others, or which violate state or federal laws. Students are responsible for securing items left in their vehicle.

Violation of the school's vehicle code may result in loss of on campus parking privileges and a disciplinary referral for a parking violation.

Students who are tardy 5 (five) or more times without valid excuse will not be permitted to park on school property. Drivers must yield to buses and normal traffic on Liberty St.

Failure to Comply With Consequences

Students who receive a detention for an infraction of school rules/policy will be expected to report and serve on the date and at the time for which the detention is assigned. Students will be allowed one opportunity to reschedule the detention if done so prior to the date/time the original detention was scheduled. Failure to reschedule prior to the event will negate the possibility of rescheduling the detention and will result in the assignment of an In-School Suspension. In addition, disciplinary action points will be assigned for failure to serve the detention and the infraction will be recorded as such. Students who willfully refuse to comply with assigned

consequences for a rule infraction, may receive a referral for insubordination. Students who willfully refuse to serve an In-School Suspension will have their parent/guardian called to transport home to serve Out-of School Suspension for being insubordinate. In extreme cases, authorities may be contacted and charges imposed for trespassing, as the student is present without permission.

Student Conduct

Suspensions and Expulsions - Board Policy #216.1

A suspension is removal from school and any school related functions for 1-10 days. Expulsion is removal for any length of time beyond 10 (ten) days.

Students who are suspended, whether in or out of school, will be afforded due process and will be permitted to make up all classwork including tests and quizzes. All students will be given written notice of any actions being considered against them for violation of school rules and regulations which will result in a suspension or expulsion. Students and parents will be given the opportunity for an informal hearing when a suspension exceeds 3 (three) days.

Supplemental Discipline Records - Board Policy #216.1

The school, as required by law, maintains required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs, and violence on school property.

Parents/guardians of students transferring to Clarion Area are required, upon registration and before admission of the student in their charge, to provide affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school of the Commonwealth or any other state, for an offense involving weapons, alcohol or drugs; for the willful infliction of injury to another person; or for any act of violence committed on school property. The dates, reasons, and name of the school shall be provided for all suspensions and/or expulsions. Students that are suspended or expelled from school will lose all privileges for the length of the suspension or expulsion. Parents/guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.

Other Student Rules and Regulations

Student Lockers - Board Policy #226

Lockers are the property of Clarion Area School District and are provided for students to store school related equipment and supplies. Lockers remain the property of Clarion Area School District and, as such, students have no expectation of privacy in their lockers.

The district reserves the right to search lockers at any time when reasonable suspicion exists that the locker contains items that may threaten the health or safety of others or which may violate state or federal laws. The Board authorizes the use of certified drug-locating dogs. A student who refuses the request for a locker search by an administrator that is proper and reasonable may be disciplined under the District's Discipline Policy. Action may include suspension, alternative education placement, or referral to the Board for expulsion. 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.

Students are advised not to store valuable items in their lockers. The district will not be responsible for lost or stolen items. Students will secure lockers with locks provided by the high school office. A \$6.00 charge will be assessed for all lost locks. In addition, no food or drink, with the exception of a packed lunch, is to be stored in lockers.

Students are not permitted to affix items to lockers with any tape or adhesive. Magnets may be used for this purpose and must be purchased by the student. These magnets may not be attached to the locker with an adhesive. The principal may remove offensive materials, which are displayed in a locker.

Nothing is to be affixed or displayed on the outside of the locker without permission from the principal or his/her designee. Defective lockers should be reported to the high school office.

Large gym bags or backpacks should not be forced into lockers such that the locker will not properly close. These items may be stored in designated areas.

Students are to keep their locker closed, locked and the hallway clear of debris each day.

Students who violate locker policy are subject to loss of locker privileges, 1 (one) or more School Improvements, or 1 (one) or more days of suspension.

Bicycles & Skateboards - Board Policy #223

Bicycles are to be stored in the bicycle racks provided.

Skateboarding and rollerblading as well as shoes containing built-in roller devices are prohibited on school premises.

Other Student Rules and Regulations

Class Changes, Hallway Passes and Class Tardiness

Students have 4 minutes to pass between classes. Each time a student is late to class it will be recorded in compliance with the School Preparedness Policy, and three such violations will result in the student being referred to the High School office for disciplinary action.

Students should keep to the right during class changes and move in an orderly fashion. Pushing, shoving, tripping, and other potentially dangerous behavior is not permitted. There is to be no running in the hallways.

When passing through the hallways during class time students must have a properly completed pass.

Accident Insurance for Students - Board Policy #211

Students participating in the following activities require insurance:

- Interscholastic athletic programs
- Marching band
- School patrols
- Cheerleaders
- Activity groups making overnight trips or excursions
- Any other activities group engaged in projects, which could be judged dangerous in terms of students' health/safety.

Confidentiality - Board Policy #207

Information received in confidence from a student may be revealed by a staff member when the health, safety, or welfare of the student or others is in jeopardy. This includes any incidents that involve abuse; when the student poses a danger to himself or herself; or when the student poses a danger to other students.

Food and Beverage

Students are not to be in possession of open beverage containers outside of the cafeteria during regular school hours. Food is not permitted in classrooms unless approved by the administration. Students who wish to carry a water bottle may do so if a medical excuse is submitted to the school nurse and permission to carry one is granted. Only water will be permitted to be carried.

Violations of food and beverage rules may result in a warning, 1 (one) or more days of School Improvement, or 1 (one) or more days of suspension.

Progress Reports - Board Policy #212

Report cards shall be issued every 9 (nine) weeks. Deficiency notices will be issued after the first 20 (twenty) days of each grading period. These notices are meant to be informational, and a student's most current grade may be viewed at any time online.

Fundraising by Students - Board Policy #229

Students are not permitted to collect money for personal benefit in school, on school property, or at any school sponsored event. Student fundraising for organizations outside the school requires approval of the

superintendent or building principal. All fundraising conducted for school related clubs and organizations must be approved through the club/organization's advisor and school principal.

Other Student Rules and Regulations

Distribution of Materials

All materials (such as fliers) that are to be distributed in school, on school property, or at any school sponsored event:

- Must receive approval by the school administration prior to distribution;
- Must have a nexus (connection) with the students and the school;
- Must be non-partisan and unrelated to an election or labor negotiations;
- Must not seek to exploit students for the benefit of a profit making organization; and
- Must not solicit money.

Cell Phones and Phone Calls

Students are not permitted to use cell phones during instructional time without the permission of a supervising adult. Parents needing to contact a student may do so by calling the office. Students who violate the cell phone policy will have the following consequences imposed:

- 1st offense – retention of the item in the office until the conclusion of the school day. The student may retrieve the item in person. An infraction for possession of a restricted item will be recorded and disciplinary action imposed. Teachers are to write a referral for possession of a restricted item for each offense.
- 2nd offense – retention of the item in the office until the conclusion of the school day. The student may retrieve the item in person. An infraction for possession of a restricted item will be recorded and disciplinary action imposed. Teachers are to write a referral for possession of a restricted item for each offense.
- 3rd and subsequent offenses – retention of the item in the office until a parent or guardian retrieves the item. An infraction for possession of a restricted item will be recorded and disciplinary action imposed. Teachers are to write a referral for possession of a restricted item for each offense.

Chronic violations of the cell phone policy may necessitate the submission of the cell phone to the office each morning prior to the beginning of the school day. In such cases, the student may then retrieve the item at the conclusion of the school day, provided they willingly submitted the phone when first entering the building.

Students will not be called to the office to answer phone calls during class except in the case of an emergency.

Recording Devices

Students are not permitted to produce recordings of other persons within the building during the school day without the permission of a supervising adult. Any recording of persons without permission may constitute a violation of state wire-tapping law and be warrant involvement with local authorities, as well as disciplinary action imposed by Clarion Area School District. (see disciplinary hierarchy)

Public Displays of Affection

Students are not to make themselves conspicuous by public displays of affection during school hours. Holding hands may be permitted. Other forms of physical contact such, but not limited to kissing, excessive touching, etc. are not permitted. Persistent violations will result in a violation for public displays of affection.

Textbooks and other Assigned School Property

Textbooks and other school property are often issued to students free of charge. Students are placed in care of these items and are responsible for the return of such items in the same condition in which they were received. It is the student's responsibility to return such items to the person who issued them, NOT the responsibility of the issuing adult to retrieve such item(s). Failure by the student to return such items in the condition issued will result in the student being charged the value of replacement or repair of the item damaged, destroyed, lost, or simply not returned. Failure to make whole the school by

return of items or restitution, may result in withholding of the student's diploma (seniors) or loss of privileges until such payment or item(s) is received.

Visitors

Students are not permitted to bring guests to school or on the bus without prior permission of the administration.

Other Student Rules and Regulations

Review of Speeches, Presentation

Clarion Area School District reserves the right to control certain types of oral expression. Clarion Area recognizes the students' rights to free speech, but must balance this with the interest of providing an appropriate public education for its students. The special characteristics of the school environment grant school officials the right to prohibit speech that materially and substantially disrupts the school. School officials may also control speech that can reasonably be foreseen to disrupt school or invade the rights of others.

Obscenity, vulgarity and lewdness fall into the category of unprotected speech. Speech that could be determined to be lewd and indecent in the context of public education will be excluded and is within the authority of the school to regulate. Students have the right to conduct civil and effective public discourse within permissible limits.

Valedictorian / Salutatorian

The Valedictorian and Salutatorian will be determined at the conclusion of the 3rd grading period of the senior year. Students in contention for either position shall have their grade average calculated including credited courses for grades 9 (nine) through the third quarter of the senior year.

Other Student Rules and Regulations

Freedom of Speech - Board Policy #220

The Board respects the rights of students to express themselves in words and symbols and to distribute materials as a part of that expression. However, it also recognizes that the exercise of this right must be balanced with the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

Accordingly, the following guidelines will be observed:

- Any or all distributed materials must be approved through the Main Office and shall be distributed before or after school hours.
- School approved activities are the only activities that may be advertised or announced.
- Any literature or advertisements must be directed to the Main Office and may be displayed on a table in the office or on the designated bulletin board.

Co-curricular Activities / Extra-Curricular Activities

To be eligible to participate in a co-curricular or extra-curricular event, a student must be in attendance for the entire school day. Students arriving late will not be permitted to participate in co-curricular or extra-curricular activities that day unless due to one of the reasons listed under the "Co-curricular Activities/Extra-Curricular Activities" section of this handbook. One warning per sport will be given. This warning starts on the first official start-date of the season and ends on the last play date.

Students who leave school before the conclusion of 4th period are counted absent for the day. Students who are absent or late for school may not participate in any after school activity. Thus, students must be present for the entire school day in order to participate in co-curricular activities. The principal has discretion in this matter.

Many rule violations carry with them a suspension of 1 (one) or more student privileges. Participation in co-curricular or extra-curricular activities is considered to be a privilege. Co-curricular and extra-curricular activities include, but are not limited to: band, choir, Science Olympiad, all sports, academic competitions, prom, and clubs.

The following absences will not result in denial of participation:

- approved college visit
- doctor's appointment
- approved, school sponsored field trip
- approved religious activity
- court appearance
- death in family
- any other absence approved by the principal

All absences to be considered for exception must be accompanied by documentation from the appropriate professional/institution indicating participation. (Dr. note, note from the college visited, subpoena, etc.)

Family Educational Rights and Privacy Act (FERPA)

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

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- 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 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Acceptable Use Policy for Telecommunications & Internet Access

Introduction

Clarion Area School District provides computer resources and access to the Internet as an integral part of the instructional process. As responsible members of the Clarion Area community, it is expected that all students and employees will follow and adhere to the guidelines established below as well as any rules established by the state of Pennsylvania and the United States of America. Strict adherence to the following guideline will help insure a positive and productive learning environment for all students and educators.

Authority

Use of electronic technology within the district shall be governed by regulations established by the district. The district reserves the right to monitor and, if deemed appropriate, to restrict or prohibit use by students and employees. The district reserves the right to restrict or deny use by any person who uses electronic technology within the district for unauthorized, inappropriate, unethical, illegal activities, or usage not in accordance with the guidelines of the Acceptable Use Policy.

Procedures

Network accounts may be assigned by the district and may be used only by persons authorized to use such accounts. Student accounts, cloud storage, and email addresses will not be issued until both the student and parent/guardian sign the Internet Use Agreement. All users shall assume that communications and information accessible via the network are private property. Network users will respect the privacy of other users on the system. Retrieval, reading, alteration or destruction of files not belonging to the individual user is prohibited.

Responsibilities

All persons who access the electronic technology must conduct themselves in a responsible, ethical, and polite manner. In that there are many available resources that are inappropriate or not designed for use in elementary or secondary education, the use of electronic technology for illegal, inappropriate or unethical purposes is prohibited by all users.

Terms and Conditions

Clarion Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Clarion Area School District is not responsible for loss of data, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. Clarion Area School District is not responsible for the accuracy or quality of information obtained through its networking services.

Acceptable Use Policy for Telecommunications & Internet Access

Respect others' rights to freedom from harassment and intimidation.

- Do not send abusive, threatening, or clearly unwanted messages to others.
- Do not intentionally cause others' work to be disrupted, destroyed or lost by your actions.

Use the Internet for purposes that are legal and generally acceptable

- Do not engage in any illegal or illicit commerce and or illegal or illicit information exchange.
- Do not advertise, sell, or purchase any items unless authorized.
- Do not use the school's computer resources to intentionally retrieve or view sexually explicit material.
- Never divulge an address, phone number, or personally identifiable information over the Internet.
- Students are not to subscribe to information services without authorization from a faculty member or school administrator.

Respect and adhere to the laws concerning copyright and other intellectual property rights

- Obtain permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism or theft.
- Never change files or passwords of other users.
- Reasonably protect computers and software from viruses, "Trojan horses", and file damage of all types, whenever possible.

Follow security restrictions for all systems and information.

- Never share your password.
 - If you share your password and someone else uses your account, even without your permission, you may be held responsible for his or her actions
- Respect others' passwords and never try to evade, disable, or "crack" passwords
- Respect all security provisions on the system
- Report suspected security breaches to the network administrator or a faculty member as soon as possible

Use Supplied Hardware Properly and Appropriately

- Never attempt to repair or alter any computer or other equipment without proper authorization.
- Never use excessive force to remove or insert peripheral hardware
- Never attach peripheral equipment not supplied by or approved by the district.
- Always use all electronic equipment appropriately, and report any misuse or vandalism of the equipment to a representative of the district.

Use and share computer resources courteously and efficiently.

- Understand and accept that there are restrictions on computing resources including storage space and time limited. When asked by a faculty or staff member you must immediately "sign off" from the system.

Recognize limitations to the privacy of electronic documents.

- You should always respect others' privacy and expect others to respect yours as well.
- Understand that electronic communications are similar to pieces of paper in an unsealed envelope, the privacy of which is generally accepted, but may be compromised.

Site Proxy Server and Internet Filter Policy

- Do not attempt to override blocks set in place by School District Internet filters.
- Do not attempt to circumvent or re-route requests away from School District Proxy Servers.
 - If required information is blocked by a School District Internet Filter, request that the block be overridden by appointed School District personnel.

CIPA, Federal, and State Internet Filtering Laws

- Clarion Area School District will comply with the Children’s Internet Protection Act, (CIPA) and any other applicable State or Federal laws.

Acceptable Use Policy for Telecommunications & Internet Access

Digital and Electronic Surveillance

Clarion Area School District, in accordance with CIPA and Federal guidelines, will log all internet communications, including but not limited to, web traffic, email, instant messages, searches and results, and other information created and stored on or within district computers.

Clarion Area School District will employ and utilize digital camera surveillance on district grounds and within district facilities. These systems may be locally and remotely viewed by police and law enforcement personnel and appointed district officials.

Any information collected by means of electronic surveillance will remain property of Clarion Area School District, with all rights retained.

Personal Electronic Devices and Communications

Personal Electronic Devices including but not limited to cellular phones, laptop computers, and wireless communication devices, may only be used outside the instructional day, or at the direction of a faculty or administrative member of Clarion Area School District.

Clarion Area School District provides an open wireless computer network on which all traffic is logged. Use of this network is subject to all of the same regulations and agreements as the use of wired and district owned hardware.

Personally owned electronic hardware and other devices attaching to the school network, or with the capability for text, voice, or file transfer by other wireless means, may be confiscated by Clarion Area School District. Confiscated devices may be retrieved by the student from the main office, upon first infraction, and upon subsequent infractions, Clarion Area School District may request a parent or guardian to retrieve the device.

Personal Data Plans

It will be understood to the undersigned that Clarion Area School District is not able to monitor or filter personal data plans purchased on non-District owned hardware. Devices with such plans may include but are not limited to Cellular Phones, Cellular Enabled Tablets, and Other Cellular Connected Devices.

Clarion Area School District prohibits use of these devices and plans during instructional time unless at the direction or request of a Faculty or Administrative member of the District.

Scope of Agreement

The above guidelines are extended to systems outside Clarion Area that are accessed via Clarion Area facilities, including electronic mail (e-mail,) remote logins, and shared information systems. If you use networks or computing providers outside Clarion Area, they may have their own conditions of appropriate use as well, for which you are responsible beyond the terms of this agreement.

Consequences

Electronic communications technology within the District is to be used for educational purposes only. Violations of this acceptable use policy may result in suspension of electronic communication privileges and may result in further disciplinary actions being taken by Clarion Area School District, State, or Federal authorities. If warranted, appropriate charges will be filed. Any questions or allegations regarding this Acceptable Use Policy should be brought to the immediate attention of the network administrator, school administrator or a faculty member.

Dissemination of Rules and Regulations

Orientation of rules and regulations is provided to students through technology courses. The following summary of rules will be posted in locations where Internet access is available.

Right to Amend or Change

Clarion Area School District may amend or change the text of, and regulations within this Acceptable Use Policy and Internet Use Agreement. All changes to this document will be ratified by the Clarion Area Board of Education, and will supersede any previous revisions of the Acceptable Use Policy and Internet Agreement.

Use of Medications

Board Policy #210

Medication shall include all medicines prescribed by a physician, any patent drug, asthma inhalers, cough medications and all over-the-counter medications. Board Policy #210 states:

Before any medication may be administered to or by any student during school hours, the Board shall require:

- The written request of the parent, which shall give permission for such administration and shall relieve the Board and its employees of liability for administration of medication.
- The written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which, or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects.

The Superintendent, in conjunction with the head nurse shall develop procedures for the administration and self-administration of students' medications. These procedures are as follows:

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

- Identify his/her medication.
- Measure, pour and administer the prescribed dosage.
- Sign his/her medication sheet to acknowledge having taken the medication.
- Demonstrate a cooperative attitude in all aspects of self-administration.

Asthma Inhalers

Pursuant to Act 187 of 2004, the purpose of this policy is to provide guidance to the school nurse, building principals, students, and parents regarding student possession and self-administration of asthma inhalers as provided for in Board Policy #210.1.

Notification

It is the responsibility of parents to notify the school's nurse annually if their son or daughter will possess and/or use an asthma inhaler while on school grounds or while attending a school related activity.

Guidelines

Per board policy, before a student may possess or use an asthma inhaler during school hours:

- Parent/guardian must submit an Asthma Self-Administration Request form.
- The physician/certified registered nurse practitioner/physician's assistant must submit a written statement indicating:
 - name of the inhaler medication
 - prescribed dosage
 - times medication is to be taken
 - length of time medication is prescribed
 - diagnosis or medical reason medication is needed
 - potential serious reactions or side effects of the medication
 - emergency response
 - certification that the child is qualified and able to self-administer.
- The student must demonstrate the ability to:
 - respond to and visually recognize his/her name
 - identify his/her medication by name and visually
 - demonstrate the proper technique for self-administering medication
 - sign his/her medication sheet to acknowledge having taken the medication at the proper time and dosage

School Nurse Duties

It will be the responsibility of the school nurse to:

- Upon request, to make available to parents and to maintain the proper forms for self-administration of asthma inhalers and to discuss these forms with the requesting parent/guardian. This includes developing an Action Plan for each asthma student.
- Upon receipt of all required forms and paperwork, to insure that students are able to self-administer.
- Where appropriate, to notify the building principal of those students who have been tested and determined unable to self-administer.
- Maintain an individual medication log for all students possessing and self-administering asthma inhalers.

Building Principal Duties

It will be the responsibility of the building principal to:

- Insure that students and parents are notified of the policies regarding self-administration of asthma inhalers.
- Enforce all rules and policies regarding self-administration of asthma inhalers including depriving students of this privilege where the student has abused the privilege or where the school nurse has deemed the student unable to self-administer.

Student and Parents Duties

The student will:

- Abide by all school policies relating to possession of medications including those pertaining to possession and self-administration of asthma inhalers. This includes not sharing medication with fellow students.

The parent will:

- Insure that the school nurse is notified of their child's possession of any medication including asthma inhalers.
- Failure of parents or students to abide by these requirements will result in immediate confiscation of asthma inhalers and loss of the privilege to self-administer. Other consequences may apply as well.

Cafeteria Policies and Procedures

Payment Procedures and Policies

- Each student has a cafeteria account with a unique identification number.
- Pre-payments can be sent to the school or on-line utilizing the “MySchoolBucks” link that can found on the district’s web-site. Payment by check is preferred. Parents who have more than one child enrolled within the district can write one check and indicate in the memo section what amount should be deposited into each child’s account.
- Additional money for a la carte items should be considered when depositing funds into a student account.
- No charging of a la carte items is permitted.
- Pre-payments are preferred. When meal purchases are paid with cash at the point-of- service, no change will be given to the student. Instead, the funds will be deposited into the student’s account.
 - The only exception to this rule is for purchases in the snack room at the Jr./Sr. High School.
- POS deposits MUST be presented to the food service office before 9:30 AM to ensure accounts are credited prior to the start of meal service. NO PRE-PAYMENTS ARE ACCEPTED DURING MEAL SERVICE.
- Parents will be notified of low account balances via email. It is the parent’s responsibility to provide an appropriate email address. As a courtesy, students in grades K-6 will be provided with a slip of paper by the cashier indicating the student’s low balance.
- No charges will be accepted at the Jr/Sr High School.
- All positive balances will be carried over from school year to school year.
- Students owing money to the District for any reason will be processed through the court system at the conclusion of any given school year.
- Any student with a positive balance at the end of his or her senior year can receive a refund by submitting a parental request to the food service director. Parents may also request that a positive balance be transferred to a younger child.

Free and Reduced Priced Meals

- Each student will be given a free/reduced meal application on the first day of the school year.
- Students who received free or reduced priced meals the previous school year will continue to do so for the first 30 (thirty) school days of the next calendar school year.
- Parents must re-apply for free or reduced priced meal benefits within the first 30 (thirty) calendar days of the school year; failure to do so will result in termination of free or reduced price meals. No notification of termination will be sent home. All meals received after the 30-day grace period will be full price.
- Students who enroll within the district during the course of the school year who received free or reduced priced meals at their previous district will receive the same benefit for 10 (ten) calendar school days; failure to apply for free or reduced priced benefits within that time frame will result in termination of free or reduced priced meals. No notification of termination will be sent home. All meals received after the 10-day grace period will be full price.
- Students on special diets must submit a doctor’s order for the diet to the nurse’s office.
- On a delayed start to school, no breakfast will be served.

Cafeteria Policies and Procedures

High School

- There will be three lunch periods at Clarion Area Jr./Sr. High School. A lunch schedule will be posted in each classroom.
- Students will report to the cafeteria from their previous assignment and line up at the assigned door and in single file. All students must report to the cafeteria within the normal 4-minute passing time.
 - a. Students are to walk to the lunch line. No running will be permitted.
 - b. Students are not permitted to push/shove their way to the front of the line.
 - c. All lunch purchases must be made at the beginning of the lunch period. Students are not permitted to sit in the dining area and then get in line to make purchases.
 - d. Students must enter the cafeteria by way of the designated entrance.
- Students are to remain in their seats unless they are buying additional items from the cafeteria, are returning trays or disposing of garbage, or are directed by a teacher or administrator to move to a new seat.
- The cafeteria is your home away from home for eating—use your best manners at all times.
- Clean up when you finish eating and return trays, silver, papers, etc. to the proper place. Be considerate of others who must use the facility after you.
- No food or drink is to be taken from the cafeteria.
- Students must be respectful of foodservice staff.
- Students will not be permitted to charge their lunches. (Arrangements may be made at the cafeteria.)
- Running, **throwing objects**, etc. is not permitted in the cafeteria.
- Students will remain in the cafeteria after they have finished eating.
- No student may leave the cafeteria without a pass.
- Any misconduct or disrespect toward food service staff shall result in disciplinary measures by the teacher in charge or principals.
- Money will not be loaned for lunches.
- Students must choose a minimum of 3 (three) items offered to qualify as a lunch.

Any questions or concerns parents may have as they relate to food services please call the Food Service Director at 226-8330.

Administrative Regulations #808 Food Services - Lunch Tickets

Each year, students forget, lose, and misuse their lunch tickets and money. For this reason, the Board adopts this policy to govern situations when students do not have lunch money or when their lunch accounts have insufficient funds. For the purpose of this policy, the term ticket mean: all forms of exchange, including daily, weekly, or monthly paper tickets, money, cards, coins, or tokens, computerized tracking systems. The Board shall permit K-6 students to incur reasonable charges or special meal arrangements, and parents/guardians shall be contacted for payment. Reasonable charges shall not exceed three (3) lunch and three (3) breakfast charges for students in grades K-6. A no charge policy is in effect for all students in grades 7-12 and adults. No charging if a la carte items is permitted for any students in grades K-12.

The district shall inform students and parents/guardians in writing of the district's policy regarding charges via the student handbook and the school website. Three (3) lunch and/or breakfast charges or special meal arrangements shall be allowed for each K-6 student within the school year. After three (3) lunch and three (3) breakfast charges, a student in K-6 may be provided with a peanut butter and jelly or meat and cheese sandwich and milk for lunch and cereal and milk for breakfast at no charge to the student. Alternate meals will be provided to the student until the child's account balance is current and/or attempts are made by the parent/guardian to bring the account current. After a reasonable amount of time, at the discretion of the Food Service Director, if a parent/guardian fails to bring his/her child's account current, the student will be required to provide a lunch from home. Advance notice will be provided to the parents. In the event a lunch from home is not provided, a meal will be provided by food service to students in elementary grades (K-6). Whether a "reimbursable" meal charged to the student's account or a gratis alternate meal is provided will be at the discretion of the district's Food Service Director. A meal, whether reimbursable or gratis, shall always be provided to students in elementary grades (K-6)

At the end of the school year, any unpaid meal charges will be carried over to the following school year. Graduating seniors must pay any outstanding balance to their food service account prior to graduation. Any food service balance due after graduation may be submitted to the

district magistrate's office for reimbursement to the school district. Any and all costs incurred will be the responsibility of the student's parent/guardian.

Within a reasonable time frame, Clarion Area School District, at its discretion, reserves the right to pursue any and all "bad debts". Costs incurred by the district to recover "bad debts" will be the responsibility of the student's parent/guardian.

Student Registration Procedures

Parent(s)/Guardian(s) wishing to enroll a student in Clarion Area School District must schedule an appointment to meet with guidance secretary/counselor to initiate enrollment procedures. Make certain to have the following information for presentation:

- Proof of residency in the form of:
 - Driver's License
 - Pay Stub listing home address
 - Lease for residence in the district
 - Utility Bill
- Proof of child's age in the form of:
 - Birth Certificate
 - Baptismal Certificate
 - Passport
 - Prior School Record
- Immunization Record
- Parent Registration Statement (PA Code 13-1304- A)
- Home Language Survey

During the appointment for enrollment, parent(s)/guardian(s) will need to complete and sign the following:

- Release of Records
- Student Registration Form
- Emergency Health Information
- School Health Records Information
- Free and Reduced Lunch Form

Parent(s)/Guardian(s) wishing to enroll their student in the Clarion Area School District must hold their primary/permanent residence within the district. Those who do not live within the district boundaries but wish to attend may do so by paying the annual tuition rate for the district as set by the School Board of Directors. Tuition rates may be provided by the business per parent/guardian request.

Pennsylvania School Immunization Requirements

Pennsylvania School Immunization Requirements can be found in 28 PA Code Ch. 23

All students in grades K-12 need the following immunizations for attendance:

- 4 doses of tetanus (1 dose on or after 4th birthday)
- 4 doses of diphtheria (1 dose on or after 4th birthday)
- 3 doses of polio
- 2 doses of measles (usually given as MMR)
- 2 doses of mumps (usually given as MMR)
- 1 dose of rubella (usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

7th Grade Additional Immunization Requirements for Entry:

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose tetanus, diphtheria, acellular pertussis (Tdap)
(if five years have elapsed since last tetanus immunization)

The only exemption to the school laws for immunizations is:

- Medical reasons
- Religious beliefs
- Philosophical/strong moral or ethical conviction

Notice:

Bi-annually, Clarion Area School District participates in the PAYS Survey which collects data anonymously from students pertaining to local drug and alcohol use, as well as at-risk behaviors. This information is gathered completely confidentially and anonymously and may in no way affect your child in a negative manner. The information from the survey is often used for the purposes of identifying possible programs which can target such behaviors in an attempt to help our local children. If you would wish that your child not participate in this survey, please contact the high school principal in writing within the first 10 (ten) days of school to indicate so.