

STUDENT/PARENT HANDBOOK
CLAYSBURG-KIMMEL HIGH SCHOOL
2023-2024

PARENT/STUDENT ACKNOWLEDGEMENTS

Please return this page to the student's homeroom teacher by **Friday, September 1st, 2023** to avoid being placed on the ineligibility list for extra-curricular activities.

PARENT/GUARDIAN AND STUDENT:

We, the undersigned, verify receiving and reading the information contained within the student/parent handbook. Students will not be eligible for any extra-curricular activities until this page is signed and returned to school. If you have any questions pertaining to any section of this handbook, please call the principal at 814-239-5141.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Student Printed Name: _____ Grade: _____

Student Signature: _____ Grade: _____

BULLYING POLICY #249

We, the undersigned, verify reviewing Claysburg Kimmel School District Board Policy #249, found in Appendix B of this, the 2023-2024 Student/Parent Handbook

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Student Printed Name: _____ Grade: _____

Student Signature: _____ Grade: _____

Claysburg-Kimmel School District

Student Internet & Computer Use Agreement
Please read this document carefully before signing.

The following usage rules and guidelines apply:

1. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. The person's name on the account is responsible at all times for its proper use. Students are not permitted to use another's login ID or password.
2. Students should not copy other people's work or intrude into other people's files, work, or folders.
3. Hardware or software shall not be destroyed, modified, or abused in any way. Destruction of computer software, hardware, printers, or other lab equipment is prohibited.
4. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computer system is prohibited.
5. Harassment, threats, intimidation and other behaviors contrary to the educational goals of the Claysburg-Kimmel School District are prohibited on the network.
6. The illegal installation of copyrighted software, shareware, or games for use on the district computers is prohibited.
7. Use of the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local area network (LAN) is prohibited.
8. Students may not attempt to circumvent, disable or otherwise render ineffective the technology protection measures used by the district. Students are prohibited from using any means to bypass filters or security including proxy servers.
9. Accessing, producing, posting, sending, printing, or displaying material that is offensive by nature is prohibited. This includes obscene, discriminating, profane, lewd, vulgar, violent, inflammatory, threatening, disrespectful, or sexually suggestive language or images. Should students encounter such material by accident, they should report it to their teacher immediately.
10. Listening to music CDs at any time is not permitted in the school (SEE STUDENT HANDBOOK). Also, students are not permitted to listen to music from Internet sites or mp3 players.
11. Do not spread computer viruses, including deliberate attempts to degrade or disrupt the system or network performance, to include "hacking" of any system outside the network or other unlawful activities online is strictly prohibited. Such attempts will be viewed as criminal activity under applicable state and federal law.
12. Reading or sending e-mail and/or using instant messenger are prohibited.
13. Posting information that could be disruptive, offensive, cause damage, or endanger students or staff will not be tolerated.
14. Notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
15. The administrator has the right to make any adjustments or changes to the consequences as he/she deems necessary.
16. Students without a signed agreement form will not be permitted to use computers.

The Claysburg-Kimmel School District reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.

Please sign and return this page to the student's homeroom teacher by **Friday, September 1st, 2023** to verify receiving and reading the information contained within the student/parent handbook. Students will not be eligible for any extra-curricular activities until this page is signed and returned to school. If you have any questions pertaining to any section of this handbook, please call the principal at 239-5141.

I understand and will abide by the above Student Internet & Computer Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense.

USER SIGNATURE: _____ GRADE: _____ DATE: _____
PARENT SIGNATURE: _____ DATE: _____

STUDENT/PARENT HANDBOOK
CLAYSBURG-KIMMEL HIGH SCHOOL
2023-2024

Our Mission:

We inspire and empower individuals to excel each day in the learning choices they must make to be productive and responsible citizens.

This handbook has been designed to provide you with information about Claysburg-Kimmel High School. What you gain from your high school experience is determined by you. We hope you will become an active member of our community, take part in all activities, and contribute to the many events and programs both as a participant and a spectator. Our school can become a vital force in the development of this school district. The student of today is the voter, taxpayer, and citizen of tomorrow. Together there is little we cannot accomplish.

Claysburg-Kimmel High School

Principal	Chuck Kassick
Assistant Principal.....	Brannan Q. Raptosh
High School Counselor	Matt Bilchak
Social Worker.....	Julie Heckman
Executive Secretary	Sherrie A. Doroba
Assistant Secretary	Summer Clowson
Superintendent	Mark Loucks
Superintendent Secretary	Lori Ickes
Athletic Director	Brian E. Helsel
Asst. Athletic Director	Corey Reffner
Athletic / Special Services Secretary.....	Amy Soler

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FORWARD

The Student Handbook is published as a guide for students, parents, and teachers. It has been prepared to acquaint you with the practices, procedures, and policies of CKHS. They have been established to provide for the efficient operation of the school so that all students may receive maximum benefit. We hope that you will become familiar with the contents of this handbook so that you may better know the procedures and policies of the school.

It is the policy of the Claysburg-Kimmel School District not to discriminate in its educational programs, extra-curricular activities, or employment policies on the basis of race, color, religion, national origin, handicap, sex, or age in compliance with Title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the District Office.

Alma Mater

Hail! Oh Hail! Our Alma Mater
Let Us Cheer our Gold and Blue
We Your Sons and We Your Daughters
Sing Forever Praise of you;
Ever faithful, true and loyal
In your battles do our part;
Then your glory never failing
Lives forever in our hearts.
Hail! Oh Hail! Our Alma Mater.
Hail to dear old C.K. High.

CLAYSBURG-KIMMEL SCHOOL BOARD

Richard Gergely, President
Jeremy Knott, Vice- President
Craig Burket
Mandi Daugherty
Dr. Mona Eckley
Amy Gill
Heidi Kennedy
Roger Knisely
Joe Musselman

DISTRICT PERSONNEL

Mark Loucks, Superintendent
Brian E. Helsel, Assistant to the Superintendent, Director of Special Services, Athletic Director
Lori Ickes, Secretary to the Superintendent
Dena Burket, Business Manager
Paula R. Ickes, Assistant Business Manager
Jerome F. Dodson, Network Administrator
Amy Soler, Secretary to Director of Special Services, Athletic Director
Jaime Irvin, School Psychologists
Julie Heckman, Social Worker

FACULTY

Name	E-Mail	Extension
Band Room		1107
Abigail Barroner, Math/STEM	abarroner@cksdbulldogs.com	1137
Jessica M. Bennett, English	jbennett@cksdbulldogs.com	1218
Rebecca L. Benton, Health & Physical Ed.	rlbenton@cksdbulldogs.com	1106
Michelle Beyer, Mathematics	mbeyer@cksdbulldogs.com	1226
Ashley P. Black, Mathematics	ablack@cksdbulldogs.com	1223
Aaron W. Burket, Social Studies & Drivers Ed.	aburket@cksdbulldogs.com	1224
Ross J. Carpenter, Special Education	rcarpenter@cksdbulldogs.com	1113
John E. Caracciolo, Mathematics	johnc@cksdbulldogs.com	1229
Judith A. Clapper, Nurse	jclapper@cksdbulldogs.com	1314

Shawn Cunningham, Science	scunningham@cksdbulldogs.com	1122
Sarah Gates, Science	sgates@cksdbulldogs.com	1332
Michaela Gresko, Science	mgresko@cksdbulldogs.com	1120
Justin M. Harris, Business Education	jharris@cksdbulldogs.com	1128
Nichole Harris, English	nharris@cksdbulldogs.com	1127
Troy A. Hartman, A&P, CAD	thartman@cksdbulldogs.com	1131
Courtney Hill, Nurse	chill@cksdbulldogs.com	1314
Kelly A. Hinkledire, Social Studies	khinkledire@cksdbulldogs.com	1206
ICE Room		1220
Erin E. Kimmel, Social Studies	ekimmel@cksdbulldogs.com	1231
Jennifer L. Kruse, Art	jkruise@cksdbulldogs.com	1207
Maureen R. Lightner, Music	mlihtner@cksdbulldogs.com	1205
Peggy Link, Special Education	plink@cksdbulldogs.com	1123
David R. Marko, Health & Physical Ed.	dmarko@cksdbulldogs.com	1114
Rebecca J. Marko, English	rmarko@cksdbulldogs.com	1221
Marielle Nackley, English	mnackley@cksdbulldogs.com	1225
Corey Reffner, Special Education, Asst AD	creffner@cksdbulldogs.com	1216
Stefanie W. Ritchey, Mathematics	swritchey@cksdbulldogs.com	1208
Steven W. Walter, Business Education	swalter@cksdbulldogs.com	1130

CLAYSBURG-KIMMEL SCHOOL DISTRICT

SCHOOL CALENDAR 2023-2024

August	21 & 22	In-service
	23	First Student Day
September	4	Labor Day - No School
	22	Early Dismissal
October	27	Teacher In-service – No School
November	10	Veterans Day (Observed) – No School
	21	Early Dismissal - Parent Teacher Conferences Evening
	22	Teacher In-service – No School: Parent Teacher Conferences Morning
	23 - 28	Thanksgiving Holiday – No School
December	21	Early Dismissal
	22 - 31	Christmas Break – No School
January	1	Christmas Break – No School
	12	Early Dismissal
	15	Martin Luther King Holiday – Teacher In-service – No School
February	16, 19	Presidents’ Day Break – No School
March	8	Teacher In-Service- No School
	28 – 31	Easter Holiday- No School
April	1	Easter Holiday- No School
May	10	Inservice – No School
	27	Memorial Day Holiday - No School
	29	Last Student Day - Early Dismissal
June	1	Commencement Ceremony

Snow Makeup days: May 30, May 31

Important PSSA and Keystone Testing Dates

PSSA Testing Window for 2023-2024

Assessment	Dates	Grades
English Language Arts	April 22 - 26	Grades 7 & 8
Mathematics	April 29 - May 3	Grades 7 & 8
Science	April 29 - May 3	Grades 7 & 8

Keystone Exams Testing Windows 2023-2024

Winter:

- Wave 1: December 4-15, 2023 Algebra I, Biology, Literature
- Wave 2: January 3-17, 2024 Algebra I, Biology, Literature

Spring:

- May 13-24, 2024 Algebra I, Biology, Literature

Summer:

- July 29 – August 2, 2024 Algebra I, Biology, Literature

End of Marking Period and Interim Report Dates

First Marking Period Midterm.....Friday, September 22, 2023

End of First Marking Period Wednesday, October 25, 2023

Report Cards.....TBD

Second Marking Period Midterm..... Friday, December 1, 2023

End of Second Marking Period..... Friday, January 19, 2024

Report Cards.....TBD

Third Marking Period Midterm Wednesday, February 14, 2024

End of Third Marking Period Friday, March 22, 2024

Report Cards.....TBD

Fourth Marking Period Midterm..... Friday, April 26, 2024

End of Fourth Marking Period..... Wednesday, May 29, 2024

Report Cards.....TBD

*Dates are subject to change based on accumulated snow days, emergencies, or other circumstances.

2023 – 2024

CKHS Bell Schedules

Student Arrival / Breakfast 7:15 – 7:30

HR: 7:30 - 7:35 (5 minutes)

1st: 7:38 - 8:18 (40 minutes)

2nd: 8:21 - 9:01 (40 Minutes)

3rd: 9:04 - 9:44 (40 minutes)

4th: 9:47- 10:27 (40 minutes)

5th: 10:30- 11:10 (40 minutes)

A Lunch

Lunch: 11:13-11:43

6th: 11:46-12:26

7th: 12:29-1:09

B Lunch

6th: 11:13-11:53

Lunch: 11:56-12:26

7th: 12:29-1:09

C Lunch

6th: 11:13-11:53

7th: 11:56-12:36

Lunch: 12:39-1:09

8th: 1:12-1:52 (40 minutes)

9th: 1:55 – 2:35 (40 minutes)

Student Dismissal 2:35

Note:

- **Homeroom is 5 minutes**
- **All class periods are 40 minutes**
- **All class changes are 3 minutes**

EMERGENCY PLAN

If an emergency arises during the school day when students are in the building, the following emergency plan will be implemented:

- The faculty, staff, and emergency personnel will do whatever is deemed necessary to ensure the physical and emotional safety of the students within the building.
- At the appropriate time, an emergency message will be disseminated to inform parents and community members via the emergency alert system.
- **Please do not call the school office** as this will tie up the phone lines which are needed to address the emergency situation.
- **Please do not drive to the school.** This will only cause congestion, and you will not be able to enter the building nor will students be permitted to leave the shelter of the building.
- Please await instructions via the emergency alert system. We will keep you informed as the situation is resolved using that method of communication. Non-district initiated communication should be considered rumor and clarification should be sought on district sponsored sites.

CHAIN OF COMMAND

Area of Concern	Level 1	Level 2	Level 3	Level 4	Level 5
Academics/Curriculum	Teacher	Principal	Superintendent	Board	
Athletics	Coach	AD/Asst. to Supt	Principal	Superintendent	Board
Athletic Facilities	AD/Asst. to Supt	Principal	Superintendent	Board	
Attendance	H.S. Office	Principal	Superintendent	Board	
Business Office	Business Mgr.	Superintendent	Board		
Cafeteria	Food Services	Principal	Superintendent	Board	
Discipline	Teacher	Principal	Superintendent	Board	
Facilities	Principal	Superintendent	Board		
Guidance	School Counselor	Principal	Superintendent	Board	
Instruction	Teacher	Principal	Superintendent	Board	
Special Education	Teacher	Principal	Asst. to Super	Superintendent	Board
Student Concern	Teacher	Principal	Superintendent	Board	
Transportation	H.S. Office	Principal	Superintendent	Board	

Phone numbers for key personnel are on the following page.

Principal:	Mr. Kassick	239-5141 Ext. 1302
H.S. Office:	Mrs. Doroba	239-5141 Ext. 1304
H.S. Office:	Mrs. Clawson	239-5141 Ext. 1300
AD/Asst. to Superintendent:	Mr. Helsel	239-5141 Ext. 1318
Business Manager	Dena Burket	239-5141 Ext. 1328
Ass't Business Manager:	Mrs. P. Ickes	239-5141 Ext. 1320
Assistant AD	Mr. Reffner	239-5141 Ext. 1216
H.S. Counselor:	Mr. Bilchak	239-5141 Ext. 1338
Social Worker	Mrs. Heckman	239-5141 Ext. 1337
Superintendent:	Mr. Loucks	239-5141 Ext. 1352
Superintendent Secretary	Mrs. L. Ickes	239-5141 Ext. 1324
Cafeteria:	Mrs. McCracken	239-5141 Ext. 1115
AD/Asst Sup't Secretary:	Mrs. A Soler	239-5141 Ext. 1350

We understand that, at times, it can be confusing to know whom to contact for a discussion on particular issues. A chain of command simplifies this by clearly designating the appropriate contact person should you have a question or concern about a specific matter. Additionally, at times you may not be satisfied with the answer that is given and may need to talk to someone at the next level in order to better resolve the question or problem.

What is shown above is a listing of issues that a parent/guardian or citizen may encounter and the position in our district that has responsibility for that area. Always start with the individual or office responsible for the area at Level 1 before proceeding up the chain of command as it becomes necessary. We have also included a specific listing of personnel who work in the positions for your convenience.

GENERAL INFORMATION

Before School Procedure

1. Students will report to their respective homeroom assignments
2. All students eating breakfast will do so beginning at 7:15. Regular breakfast is served through homeroom, 7:30.
3. All students must be in their homerooms by the late bell at 7:30.
4. First period class will begin 7:38.

Cell Phones

Students are not permitted to use a cell phone to call home for an early dismissal or if they are sick. If a student uses their cell phone to call or text home, it will be treated as a cell phone violation. If a student has the cell phone out during school hours, staff members will ask for the phone and turn it in to the principal's office. Failure to comply will result in a discipline referral with the following consequences:

- 1st and any disciplined offense – The parents will be notified and the student will receive one night of detention. Students will have to make an appointment with an administrator to have their cell phone returned.

Dance Rules

1. All rules of conduct by students and chaperons which are associated with proper etiquette will be enforced during dance and clean-up hours.
2. Possession of tobacco or nicotine products is not permitted (see section on tobacco and nicotine)
3. Once a student has left the dance he/she will not be permitted back in to the dance. The only exception to this is in the case of extreme emergency, at the discretion of the person assuming responsibility for the dance. No one will be admitted to the dance after a pre-determined time. No refreshments are to be taken in to the dance. The individual in charge of the dance shall have the final say in all matters during the dance.
4. Book bags are not permitted at dances. Student guests from other schools must sign up and be approved prior to the day of in order to attend dances.
5. The guest must be in grades 9, 10, 11, 12 or a graduate of Claysburg-Kimmel High School or another high school. Any exceptions to this must be approved by the Principal. The guest must be at least in 9th grade and maximum age of 20 (age as of the beginning of the school year) Current C-K students who are older than 20 may attend. Any guest that is not a current student at C-K must complete a Non-C-K High School Information form. The form must be submitted to the principal for approval before the student will be permitted to attend the prom.
6. Students in grades 7 and 8 may not attend the Homecoming Dance.

Dress Code

Since educators and parents share the common goal of full and happy lives for their students and children, it is necessary to be aware of how competitive the attainment of good jobs has already become and will continue to become in the future. Thus, the school, as a place to prepare for these kinds of jobs, should reflect, as closely as possible, the attitudes, appearances, and dress found in the average successful workplace. Therefore, when school clothes are being purchased and as students prepare for school each morning, there are some considerations about their appearances that should be considered by them and by their parent(s) or guardians. What style of dress is appropriate for attending a place of learning? How should the student arrange her/his appearance when attending classes that are meant to prepare the student for the world of work? Is the same mode of dress appropriate in a teen

club acceptable as most places of employment? Are provocative, outlandish hairstyles and colors judged appropriate by the average employer? Of course, they are not. How one dresses for a teen dance away from the school, or for a teen club, or for a group date with one's peers is quite different from how one should dress to attend an institution of learning. There, the atmosphere needs to simulate the atmosphere of the average workplace, and the student's attitudes, appearances and dress should be a reflection of the goals they are trying to attain: good grades for the present and good employment for the future.

- Students are to dress appropriately for school.
- All shirts/dresses should have sleeves.
- See-through shirts, muscle shirts, spaghetti straps, tank tops, tube tops, other revealing attire, as well as indecent, offensive, insulting, obscenely-inscribed attire, and bare midriffs are not allowed.
- Shirts must be long enough to be tucked in and stay in when arms are raised above the head.
- Clothing apparel, book bags, and jewelry which advertises or promotes drugs/alcohol, tobacco products, sexual messages, hate groups, gangs or racism are not permitted.
- No short shorts, running shorts, boxer shorts, "yoga" pants, or biker shorts are permitted to be worn as outer apparel.
- Extremely short skirts are not permitted. The hem of shorts, skirts, and skirts must be no more than 3 inches above the knee.
- Hats, headbands, bandannas, sunglasses, hoods over the head, blankets, and visors **shall not be worn inside the building**. Fashion and sports headbands are permissible as long as they do not interrupt the educational environment, cause a distraction, or present a safety risk.
- Coats and jackets should not be worn during school unless a heating problem occurs.
- Chains shall not be worn on wallets or belts. Heavy chains are not permitted to be worn around the neck or on other parts of the body.
- Clothing accessories that could be used as weapons are not permitted. An example is spiked jewelry.
- Pants, slacks, shorts, and skirts must be worn with the belt line at the waist.
- All under garments should be covered at all times. This including boxers and bra tops.
- Earrings and body rings may not create a disruption to the educational process. Students wearing piercings that create a disruption will be required to remove the piercing(s) during school hours. Earrings must be removed or covered for physical education classes. Large hooped earrings are not permitted due to the health hazard they pose.
- All hair, including facial and other body hair, must be cleaned and styled so as not to disrupt the education program or create a health concern. Any clothing, attire, accessory, or hair style/color that lends itself to a disruption or distraction of any kind to the educational process is strictly prohibited.
- The Administrator in charge will make the final decision regarding violations of this dress code.

Consequences for violation of this dress code are as follows:

Consequences for violation of this dress code are as follows:

- First Violation - Student will be asked to correct violation. If not immediately possible, parent or guardian will be contacted to correct the problem, and this will be considered unexcused and labeled as in-school detention. If the problem cannot be corrected, student will be removed from the general population for the remainder of the day.
- Second Violation - Extended detention as well as consequences for first violation.
- Subsequent Violations – ISS or OSS as deemed appropriate by the administration.

Evacuation Procedures

When the fire alarm sounds, students are to leave the room in an orderly fashion and out of the building to the nearest designated exit as indicated on the classroom evacuation map. All windows and doors are to be closed before the teacher leaves the room. If the designated door is blocked, students are to leave by way of the nearest free exit -- at all times moving quickly but orderly. Once outside, students and teachers are to remain there until instructed to return to classrooms in an orderly manner.

Field Trips

The person(s) in charge of the activity or field trip shall have the same authority with the students as teachers do during school. Students are expected to act appropriately during these activities or field trips. Failure to do so could result in temporary or permanent loss of privileges at the discretion of the chaperon and/or high school principal. Appropriate discipline will be determined by the principal. Please see Appendix F – Field Trip Policy.

Food Not Permitted in the Classroom or Hallway

Unless approved by staff members, no food, candy or drinks may be consumed outside the cafeteria. If a student needs to carry water with them during the day due to a medical issue, he/she may be required to present a medical excuse.

All food dropped off by parents or guardians after the start of the school day must be brought in through main office entrance.

Grade Notification Process

Letters are sent to the parents of students who are failing two or more subjects at the end of the second and third nine weeks, plus teachers will notify the counselor during fourth marking period and additional letters are sent. This serves as an early warning of possible retention.

These students are monitored through interim grade reports, report cards, and conferences with the school counselor and the principal.

Grade Notification Process (Online)

In an effort to keep parents involved in the educational feedback process of grades, the Claysburg-Kimmel School District provides online grade reporting to parents through the online grade portal, Infinite Campus (IC). The online grading portal can be found on the school website:

www.cksdbulldogs.com. Once on the school website, you will scroll down to the bottom right column of the page and look for a list of "Quick Links". At the bottom of the "Quick Links" column you will find a tab labeled "Infinite Campus". This tab will direct you to our online grading portal. Should you have any questions signing in to the portal or setting up an account please contact our technology administrator, Jerome Dodson at 814-239-5141 ext. 1356.

It is important to know that the online student grades are updated on a weekly basis. Teachers will add a minimum of one grade per week into the online grading portal. In certain instances, parent/student access to the online grade portal may be restricted. Please see the **Obligations** sections of this handbook for more information.

Grading System

A	93-100	Excellent
B	85-92	Above Average
C	78-84	Average
D	70-77	Below Average
F	0 - 69	Failing

Grade Weighting

The following courses will be grade weighted for GPA and class rank:

- Honors English 12
- Honors Chemistry
- Honors Geometry
- Honors Calculus
- Honors Trigonometry
- Honors American History
- Honors Speech and Composition
- Honors Psychology
- Honors Anatomy & Physiology
- Honors Senior High Band

Dropped Courses

In order for a student to drop a course, these guidelines should be followed:

1. A student may, with the approval of appropriate school personnel and parental / guardian consent, only drop a class during the first week of a course without receiving a grade.
2. Any time after the first week of a course, a student dropping a course will receive a withdrawal as a final grade except in extenuating circumstances determined by administration.

Graduation Requirements

1. Graduating seniors must accumulate 26 credits.
2. Four courses of English/Communications.
3. Four courses in Social Studies.
4. Four courses in Mathematics
5. Four courses in Science.
6. One course in Driver Education
7. One Physical Education course at each grade level 7-8, and students must pass four courses grades 9-12
8. One Health course
9. One course in Computer Applications
10. Successfully complete a senior project*
11. Only in extreme circumstances a deviation from the above requirements will be made. Any deviation from the above requirements must be agreed upon by the Superintendent or designee
12. Students not meeting the above requirements (or agreed upon alternatives) will not receive a diploma
13. Keystone exams are administered, and their results utilized, as directed by the Pennsylvania Department of Education
14. Act 158 Alternative Pathways will be utilized if required Keystone scores have not been satisfied

*Seniors that do not meet all graduation requirements may not be permitted to participate in graduation ceremonies. In instances where a student completes graduation requirements over the summer, a diploma will be issued upon completion of necessary coursework.

** At the beginning of each year, students receive graduation project folders and guidelines. Please refer to these guidelines for school policy.

*** Students who plan to play sports in college are advised to review the requirements of the NCAA. Students may do so at: www.ncaa.org

Homecoming and Class Officer Guidelines

1. In order to run for homecoming or class office a student must be free of major disciplinary infractions. Major disciplinary infractions are those that result in ISS or OSS.
2. Student who are elected to a class officer position and then receive a major disciplinary consequence will be removed from office.

Honors and High Honors

Each marking period students who have achieved consistently high marks are included on the honors and high honors lists. The following requirements have been established for inclusion on these lists:

High Honors - Minimum grade average of 93%

Honors - Minimum grade average of 90%.

The grade average will be determined by a weighted nine-week cumulative average of all subjects, and a minimum of five solids or equivalent will be considered. **There may be no failing grades.**

Junior-Senior Prom Rules

1. Class dues and all obligations must be paid in full, including past years' dues and obligations, in order to attend the prom. Dues must be paid to the class advisor or class treasurer by a date determined and agreed upon by the prom advisor and the administration.
2. All students are responsible for having a ticket for themselves and one for their guest. A copy of the guest approval form must be shown to the Prom Advisor before a ticket may be purchased.
3. All detentions & suspensions must be served before any student can attend the prom.
4. Students who do not attend school the day of the prom will not be permitted to attend without a valid doctor's excuse. If Prom falls on a Saturday, students must be in attendance on Friday.
5. Each Junior and Senior may invite one guest to the Prom. The guest must be in grades 9, 10, 11, 12 or a graduate of Claysburg-Kimmel High School or another high school. Any exceptions to this must be approved by the Principal. The guest must be at least in 9th grade and maximum age of 20 (age at the time of the prom). Current Claysburg Kimmel High School Students who are older than 20 may participate in Prom. Any guest that is not a current student at C-K must complete a Non-C-K High School Information form. The form must be submitted to the principal for approval before the student will be permitted to attend the prom.
6. Student dress should be formal – ladies: long or short formal dresses – gentlemen: tuxedos or suits.
7. Any student who withdraws from school will not be permitted to attend the prom until his or her graduating class graduates.
8. All school rules apply at the Prom.
9. Parents will be notified if any student is suspected of being under the influence of alcohol or drugs. The student(s) will be turned over to his/her parents and no refund will be given. Appropriate discipline procedures will be followed in accordance with the student handbook.

Interim Grade Reports

At the mid-point of each nine weeks, interim grade reports are issued to the parents of students who are failing or working below the level of expectation.

Lockers

- Lockers are for your convenience and each student is responsible for the condition of his/her locker.
- Each student is assigned a locker by the homeroom teacher at the beginning of each school year.
- Students are not permitted to use lockers which have not been assigned. Using a locker other than your own may result in disciplinary action.
- Do not leave money or other valuables in your locker. The school cannot be responsible for lost or stolen items.
- Students are responsible for clearing their lockers of all materials at the end of each marking period and the school year or upon withdrawal from school.
- Combination locks will be issued to students and students are expected to use the locks accordingly.

Locker & Vehicle Searches

School lockers are school property loaned to the students for the student's convenience and are to be used only for legitimate school purposes. School authorities may search student lockers or vehicles parked on school property and seize any prohibited/illegal materials. Such materials may be used as evidence in disciplinary, juvenile, or criminal proceedings. The authority of school officials to search student lockers and vehicles is a reasonable exercise of power in the interest of the health, welfare, and safety of all students. All students should be aware that lockers and vehicles are subject to search at any time.

Metal Detectors/Scanners

Metal Detectors and Scanners may be used at any time to protect the physical safety of students, teachers, and staff in our school by preventing weapons and other contraband from being brought into the school.

Obligations

A listing of student obligations is maintained by the main office. The obligation list is confidential, and contains a listing of students who owe money for a variety of reasons. Such reasons include, but are not limited to: class dues, lost books, uniforms, fundraisers, and damage to school property that results in restitution. Additionally, a student may be placed on the obligation list for failure to submit information forms and unmet health related obligations. When a student is placed on the obligation list, access to the student and parent portal for grades, interims, and report cards is restricted. When the obligation is met, access to the portal is restored.

Parking on School Property

Any vehicle entering school property is subject to search by school district authorities and law enforcement personnel working with them. Such a search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. Students are only permitted to drive and park on school property if proper permission has been obtained. Students must have a permit form filled out and on file in the office before they are permitted to drive to school. All vehicles that students wish to park on campus must be registered with correct information, parking spot, and parking tag. **A student must have a valid driver license and a signed informed consent agreement for drug testing before a parking permit will be issued.** Any violations will lead to loss of parking privileges and could be subject to law enforcement regulations.

Physical Education

Physical education classes are required of all students in grades 7 through 12. Physical education classes provide opportunities for students to participate in a variety of individual and group physical activities and sports. Students are required to wear blue athletic shorts, a plain white t-shirt, and sneakers that tie. Students are evaluated on dressing and participation, skills, following class routine and rules, effort, initiative, cooperation, and attitude. Failure to follow any dress code regulations or evaluated measures will result in a non-dress will be reflected in the grading of the student. Students are required to pass a total of four physical education classes in grades 9 through 12.

Pick-up Procedures

Students who are picked up after school need to be picked up in front of the high school office. Students arriving late and leaving early should use the entrance/exit in front of the high school office.

Promotion and Retention Policy and Procedure

Junior high students (grades 7 & 8) will be retained if three or more academic core subjects are failed. Senior High students (grades 9-12) must accumulate the following credits with a passing grade in each major subject area to be promoted to the next grade level.

- 9th Grade to 10th Grade 5.25 Credits
- 10th Grade to 11th Grade 12 Credits
- 11th Grade to 12th Grade 18 Credits

School Visitors

In order to provide a confidential setting, an atmosphere that is conducive to education, to ensure the safety of students, and to avoid problems of overcrowding the filled-to-capacity areas of the school, the Claysburg-Kimmel Administration reserves the right to direct and control all visitations. All visitors must register at the main office and follow check out procedures.

Smoking, Tobacco, Nicotine, and CBD Products – Policy 222

Students are prohibited from using and/or possessing tobacco, electronic cigarettes, hookah pens and any other form of nicotine or CBD products on school-owned property, or within one block of a school building, while traveling on school-provided transport vehicles, or while in any school-owned building. Tobacco is defined by Pennsylvania State Law as “Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.” Students found in violation of this policy shall be: Referred to the proper civil authorities for prosecution as a violation of Pennsylvania Law, “Prohibiting Tobacco in Schools, Act 145(see Appendix I).

1st offense - 2 days of ISS \$50 fine and court cost or cessation program through Breathe PA

2nd offense - 3 days of ISS \$50 fine and court cost

3rd offense - 3 days OSS \$50 fine and court cost

4th offense - 3 days OSS \$50 fine and court cost and principal’s discretion of an informal hearing for possible placement in AE.

Student Obligations

Students who fail to submit the following student obligations will be placed on the obligation list and will receive one or more of the following consequences: student placed on the ineligibility list, report cards withheld, and extended detention. Students placed on the ineligibility list will be ineligible for extra-curricular participation until the obligation is satisfied.

Forms – Students are responsible for submitting forms in a timely manner. Forms that students must submit include, but are not limited to: student handbook form, internet usage, code of conduct, emergency contact information, and medical forms.

Cafeteria Obligations – Cafeteria balances should be kept current. Students are expected to establish a cafeteria account in advance and keep a positive balance.

Extracurricular and Clubs – Students are responsible for returning and submitting payment for the following: uniforms & athletic equipment, class dues, GACTC fees, etc.

Loss of Books/Damaged Books

Students are responsible for the textbooks that are assigned at the beginning of the year. Lost books or damaged books must be paid for before diploma or report cards are received. Students will be charged accordingly considering the age of the lost/damaged textbook and cost of a replacement.

Summer School

Students attending Claysburg-Kimmel High School may receive credit for summer school courses toward graduation provided they are taking such courses as a make-up for courses failed while attending Claysburg-Kimmel. Students will only be allowed to take a maximum of two summer school courses per year. For extenuating circumstances, the principal may approve certain credit recovery courses to be taken in addition to the regular class schedule.

Telephone

The office phones are not to be used by students unless it is an emergency. The principal or designee will determine if the situation constitutes an emergency and if a phone call is merited. Students will not be called to the phone during the school day unless it is an emergency.

Withdrawal from School

A student withdrawing from school must have his/her parents/guardians come to the office to sign the necessary forms. At that time, all books and other school property are to be returned and all obligations settled.

Work Permits

Any student between the age of fourteen and eighteen wishing to be gainfully employed outside the home must obtain a work permit. Work permits are available at the High School office during regular school hours. Please contact the office for assistance.

SERVICES

A. CAFETERIA SERVICES (2023-2024)

All students at both the Elementary and the Secondary School are eligible to receive a **FREE** breakfast and lunch each day, through the Community Eligibility Provision (CEP) program.

No further action is required of you. **All** CK students are eligible to participate in this program without paying a fee or submitting an application.

Students can continue to use their cafeteria account for “extras” (ala carte items and/or a second meal). Students **must** have money available in their account to make additional purchases.

Students may deposit money into their cafeteria account on a daily basis. **PLEASE MAKE SURE YOUR CHILD’S NAME, CLASSROOM, AND DESIGNATED AREA FOR THE MONEY TO BE PLACED IS NOTED SOMEWHERE ON THE ENVELOPE.**

Parents may also deposit funds to their student(s)’ account on line. Please visit https://cksdbulldogs.com/departments/food_services/cafeteria_services_portal for more information.

[Cafeteria Food Services Portal - Claysburg-Kimmel School District](#)

If you have already created an I/C Parent Portal account when you logon you will see the Food Service tab on your left. If you have not created an account you will need your portal access code that was sent home with your child.

cksdbulldogs.com

Students may pack their lunches whenever they choose; however, some restrictions do apply. **No canned soda or red drinks are permitted.** Also, students may be limited in drink options depending on abuse of said items. If it becomes necessary to bring your child a lunch from a local business, for example Sheetz or Martins, due to federal funding regulations, that food needs to be packed in your child’s lunch box or lunch bag.

All account/cafeteria questions should be directed to Mrs. Courtney McCracken at 239-5144, ext. 2374.

PRICES

Breakfast Prices:

- | | |
|---------------------|--------|
| 1. First Breakfast | Free |
| 2. Second Breakfast | \$1.25 |

Lunch Prices:

- | | |
|-----------------|--------|
| 1. First Lunch | Free |
| 2. Second Lunch | \$2.70 |
| 3. Entre Only | \$2.00 |

Adult Meals

\$2.50

\$4.75

B. School Counseling Services

School Counseling

Helping students become successful adults is the primary purpose of the school counseling program. It is felt that students who understand themselves, their interests, their abilities, and their weaknesses can make wiser choices vocationally and educationally. They must recognize what options to choose from, both in the world of work and educational institutions.

Basic to a successful life is a positive attitude and knowledge of how to make friends and get along with others. Individuals should learn to live productively and fully. The organization of programming for school counseling at Claysburg-Kimmel High School was developed with these objectives as a guide.

The counseling staff includes the administration, school counselor, social worker, psychologist and faculty. Any member of the staff is more than willing to help answer questions, whether about curriculum, colleges, occupations, etc.

Another part of the school counseling program is the extensive file of occupational information that is available in the counselor's office. The school counseling suite contains extensive college catalogs, applications, general information on a variety of topics, and financial aid material.

Counseling news, posted on the bulletin board outside the high school office, can empower students to learn about upcoming school counseling opportunities. A calendar lists test dates and visits from college and military recruiters. All counseling information, including scholarships, is included on the school website www.cksdbulldogs.com.

Please feel free to schedule an appointment with your school counselor if you have any problems regarding school, social problems, or schedule problems. Parents/Guardians may call 814-239-5141, Ext. 1338 with questions.

Financial Aid for College

Many students and parents are concerned about the expense of post-high school training. Our high school counselor's office has state and federal financial aid forms as well as current resource material. Most financial aid is administered through the specific post-high school training institution your child will attend.

When a student and family look at the expense of education, it may seem so enormous that they quickly put the whole idea of advanced training out of their minds. However, there are other things to consider. The training usually makes it possible for the student to benefit from a life-long increase in earning power so the large expense is really an investment in a student's future. Interested students and parents should pursue the financial aid packages available to the student to offset costs associated with post-secondary education.

Job Shadowing/College Visits (Juniors/Seniors Only)

Job Shadowing is an academically motivating activity designed to give students the unique opportunity of an up-close look at the world of work. Students can participate in Job Shadowing experiences with

principal and school counselor approval and make arrangements through outside companies and/or businesses.

Students are also encouraged to visit any college or post-secondary school they are interested in attending. Many colleges will hold open houses on Saturdays, creating less scheduling conflict for high school students. However, if students are unable to schedule a college visit on weekends, they can participate in college visits during the school day without resulting in an unexcused absence.

Juniors and seniors can receive an excused absence for up to TWO visits – either through a job shadowing experience, a college visit, or a combination of the two.

Students can additionally meet with college representatives during the school day when recruiters visit the high school. Colleges will begin setting up classroom visits in early September and continue to do so throughout the school year (dates and times are announced throughout the year). Although these visits are an excellent opportunity for students to explore post-secondary school options, there are limitations so that students are also not missing valuable classroom instruction. **Juniors** with teacher permission may miss class to visit FOUR in-school college visits; **Seniors** can visit THREE.

C. School Nurse Services

There are health related forms that are required and need to be returned to the nurse promptly. Changes to contact numbers need to be supplied directly to the nurse as soon as possible for assurance of prompt communication between the nurse and the student's parent/guardian. The Emergency Contact Form is required to be completed and should be returned to the nurse within the first 5 days of school. **Please return your child's 2023-2024 Emergency Contact Form by 9/1/23.**

The primary functions of the school nurse include health screenings, referrals, health teachings and first aid for illness and accidents occurring while in school. The nurse may assist in other aspects of student health and wellness as seen necessary for student success in the school. Parents/Guardians should treat minor illnesses that can be treated at home prior to sending their child to school. If a child is exhibiting signs of illness prior to the start of the school day, parents should assess the severity of the illness and make a judgement as to whether to send the student to school that day. Anyone suspected of having a communicable disease will be excluded from school and must bring a doctor's verification note for readmission to school. Please have the doctor provide instructions for care for your child's condition when returning to school.

Students are to report to the school nurse for urgent/emergent health needs that may occur at school. Students are not permitted to call parents to be dismissed from school due to illness or injury. Students shall be assessed by the school nurse and the nurse will in turn call the parent.

The School Nurse is responsible for administering all medications. Teachers are not responsible for giving medication while in school. When possible, a dosage schedule for prescribed medications should be designed with the doctor so that the child does not have to bring medication to school. Medication must be brought to school by the parent/guardian. With the exception of an Epi Pen and a Rescue Inhaler, students are not permitted to bring medications to school. Per school policy all medications must have a doctor's order completed and parent/guardian signature for medications to be to be administered to students or for student's to self-administer emergency medications such as the Epi Pen and a Rescue Inhaler. No over-the-counter medication should be brought to school by the student. This includes cough drops, Tylenol, ibuprofen, etc. Questions pertaining to this matter should be referred to the school nurse or appropriate Principal. Students who violate the medication policy will face disciplinary action. The medication policy is in place for the safety of all students.

School nurses perform mandated student health screenings yearly, according to grade level specifics for testing. Proof of mandated school health screenings that are completed by private doctors and dentists need to be

returned to the school nurse by October 1. Students not returning required health forms by 10/1/21 may be given exams at the school by the school's designated medical and dental providers.

Pennsylvania State Law states that "**ALL children entering school must have proof of having the following required immunizations**": (4) doses of tetanus, diphtheria, and acellular pertussis,(1 dose on or after the 4th birthday), (4) doses of polio with the 4th dose on or after the 4th birthday and at least 6 months after the previous dose was given, (2) doses of measles, mumps, rubella, (MMR), (3) doses of hepatitis B appropriately spaced and (2) doses of varicella (chickenpox) or evidence of immunity. **Students entering 7th Grade must have (1) dose of (Tdap) on the first day of 7th grade and (1) dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade. Students entering 12th grade must have had (1) dose of MCV by the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose with most twelfth grade students entering school with two doses of MCV. Students not meeting the state requirements within the first 5 days of school shall be excluded from school until a documented catch-up immunization plan is established between the student's medical provider and the school. Medical and religious exemptions for immunizations are accepted in certain situations with the understanding that if a breakout of disease occurs, the unimmunized child will be excluded from school at the time of the outbreak.**

Parents may monitor their child's school health record, update health concerns, review annual screenings and communicate via email with the nurse by logging on the SNAP Student Health Portal at studentehr.com. You may fax medical documents to the school nurse at 814-239-0340 (High School), and 814-239-0377 (Elementary School).

First Aid

Any student needing to visit the nurse should obtain a hall pass from his/her teacher and then report directly to the health suite. All students leaving school due to illness or injury must be dismissed by the school nurse prior to signing out of school.

First Aid will be administered to students with injuries or illness which occur at school. This may include:

1. Assessment of the illness/injury
2. Wound cleanings, dressings, and ice packs for school related injuries
3. Rest and evaluation with probable return to class
4. Contact with parents as deemed necessary
5. Possible early dismissal from school - calls for this purpose will be made by the school nurse. If dismissals become necessary, transportation will be provided by parents or others listed on the emergency cards.
6. Occasional medications such as Tylenol or Advil, which have been ordered by the school physician as PRN medications, will be available for use by students who have signed permission slips in the health room. These medications will be given by the nurse or her designee. Such medications will be given to an individual student up to five times per month. If the student must have more than the five doses per month then a private medical provider's order must be obtained.
7. In the event that the nurse is not available, such as an absence without a substitute, students will report to the office of the principal for issues of illness or injury.
- 8.

Health Insurance

If your child does not have health insurance, please contact the nurse for information on free or low cost health insurance through the Blue Chip Program of Pennsylvania.

D. Transportation Services

Riding the bus is a privilege, not a right. The bus may not necessarily stop at every house. There will be designated bus stops. Your child must be at the designated stop when the bus arrives or he/she will not ride the bus and you will need to transport your child.

1. Bus Changes:

Due to safety concerns, we will no longer allow students to ride home on buses other than those assigned to a student at the beginning of the school year. Your child may ride to and from their own home, or the home of a designated caretaker.

- a. Your child's designated bus stop is either at your home residence or at the address of your childcare provider established through the mutual agreement of parents/guardians and the high school office. Arrangements for alternative bus transportation must be made by September 1, 2023.
- b. If your child needs to change his/her regular bus to and from school due to a change of residence, please notify the school office in person. We will then make the necessary change on our transportation roster and notify the homeroom teacher and bus driver/contractor.
- c. If you find it necessary for your child to go to someone else's home on a particular day, please make arrangements for your child to be picked up at his/her bus stop and privately transported.
- d. Please do not send notes or call for bus changes. We no longer honor requests made in that manner.

2. Bus Discipline:

The same rule governing students in school also apply while students are on the school bus. Riding to school on the bus is a privilege that may be revoked; therefore, the Claysburg-Kimmel School Board has enacted the following policy:

- a. Students are to be informed by the driver that they must refrain from:
 - i. Use of foul language.
 - ii. Tobacco / Nicotine etc. use
 - iii. Any action that may result in physical harm or property damage of anyone on the bus
 - iv. Any action causing damage to property
- b. The driver is therefore directed to carry out the above rules by observing actions of students. If the behavior problem persists, the driver will complete a "bus discipline" referral. Appropriate discipline will be determined by the principal.

SPECIAL PROGRAMS

In-house Cyber Education (ICE)

The Claysburg-Kimmel Junior/Senior High School In-House Cyber Education Program is designed to assist at-risk students. This program will correct unacceptable behavior, assist in attitude toward school, and deter absences and tardiness. These goals will be accomplished while providing an education in the four basic subject areas of math, science, English and social studies, as well as a limited area of electives.

STUDENTS SERVED: Any student from 7th thru 12th grade may be served by the In-House Cyber Education Program. Common behavioral characteristics of students in need of this program have attendance and tardiness problems, academic problems, and issues with authority figures or other students and are a constant disruption to the regular education process.

GACTC students can be placed in ICE for academic reasons for ½ day. GACTC students may not be permitted to attend GACTC if placed in ICE for disciplinary reasons.

RETURN TO MAINSTREAM: Once a student is placed into the In-House Cyber Education Program, the student will be evaluated every 45 school days. A student must achieve all of the following criteria to be placed back into the regular school program.

1. Student has no more than 2 minor disciplinary actions against him/her during program stay.
2. Student has no illegal absences.
3. Student has no more than 2 illegal tardiness violations.
4. Student's attitude toward the regular school program is positive.
5. Student's study habits are satisfactory.
6. Student exhibits positive citizenship and socialization skills toward other students, faculty, and staff.
7. Student receives a passing grade in each basic subject area where instruction is provided.

These are the minimum expectations of each In-house Cyber Education student. All final decisions are reserved by the ICE Reference/Evaluation team/committee.

Cooperative Education and Work Release Programs

Cooperative Education Program:

The Cooperative Education Program at the Claysburg-Kimmel High School is designed to acquaint students with the world of work in their related programs and give them opportunities which cannot be duplicated in the classroom. The Cooperative Education Program links business and industry with education providing a realistic educational program that will be mutually beneficial to the students and employers.

Work Release Program:

The Work Release Program at the Claysburg-Kimmel High School is designed to acquaint students with the world of work in a field of their interest that gives them opportunities which cannot be duplicated in the classroom. The Work Release Program links business and industry with education providing a realistic educational program that will be mutually beneficial to the students and employers.

Students who meet the requirements of basic trade and technical training, demonstrate good attitudes and work habits, and have acceptable attendance and scholastic records are recommended by the school to employers for on-the-job training. Cooperative Education and Work Release require close planning and operation of the school, parents, students, and the business community. Students interested in the work release should see the principal for guidelines and policies.

Responsibilities of the Student-Learner:

1. The student, while in the process of training, will have the status of a student-learner and not displace a regular worker now employed.
2. The student-learner's employment will be terminated if he/she does not remain in school.
3. The student-learner must contact the school office at once in the event of change in his/her status as a student or trainee.
4. The student will keep regular attendance, both in school and on the job, and cannot work on any school day that he/she fails to attend school. If unable to attend, the student must notify both the school and the employer.
5. The student will adhere to company policy and his/her employment may be terminated for the same reasons as other employees.
6. The student and/or parents are responsible for the transportation between the school and the training site.
7. The student-learner will furnish the Work Study Coordinator with all necessary information and complete all necessary reports.

Student Obligations:

1. Students are instructed concerning the duties and responsibilities that they must perform while on the co-op or work release program. They understand that any violation of this agreement may result in the termination of their co-op or work release program.
2. In the event that they are absent from school, it is understood that they will not report to work that day.
3. In the event that their job is terminated for even a short period of time, they will contact the school immediately.
4. They will maintain an overall grade point average of a 78 percent or higher. Receiving a lower grade point average will automatically place them on academic probation for two weeks. If the average is not brought up within those two weeks, early release privileges will be suspended until the percentage is brought up the 78 percent.

Dual Enrollment

The Dual Enrollment program will enable students to earn both high school and college credits for grades earned while participating within approved high school classes. This program is made possible through collaboration with local colleges and universities. To qualify for participation in the dual enrollment program, students must have a grade point average of at least 3.0 and have achieved proficiency on the Keystone Exams they have completed. The student is responsible for acquiring student transcripts from the Dual Enrollment College or University.

The following CKHS courses have been approved for the dual enrollment program: Calculus, 12th grade Honors English, 11th grade American History, Anatomy & Physiology, Speech and Composition, and Psychology.

Early To College Program

Senior college bound students are able to participate in college courses at nearby college campuses for both high school and college credit. Course fees must be paid by the student at the current prevailing credit charge. Student participation in this program is determined on an individual basis after parental and administrative meetings. Students must have the appropriate number of credits toward graduation.

National Honor Society

Membership in the Claysburg Kimmel High School Chapter of the National Honor Society is one of the highest honors that can be awarded to a high school student. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. The National Honor Society's goals are scholarship, leadership, service, and character.

These four ideals are considered for the basis of a student's selection to the National Honor Society at Claysburg Kimmel High School. No student is inducted simply because of a high academic average. The National Honor Society strives to recognize the total student: one who excels in all these areas. The standards used for selection at Claysburg Kimmel High School are:

Scholarship - 94% cumulative average in grades 10, 11, or 12. Leadership, Service, Character - as demonstrated by an activity form, essays, and teacher evaluations. Teacher evaluations will be scored on a three-point scale. Students must average a 2.0 for consideration to the National Honor Society.

Students in grades 10, 11, or 12 are considered for membership based upon on cumulative averages. Those students meeting the 94% GPA will be given an Activity Information Form to complete. Faculty will then read each form and evaluate students on Leadership, Service, and Character on the following three point scale:

"1" indicates that the student is weak in qualifications and not worthy of consideration.

"2" indicates superior and worthy of consideration.

"3" indicates outstanding and highly worthy of membership.

Scores for each student are averaged. Only those with "2.0" scores will be considered for membership.

All criteria for membership to the Claysburg Kimmel Chapter of the National Honor Society is reviewed by a faculty committee consisting of the principal, school counselor, and five faculty members. Students are offered membership after approval by this committee.

Special Education Eligibility

The Claysburg-Kimmel School District offers a complete range of special education services, thereby providing a free and appropriate public education to students with identified disabilities, either on its own campus or through sites administered by Intermediate Unit 8. Parents wishing to access these services should contact the director of special services at 239-5141. A supportive process is in place to ensure proper identification of those students with special needs. All contacts and services adhere to the mandates of the Individuals with Disabilities Education Act (IDEA). Parents should also feel free to contact the above mentioned office for more complete information concerning legal protections and procedural safeguards.

The following disabilities will be considered:

- *Autism
- *Emotional disturbance
- *Deafness
- *Hearing impairment
- *Specific learning disability
- *Intellectual disability
- *Multiple Disabilities
- *Other health impairment
- *Orthopedic Impairment due to chronic or acute health problems
- *Speech and language impairment
- *Visual impairment including blindness
- *Deaf-blindness
- *Traumatic Brain Injury
- *Developmental Delay

Tuition Reimbursement and Related Expenses for College Courses under an IEP

The Claysburg-Kimmel School District recognizes that as a public school district, the statutes and regulations of the Commonwealth as well as the interpretations of those statutes and regulations by the Pennsylvania appellate courts clearly require that the School District create Individualized Education Plans (IEP) for exceptional students. However, the School District has no legal obligation to provide exceptional or mentally gifted students with an IEP that is beyond or outside of the scope of the School District's existing and regular special education curriculum. As such, with respect to a gifted child, compensatory education is limited to education available with the curriculum of the School District.

The School wishes to make clear its policy with respect to tuition reimbursement, transportation, and related expenses for college courses taken by gifted students as part of an IEP. It is the policy of the School District that it will not pay or reimburse a parent(s) or guardian(s) for college course tuition costs, fees, books, or college course transportation expenses incurred by the student in their care. Nothing in this policy shall prohibit the IEP Team, which includes the parent(s) or guardian(s), from including a college course or courses in a gifted student's IEP with the understanding that where a college course or courses are provided for the gifted student's IEP, it shall be the responsibility of the parent(s) or guardian(s) to pay all costs associated with the college courses or courses. However, the IEP Team is not permitted to include a college course or courses in the IEP where the parents(s) or guardian(s) is not willing or able to pay all costs associated with the college course or courses. This willingness should become part of the written IEP.

EXTRACURRICULAR/ATHLETICS

The Claysburg-Kimmel High School sponsors a number of extracurricular activities for students to participate in. Extracurricular activities provide students with opportunities that are not available during the regular school day. These activities supplement and promote the educational process as they help build a well-rounded student. The following activities and interscholastic athletics are available for students to participate in:

- Aavidum Bulldog Build-Up
- Band
- Marching Band
- Chorus
- FBLA
- National Honor Society
- Prom Committee
- Student Council
- Yearbook
- Baseball
- Basketball
- Bocce Ball
- Ski Club
- Cheerleading
- Football
- Golf
- Soccer (Co-Op)
- Softball
- Volleyball-Girls
- Track (Co-OP)
- Wrestling
- TSA (After School STEAM)
- Bulldog Fishing Club
- Big Brothers Big Sisters

As per board policy, students that participate in extracurricular activities or interscholastic athletics may be subject to random drug tests throughout the school year.

Athletic Program

Our interscholastic sports program plays an important role in the lives of our students and the community as a whole. They are important for recreation, physical development, and the learning of sportsmanship and teamwork.

Good sportsmanship means spirited, but clean play. It also means spectators show appreciation for fine efforts on the part of all participants. Booing and harassing participants, coaches, and officials is not appropriate in amateur sports.

Athletes' Responsibilities

Athletes have a responsibility to represent Claysburg-Kimmel with pride and good sportsmanship. Wearing the uniform and participating in the athletic program is a privilege that should be respected.

As representatives of the school, athletes have the responsibility of setting a good example in the classroom. Also, athletes should be polite and courteous when visiting other schools and in all public areas. Efforts in class work, attendance, and discipline should reflect the image of a good role model student.

Athletes are reminded they are expected to have a good attendance record and not abuse the attendance policy regarding tardiness. Athletes may be removed at any time from an athletic team by the high school principal.

Sportsmanship – The C-K School District will not tolerate unsportsmanlike behavior. Students who engage in demeaning or unsportsmanlike behavior while attending or participating in athletic events will be banned from attending future events.

Eligibility Policy

Eligibility will be cumulative from the beginning of a grading period, and will be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not as of Friday meet the standards, he/she shall be ineligible from the following Sunday through the following Saturday.

As per Board Policy 122 and Board Policy 123, we will follow the constitution of the Pennsylvania Interscholastic Athletic Association.

Any student who is declared ineligible shall be prohibited from participation in any activity for which no in-class scholastic credit is given. This includes any students serving as managers.

Reasons and Consequences for/of Ineligibility

1. All students involved in school sponsored activities must report to school before 11:15 AM in order to be eligible for participation in any activity sponsored by a school organization that day.
2. A student who has been absent from school during a semester for a total of twenty (20) or more school days will not be eligible to participate in any contest until he/she has been in attendance for a total of 60 school days following his/her twentieth consecutive absence.
3. Any student who is absent from school because of illness on the day of a scheduled contest will NOT be permitted to participate in that contest.
4. A student illegally absent from school will NOT participate in any after school event or activity that day. (This includes weekends and/or vacations.)
5. A student who has been assigned in-school or out-of-school suspension is ineligible for the duration of the suspension period.
6. Any student who is retained or placed on academic probation for the year is automatically ineligible for the first twenty (20) days of the new school year.
7. Students who are placed in ICE full-time due to behavioral issues or in any placement outside of C-K will not be eligible for extra-curricular activities.
8. Student-athletes on the ineligibility list **may not dress in the full team uniform on game nights.** **However, they may wear "team-issued travel attire or street clothes on the sideline / bench area.**
9. Student-athletes may not sit/stand in full uniform with the team during an athletic event if ineligible. They are not permitted to ride the team bus to away events.

Student Extracurricular Drug Testing

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. Therefore, the schools within the Claysburg-Kimmel School District will strive to prevent drug abuse through random drug testing for students who participate in extracurricular activities. Please see appendix D, Drug and Alcohol Testing Policy for student participants.

STUDENTS RIGHTS AND RESPONSIBILITIES

Title 22 Pa. Code Students' Rights and Responsibilities

Students in Claysburg-Kimmel School District have rights just as private citizens have rights. Likewise, students have certain responsibilities. In the course of any school year, there is always the possibility that a student might ignore his/her responsibilities and infringe on someone else's right to learn. It is also possible that a given teacher or administrator may unintentionally infringe upon a student's rights. So it is with the intent of creating mutual understanding between students, teachers, and administrators that this Rights and Responsibilities exists. Mutual understanding can be achieved when teachers, students, and administrators acknowledge the rights and responsibilities of each other.

1. Free Education and Attendance

- a. All persons residing in this Commonwealth between the ages of 5 and 21 years are entitled to a free and full education in the Commonwealth's public schools
- b. Parents or guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 18 years of age if they are fulfilling their responsibilities as students. A student cannot be excluded from public school or extracurricular activities because of being married or pregnant.
- c. No student will be denied attendance at school or activities, participation in extracurricular activities or access to any facilities or programs because of race, religion, national origin, sex or handicap.

2. Student Rights and Responsibilities

- a. 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.
- b. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- c. Students should express their ideas and opinions in a respectful manner.
- d. It is the responsibility of the students to conform to the following:
 - i. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - ii. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - iii. Dress and groom to meet fair standards of safety, health, and so as not to cause substantial disruption to the educational processes.
 - iv. Assist the school staff in operating a safe school for all students enrolled therein.
 - v. Comply with Commonwealth and local laws.
 - vi. Exercise proper care when using public facilities and equipment.
 - vii. Attend school daily and be on time at all classes and other school functions.
 - viii. Make up work when absent from school.

- ix. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- x. Report accurately and not use indecent or obscene language in student newspapers and publications.
- xi. Not use obscene language in student media or on school premises.

3. **Discrimination**

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951-963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

4. **Corporal Punishment**

- a. Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- b. Teachers and school authorities may use reasonable force under the following circumstances:
 - i. To quell a disturbance.
 - ii. To obtain possession of weapons or other dangerous objects.
 - iii. For the purpose of self-defense.
 - iv. For the protection of persons or property.

5. **Freedom of Expression**

- a. The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- b. Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- c. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - i. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - ii. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- d. Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- e. School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- f. Bulletin boards must conform to the following:
 - i. School authorities may restrict the use of certain bulletin boards.
 - ii. Bulletin board space should be provided for the use of students and student organization.
 - iii. School officials may require that notices or other communications be officially dated before posting and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

- g. School newspapers and publications must conform to the following:
 - i. Students have a right and are as free as editors of other newspapers to report the news and to editorialize with the provisions in paragraphs (4) and (5).
 - ii. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 - iii. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 - iv. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision.
 - v. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 - vi. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- h. The wearing of buttons, badges or armbands shall be permitted as another form of expression with the restrictions listed in subsection (c).
- i. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - i. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
 - ii. The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

6. Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- a. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.
- b. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

7. Hair and Dress

- a. The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school building or to all school buildings.
- b. Students have that right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. Where the length or style of the hair presents a problem, some type of covering shall be used.
- c. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
- d. Students have the responsibility to keep themselves, their clothes and their hair clean.
- e. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

8. Confidential Communications

- a. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).
- b. Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

9. Searches

- a. The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
- b. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- c. Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, the student lockers may be searched without prior warning.

10. Notification of Rights

The Claysburg-Kimmel School District complies with the rights under the Family Educational Rights and Privacy Act of 1974 and rights contained in the District Record Policy, which is available at the District Office.

STUDENT CODE OF CONDUCT

Rules and Regulations

The School Board of the Claysburg-Kimmel School District has the authority to make reasonable and necessary rules governing the conduct of students in school and on school property. These rules are designed within statutory and constitutional restraints which are enumerated in the laws of the state or which may reasonably be implied as necessary for the orderly operation of the school.

The following school rules are assumed to be “reasonable” until they are rescinded or waived. Students, therefore, shall obey the school rules while working through provided channels to help change those which they feel need to be rescinded or waived.

The building administrator or his/her designated representative will retain the right to assign discipline for infractions which are not specifically listed within these guidelines. All discipline measures are at the discretion of the administration, the dean of students or other assigned disciplinarian.

*Every student will be disciplined based on our knowledge of the current problem and past experiences with the individual involved. Every situation is different and after hearing all facts involved in the case, an administrator will make a decision.

All references to suspension will include both in-school suspension and out-of-school suspension.

The following guidelines are applicable for student behavior:

- During school hours
- On school property
- At any school sponsored event
- On school provided transportation

Discipline will meet requirements of PA Chapter 14 regulations and Federal 300.530 – 300.537 mandates.

Cameras are present at locations inside and outside of the building. These are monitored throughout the school day. These cameras are used for investigative purposes only. They store data for a limited period of time.

*Disclaimer regarding students with disabilities Manifestation Determination.

Attendance Procedures

(The complete Attendance Policy, (#204) may be found on the District’s website)

All students of compulsory school age who reside in the district shall be subject to compulsory school attendance requirements. Regular student attendance is very important in providing the most effective education program to your child. A proper attitude toward regular school attendance is one of the most valuable lessons students can carry into life. The lesson of regular attendance is learned much as many of the other lessons of schooling – by habit development through practice. The development of good attendance practice involves a close partnership between the home and the school.

NOTE: A written, signed, properly dated excuse from the student's parent or guardian must be brought to the attendance office when he/she returns to school after an absence. Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, and must be submitted with three days of the absence. Failure to bring an excuse will result in absence being counted unexcused. Half day attendance will also be recorded. 11:15 A.M. will be considered the half-way point of the day.

1. An illegal or unexcused day of absence from school is any day of absence for reasons other than illness, obtaining health care, quarantine, family emergency, recovery from an accident, required court attendance, death in family, participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group upon written request, observance of a religious holiday by a bona fide religious group upon prior written parental request, non-school sponsored educational tours and trips with prior approval, college of post-secondary institution visits with prior approval, and other urgent reasons as approved by the Superintendent or school principal. A student will not be permitted to make up work missed as a result of an unexcused absence.
2. All absences require a written acceptable excuse by the parents/guardians/physician regardless of student's age or the absence is considered illegal or unexcused. The written excuse must be presented to the school office within 3 school days after the return from absence. If an excuse is not received within 3 school days of the absence, the absence will be permanently counted as unlawful or unexcused. In addition to the actions that follow, parents/guardians will be provided notification of each incident of unexcused absence. (unexcused absences will be noted on the student/parent web portal)
3. Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
4. Habitually Truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
5. Three Absences - When a student accumulates three unexcused absences during the current school year, a warning notice will be sent to parents within 10 days. This warning notice may include the offer of a School Attendance Improvement Conference. If the School Attendance Improvement Conference is not offered and the student incurs additional unexcused absences, a School Attendance Improvement conference will be offered.
6. Five Absences - On the 5th day of total absence, an informative letter will be sent from the school reminding parents/guardians that students are limited to 10 lawful absences.
7. Ten Absences – A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. On the 10th day of total absence, a letter of concern will be sent from the school to parents/guardians requiring a medical excuse for each absence thereafter. Documented extended medical absences of three or more consecutive days will be counted as one absence for the purpose of this cause. The doctor's excuse must specifically indicate the day(s) the student was absent and the day the student is to return to school. However, a student may be required to see a doctor at any time at the discretion of the attendance office. Students must be in attendance for 150 school days in order to graduate or be promoted to the next grade level. Exceptions may be made in case of chronic health conditions and the final decision will be determined by the attendance office and the high school principal.
8. Twenty Absences –On the twentieth day of total absence a letter will be sent to the parents/guardians requiring them to attend a meeting conducted by the attendance committee to review the child's academic and attendance records and potential grade retention or withdrawal.
9. Twenty-eight Absences - On the 28th day of total absence, a letter will be sent from the school to the parents/guardians informing them that the student will be retained in the current grade the following school year and that the parents/guardians may request an appeal.

Appeal Procedure/Process: A student or parent may request, within 10 days of the receipt of the 28-day letter, an appeal of the preceding provision by informing the building principal of their desire to appeal the attendance violation.

10. All students will be considered tardy if they arrive after the opening bell. The first ten tardies will be excused if a note from parent/guardian is presented AND a phone call from the parent/guardian is received and the excuse is deemed acceptable by the principal or a doctor's excuse is presented. Upon the 11th and subsequent tardies, a doctor's excuse will be required for any student to be excused.
11. The following actions will occur for Habitually Truant Students: Those students who are habitually truant (six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance):
 - a. When a student under fifteen (15) years of age is habitually truant, the student will be referred to a school-based or community-based attendance program or the local children and youth agency. A citation in the office of the appropriate judge against the person in parental relation who resides in the same household may also be filed.
 - b. When a student fifteen (15) years of age or older is habitually truant, the student will be referred to a school-based or community-based attendance program or file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.
 - c. A citation will be filed against all habitually truant students after such time that a School Attendance Improvement Conference has been held.

Excused/Unexcused Tardies - Students reporting to school from 7:35 A.M. until 11:15 A.M. will be considered tardy. After this time a 1/2 days' absence will be listed on the student's record in addition to the tardy.

Unexcused tardiness will result in two forms of disciplinary action:

1. Classes missed as a result of unexcused tardies will be graded a zero.
2. Accumulated unexcused tardies will result in the following discipline:
 - a. 4 unexcused tardies – parent contact and 1 extended detention issued.
 - b. 8 unexcused tardies – 2 extended detentions issued.
 - c. 10 unexcused tardies - 1 day ISS. The student will also lose their driving privileges for 15 days.
 - d. Each subsequent unexcused tardy will result in an ISS, and it will lengthen the loss of driving privileges 5 days for each unexcused tardy after 10.
 - e. 15 days of unexcused tardies, student may be placed in the district alternative education program. The student will also lose his/her driving privilege for the remainder of the year. Depending on the circumstances, this placement and loss of privilege may carry over to the next school year.

Note: for the purpose of calculation of 28 days' absence: 400 tardy minutes will equal one day of absence.

Early Dismissal - Occasionally, it may be necessary for a student to leave school before dismissal due to certain situations, i.e. medical appointments or family emergencies. The following procedure is to be used:

1. A NOTE from home MUST be brought to the attendance office before the end of homeroom period (7:38 A.M.) on the day the student is to be excused. Phoning or just stopping in to pick up students during the school day causes undue interruption to classes.
2. If the early dismissal is UNEXCUSED as determined by the attendance office, teachers will be informed and the student will be given a zero in each class missed with NO opportunity to make up the work.
3. All students are required to have a parent or guardian sign them out in the attendance office when they leave for any reason. If the parent or guardian is unable to come to the school to sign the student out, this fact must be stated in the note along with the student's means of transportation home or to his/her appointment. Also, a phone number must be included to be used to verify the early dismissal.

Make-up Work After Absences - Any student absent from classes for any excusable reason, including suspension, is required to make up all work missed. However, it is the student's RESPONSIBILITY to see his/her teachers to obtain the work and help, if needed, to make up the work. For each day the student is excused absent from school the same number of days will be provided for make-up work.

Post-Secondary School Visitations - Students who make visits must submit proof of attendance from the institution they visit. Students will be allowed two visits not counting as absences (any more than 2 will result in unexcused absences).

Educational Tours and Trips

The administration recognizes that from time to time students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year.

Pre-approval forms must be completed in the office by a parent at least 5 school days in advance of the tour or trip. An evaluation of each request will be made by the Principal. A determination shall be made based on the following:

1. Educational value of the trip for the development level of the student.
2. Attendance record (must be free of illegal and/or unlawful absences).
3. Number and frequency of prior requests for educational trips (limit of 10 days).
4. Present academic standing.
5. Effect of absences on academic standing.
6. Trip days will count toward the 28-day total for loss of credit.

It is understood that the parents or other approved adult will be directly in charge of the child on the trip or tour. Students are to contact teachers for assignments of work that will be missed during the absence and ask teachers to initial their pre-approval form. The principal must sign the form for the trip to be approved as excused absence. No approval will be granted following absence for an educational trip.

Make-Up Work When a student misses class(es) due to an excused absence, it is his/her responsibility to arrange to make up the work missed including tests. When absent, students may contact fellow classmates to obtain assignments before returning to school. The student should contact all of his/her teachers on the day he/she returns to school, and make the necessary arrangements. Remember, it is the student's responsibility, not the teacher's responsibility to take care of this. However, the office will send assignments home when a student is absent for 5 days or longer. Failure to make up work could result in zeros or failing grades. Students suspended from school are permitted to make up missed work.

Homebound Instruction

After ten consecutive school days of excused medical related absence the parents or guardians of the affected student may apply to the school office for homebound instruction or some other educational program that is acceptable to the school administration. Failure to do so places the student in jeopardy of falling too far behind to make up work within the marking period.

Discipline Philosophy

To fulfill its primary goal, the Claysburg-Kimmel School District sets forth discipline with levels of organization. Students are encouraged to assume responsibility for their behavior. Each student's rights and those of the entire school community must be respected.

Discipline means to recognize and accept personal responsibility to function with the school community in a socially acceptable manner. Discipline is best when self-imposed. Students should recognize right from wrong and act accordingly.

Most students possess the maturity to be self-disciplined, some do not. Therefore, the school must develop guidelines, regulations and disciplinary responses to promote student discipline.

These guidelines will delineate rights and responsibilities for students, parents, and staff. The code of student conduct will be applied firmly, fairly and consistently. All school community members' rights will be respected.

The district will follow established procedures for an "eligible learner" i.e. any student receiving special education services, in accordance with Chapter 14 PA Standards for Special Education and Programs, Section 14.35 Discipline.

Also, the district's behavior management program ensures compliance in accordance with Chapter 342, PA Standards for Special Education and Programs, Section 342.36, Part © and (d) addressing the use of restraints. In accordance with the above Section Part (e), the listed aversive techniques of handling behaviors are considered inappropriate and will not be used by the staff in an educational program. See CKSD Board Policy No. 113.1 DISCIPLINE of STUDENT with DISABILITIES.

Disciplinary Actions and Procedures

Teacher Assigned Detention and Teacher Extended Detention

Teachers may assign detention as listed in the Leveling Charts as well as for classroom disruptions that do not reach the level within the charts (This includes problems such as talking, passing notes, not having books, tablets and pencils, eating of candy or other foods in the classroom, not having homework and other minor infractions.) Detention length is determined by the teacher, according to the offense. Detentions are 30 minutes long and extended detentions are 1 hour long.

Principal issued detention (School Detention)

School detention is the usual form of discipline and requires that the student be in attendance at the detention hall session. School detention is a silent study period held on Thursday after school. Detention is 30 minutes long, and extended detentions are 1 hour long.

Lunch Detention

Lunch detention may be used as a form of discipline when students do not follow the acceptable rules and procedures for proper cafeteria conduct. In some cases lunch detention may be used instead of school detention. Lunch detention may be assigned by lunch proctors, teachers, and administrators.

In-School Suspension (Exclusion from class.)

No student may receive an in-school unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond.

Communication to the parents or guardian shall follow the suspension action taken by the school.

The student's teachers will supply the day's work to the student, either directly or via the ISS proctor.

A parent conference may be required before a student may return to regular classes.

Out-Of-School Suspension

1. Suspension is exclusion from school for a period from one (1) to ten (10) consecutive school days.
 - a. Suspension may be given by the building administrator or person in charge of the public school.
 - b. No student will be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 - c. The parents shall be notified in writing when the student is suspended.
 - d. If the suspension will exceed three (3) school days, the student and parent/guardian shall be given an informal hearing consistent with the requirements set forth in the Public School Code of 1949 and its revisions.
 - e. Suspensions may not be made to run consecutively beyond 10 school days.
 - f. Students will have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments.
 - g. A parental conference may be required before re-admission of a suspended student.
 - h. Suspension carries the restriction that the student is excluded from all extracurricular activities including social functions, inter-scholastic athletic events and academic representation of the school both as a participant or spectator until midnight of the last day of the suspension.

Expulsion

1. Expulsion is exclusion from school by the school board for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing before the Board of School Directors. If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study. Expulsions affecting certain eligible learners shall be governed by regulations set forth by Pennsylvania Department of Education.

Alternative Services and Programs

Whenever, in the opinion of the administrator, repeated application of specified penalties have failed to change behavior on the part of the student, the administrator may elect to remove the student from regular classes and assign him/her to an alternative educational program.

Alternative programs provide opportunities for students who can/will not be successful in a "regular" educational program to eventually obtain a high school diploma. Alternative programs of instruction meet the student's core subject requirements, thus enabling the student to move to the next grade level.

NOTE:

Both In-School and Out of School Suspensions carry the restriction that the student is excluded from all extracurricular activities including social functions, inter-scholastic athletic events, and academic representation of the school. This includes both as a participant and/or spectator until midnight of the last day of In-School or Out of School Suspension.

Leveling

There are four levels of disciplinary infractions at Claysburg Kimmel High School. Level One and Level Two are infractions that are primarily handled at the teacher level. In all cases, a principal or other administrator may be consulted and/or handle the infraction. The following charts detail the Levels and the related consequences that result from each occurrence of an infraction.

The corrective measures listed are a guide and they progress in severity through the number of incidents and the nature of the discipline issued.

NOTE: AT ANY TIME, AN INFRACTION CAN BE PLACED AT ANY LEVEL DEPENDING ON THE TYPE AND/OR SEVERITY OF THE INFRACTION(S).

LEVEL 1: Teacher Managed as a part of classroom management

Offense #	Prescribed Course of Action
1 st	<ul style="list-style-type: none">• Discuss Behavior with student• Find a solution or strategy• Issue a verbal warning
2 nd	<ul style="list-style-type: none">• Revisit the previous discussion with the student and the solution strategy• Revise the solution strategy if necessary• Notify the parent/guardian
3 rd	<ul style="list-style-type: none">• Revisit previous discussion with the student and the solution strategy• Submit a referral to in IC and assign a detention (30 minutes)• Notify the parent/guardian• Notify the school counselor and social worker
4 th	<ul style="list-style-type: none">• Revisit previous discussion with the student and the solution strategy• Submit a referral in IC and assign an extended detention (1 hour)• Notify the school counselor and social worker
ADMIN	<ul style="list-style-type: none">• Administration may be brought into any conversation if and when needed• Administrative discretion may be used depending upon the severity of the incident and/or the student's disciplinary record• Refusal to comply with assigned teacher consequences could result in loss of privileges and more severe office-issued discipline

LEVEL 2: Teacher Managed as a part of classroom management

Offense #	Prescribed Course of Action
1 st	<ul style="list-style-type: none">• Discuss behavior with the student and develop a solution strategy• Submit a referral in IC and assign an Extended Detention (1 hour)• Notify the parent/guardian• Notify the school counselor and social worker
2 nd	<ul style="list-style-type: none">• Revisit previous discussion with the student and the solution strategy• Submit a referral in IC and issue TWO Extended Detentions• Notify the parent/guardian• Notify the school counselor and social worker
3 rd	<ul style="list-style-type: none">• Revisit the previous discussion with the student and the solution strategy• Submit a referral to IC for administrative action• Notify the parent/guardian• Notify the school counselor and social worker

4 th	<ul style="list-style-type: none"> • Revisit the previous discussion with the student and the solution strategy • Submit a referral to IC for administrative action • Notify the parent/guardian • Submit a SAP referral • Notify the school counselor and social worker
ADMIN	<ul style="list-style-type: none"> • Administration may be brought into any conversation if and when needed • Administrative discretion may be used depending upon the severity of the incident and/or the student's disciplinary record • Refusal to comply with assigned teacher consequences could result in loss of privileges and more severe office-issued discipline

LEVEL 3: Administrative action with possible police notification

Offense	Prescribed Course of Action
1 st	<ul style="list-style-type: none"> • Teacher enters Initial Referral in IC where appropriate • Discuss behavior with the student, document notes, and discuss solution strategy • Issue discipline: range Detention to one day ISS • Notify parent/guardian
2 nd	<ul style="list-style-type: none"> • Teacher enters Initial Referral in IC where appropriate • Discuss behavior with the student, document notes, and revisit the solution strategy • Issue Discipline: range one to two days ISS • Notify the parent/guardian
3 rd	<ul style="list-style-type: none"> • Teacher enters Initial Referral in IC where appropriate • Discuss behavior with the student, document notes, and revisit to the solution strategy • Issue discipline: range two to three days ISS • Notify the parent/guardian
4 th	<ul style="list-style-type: none"> • Teacher enters Initial Referral in IC where appropriate • Discuss the behavior with the student, document notes, and revisit the solution strategy • Issue discipline: Range three days ISS to one day OSS
Admin	<ul style="list-style-type: none"> • Administrative discretion may be used depending upon the severity of the incident and/or the student's disciplinary record • Refusal to comply with assigned consequences will result in increased disciplinary action

LEVEL 4: Administrative action with possible police notification

Offense	Prescribed Course of Action
1 st	<ul style="list-style-type: none"> • Teacher enters Initial Referral in IC where appropriate • Discuss behavior with the student, document notes, and discuss solution strategy • Issue discipline: range One to Three days OSS • Notify parent/guardian • Notify school counselor, social worker, and appropriate administration
2 nd	<ul style="list-style-type: none"> • Teacher enters Initial Referral in IC where appropriate • Discuss behavior with the student, document notes, and discuss solution strategy • Issue discipline: range Three to Five days OSS • Notify parent/guardian • Notify school counselor, social worker, and appropriate administration
3 rd or more	<ul style="list-style-type: none"> • Teacher enters Initial Referral in IC where appropriate • Discuss behavior with the student, document notes, and discuss solution strategy • Issue discipline: up to days OSS • Notify parent/guardian • Notify school counselor, social worker, and appropriate administration
Admin	<ul style="list-style-type: none"> • Administrative discretion may be used depending upon the severity of the incident and/or the student's disciplinary record • Refusal to comply with assigned consequences will result in increased disciplinary action • Referral for Expulsion and Alternative Placements Where Appropriate

Discipline Infractions

Infraction	Level	Description
Affection	One	Physical displays of affection, including but not limited to kissing or hugging
Alcohol, Drugs, or Drug Related Paraphernalia	Four	Use, possession, or furnishing alcohol, drugs or drug paraphernalia while in or upon any school owned property, during any activity sponsored by the school, and/or any student reporting to school having used drugs or who has consumed alcohol elsewhere and is under the influence in school. (refer to Appendix A)
Arson and other forms of arson related endangerments	Four	Engaging in conduct which places others in danger with actions including but not limited to any willful or malicious arson (burning of school property or its contents and/or the personal property of others.
Assault	Four	Attempting to cause serious bodily injury to another or cause such injury intentionally, unknowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life
Bullying	Three	Unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time (Refer to Appendix B)
Busing	Three	Failing to maintain self-discipline while using the transportation facilities. Infractions include damaging school buses, throwing items from the bus, etc. (Refer to Appendix C)
Cafeteria	One	Failure to exhibit socially acceptable behavior in the cafeteria and the cafeteria line. Except where the conduct is a violation of another category, misconduct will be dealt with accordingly by the teacher on duty. Students are not to take food or drink outside the cafeteria.
Cell Phones	One	Students who have their cell phone out during school hours and in the classroom or other learning spaces during school hours are in violation. Faculty/Staff members will ask for the cell phone and submit it to the principal. Failure to comply will result in increased discipline. See Cell Phone Description for more information.
Cheating/Plagiarism	One	Presenting the work of another student or a published work as one's own. Examples include: Turning in another student's paper as one's own, copying portions of another student's paper into one's own, copying source material into one's paper without quotation marks and without in-text citation to the author and page, paraphrasing source material into one's paper without an in-text citation to author and page, and copying and pasting from the internet without an in-text citation. In addition to flow of discipline as listed in the Level 1 descriptors, students may receive a grade of Zero on a plagiarized work.
Class Cuts/Late to Class	One	Failure to report to assigned class/activity at designated time. ** In the instance of class cut, make up work will not be permitted on a verified class cut. Additionally, the principal will be notified and increased discipline will result.
Disrespect/Defiance	Two	Willingly and intentionally displaying rude and discourteous behavior toward faculty or other staff members; refusal to obey legitimate and reasonable directions from any staff member. Discipline will be based upon the severity of the incident and may increase the discipline level to a Level 3 or Level 4
Disruptive Devices	One	Items that disrupt the usual educational process of the school such as noise makers, squirt guns, laser pens, etc. These items should not be brought to school.
Dress Code	One	See Dress Code Descriptor in handbook
Driving and Parking	Three	Violations include misuse of a vehicle, driving too fast for conditions, reckless driving, not yielding to busses, parking in non-designated areas, failure to obtain a parking permit, utilizing the parking pass of another student.

Electronic Devices	One	Possession of an electronic device without permission from a teacher or administrator. See Appendix E: Electronic Device Policy
Extortion/Intimidation/ threats	Three	Pressuring another student to do something they do not want to do, threatening a student, or harassing a student.
Failure to attend Detention	Three	Failure to report to assigned detention without prior excuse from building principal. Level 3 discipline will be issued and the detention will also be reassigned.
Failure to follow a directive	One	Not following a reasonable directive of a teacher or staff member.
Fighting	Three or Four	Engaging in a physical altercation with another individual. Degree and severity of altercation will dictate severity of discipline
Food in the classroom or hallway	One	Possession of food, candy, or drinks outside of the cafeteria. (exceptions must be cleared through the school nurse or principal and must be medically necessary)
Forging or altering notes, excuses, passes, official records, or gradebooks	Three	Modifying a written or electronic document without prior and appropriate consent to do so.
General Classroom Disruption	One	Classroom behavior which produces distractions, frictions, or disturbances which seriously or repeatedly interfere with the effective functioning of the teacher, the student, or the class.
Hallway Courtesy	One	Failure to keep hallways open to foot traffic. Blocking the hallways by standing in groups. Failure to discard trash. Running in the hallways. Eating and drinking in the hallways.
Harassment	Three	Verbal, written, graphic, or physical conduct relating to an individuals race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion. Additionally, sexual harassment which consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature. All of the above as outlined in CKSD Policy 248(See appendix G)
Horseplay	One	Engaging in physical behavior with no intent to harm another student.
Inappropriate use of Computer/Internet	Three	Refer to Appendix H
Indecent Proposition/Exposure	Three	Inappropriate sexual behavior, proposal, or exposure of the body. This includes "pants-ing"
Inflammatory Actions	One	Language, gestures or actions which may cause a disturbance
Intentional Physical Contact	One	Contact with another, i.e. punching, hitting, kicking, biting, choking, etc. that is done intentionally
Items not Permitted	One	Items or materials that may cause a disruption or affect the health and safety of the others. Examples include: skateboards, matches, lighters, roller blades, wallet chains, laser pointers. Note: Possession and or use of laser pointers is prohibited on school property and at school sponsored events, both home and away.
Leaving the school building or school property without permission	Three	Students who leave the school building or school property may not be permitted to make up work missed as a result of leaving school property or the school building without permission.
Lockers/Desks- Inappropriate use/destruction	One	Lockers, locks and desks are school property. Lockers and desks may be searched at any time. Students should not share lockers, and are not permitted to use unassigned lockers. Students should not keep valuables in their lockers.
Lying/False Accusation	Three	Falsely accusing another of an inappropriate act or deliberately being untruthful when questioned.
Obscene or Abusive Language	One	Vulgar, offensive, indecent, lewd, obscene sexually explicit or profane language or gestures. Depending upon the severity of the language, this offense can rise to a Level 3 offense.
On school property while suspended	Four	Being in the school building, on school property, or at school functions while on suspension.

Out of Assigned Area and/or in a non-designated area for students	Three	Being in an area that is not assigned or is prohibited. Leaving an area where one is specifically assigned to be.
Smoking/Tobacco/Nicotine Violation	Three	Use or possession tobacco and nicotine products, including but not limited to e-cigarettes, vape devices, cigarettes, chewing tobacco and other material and paraphernalia is prohibited and supported by School Board Policy 222
Terroristic Threats or Acts	Four	Terroristic threats shall be defined as any threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause a serious public inconvenience, in reckless disregard for the risk of causing such terror or inconvenience. Terroristic act shall be deemed as any offense against property or involving danger to another person.
Theft	Three	Taking items that are the property of another without permission.
Trespassing	Three	Remaining or being on school property when expelled, suspended out of school, or when not authorized for other reasons.
Unauthorized Entry	Three	Students are not permitted to enter any school building after regular school hours or on days when school is not in session unless they have permission and are under supervision.
Vandalism	Four	Defacing, damaging, or destroying school property, including graffiti, intentionally or unintentionally. (Reimbursement for items damaged/destroyed will be required in all instances of vandalism.)
Weapons: Possession, Use, or Transfer of Weapons	Four	Carrying, bring, concealing, using, or possessing any weapon or replicas of weapons on school property, at any school sponsored activity, or on any implement on school transportation is prohibited. Examples include, but are not limited to firearms, knives, clubs, explosive devices, loaded shells, fireworks, etc. or any other instrument meant to be used as a weapon and which constitutes a threat to the safety of others. (See Appendix J)

APPENDICES

(All policies listed may change as the policies are updated by the Board of Education. A complete list of the most up-to-date version of district policies may be found on the Claysburg Kimmel School District Website at www.cksdbulldogs.com)

Appendix A - Controlled Substances/Paraphernalia Policy

The Board recognized that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Lock-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Distribute – deliver, pass, share, sell, or give any controlled substance as defined in this policy from one person to another or to aid therein.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

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

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

The Board has the authority and responsibility to establish the Student Assistance Team (SAP, CAP_ and to develop procedures to be used by all school district personnel when responding to controlled substances related situations that may occur at school or at school-sponsored activities.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Discipline Code.
5. The conduct involves the theft or vandalism of school property.

The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for possession.
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

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

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

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

Appendix B – Bullying Policy

Policy #249. BULLYING/CYBERBULLYING

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

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Cyberbullying means an intentional electronic act or a series of acts through the utilization of computers, the internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with the student's education;
2. Creation of a threatening environment;
3. Substantial disruption of the orderly operation of the school;

Examples of cyberbullying include sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website posting (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the District, offenders shall be subject to appropriate disciplinary consequences as specified herein.

Bullying consists of a pattern of harmful behavior by a person toward another person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school and on the way to and from school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to teachers, the building principal or other adults.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with

the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

To the greatest extent possible, all complaints shall be treated as confidential, consistent with the District's legal and investigative obligations.

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students at an assembly or by other means.

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

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

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

This policy shall be:

1. Accessible in every classroom.
2. Posted in a prominent location within each school building.
3. Posted on the district web site.
4. Published and disseminated in handbooks.

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

1. A student shall report a complaint of bullying or cyberbullying, orally or in writing, to the teachers, building administrator, or counselor.
2. The building administrator will investigate the alleged conduct that occurred.
3. The building administrator or designee may ask assistance from other district employees in the investigation process.
4. The building principal or designee shall document in writing, the complaint received, the results of the investigation, and shall ensure that corrective action is taken when allegations are verified, to ensure that the conduct ceases. Any/all corrective actions taken shall likewise be documented in writing.
5. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Any student who retaliates against another for reporting or assisting in an investigation of a report may be subject to disciplinary action.

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

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

Appendix C – Student Transportation, Safety, and Discipline

Safety and the proper social attitude in bus transportation as well as in all phases of the school program is of prime concern to the Administration and the School Board. Students need to familiarize themselves with the obligations and courtesies of public transportation.

A pupil who cannot maintain self-discipline while utilizing transportation facilities forfeits this privilege and must rely on another means of transportation. The school bus driver is authorized to enforce safety and social standards on his/her bus and in accordance with the Pennsylvania School Code, he has the same authority as a teacher. The relationship of the operator and student must be one of cooperation. No pupil will be permitted to get off at any stop other than his/her own established stop, unless written consent is obtained from the parent and approved by the school office. All guidelines governing student behavior pertain to school-provided transportation. Appropriate disciplinary measures will be imposed by the principal for improper bus behavior.

Career and Technology Busing:

All GACTC students must ride the bus. Driving permits are only issued by the Claysburg-Kimmel High School or GACTC administration. Students driving, riding with others, or not reporting to GACTC will be assigned in-school suspension.

Student Drivers and Parking Lot Procedures

1. Students must have a permit form filled out and on-file in the office before they are permitted to drive to school.
2. Students not participating in after school activities must immediately leave the parking lot at dismissal.
3. Student drivers may not leave before the busses at dismissal time.
4. No loitering in the parking lot.
5. Students must park their vehicle in the parking lot below the gymnasium. Students are not permitted to park anywhere else (church parking lot, district parking lot, etc.).
6. Students driving excessively fast or recklessly will lose their driving privilege for 15 days – 1st offense, 30 days – 2nd offense. A 3rd offense will result in loss of privilege for the remainder of the year.

Appendix D – Drug and Alcohol Testing Policy for student participants

CLAYSBURG-KIMMEL RANDOM DRUG TESTING PROGRAM

(School Board Policy 227.1)

Purpose

The purpose of this policy is to help foster an alcohol and drug-free environment at the Claysburg-Kimmel School District. Examples of documented drug and alcohol related incidents the school district is trying to reduce or eliminate include, but are not limited to students attending athletic events and school sponsored dances and driving while intoxicated or under the influence of drugs and the discovery of illegal and prescription drugs in student lockers and backpacks.

The development of this policy is based not only on documented incidents of student alcohol and drug use and information from concerned community members, but also on the longitudinal results of the Pennsylvania Youth Survey completed by students in grades 6, 8, 10, and 12 on a biannual basis. Participation in any extracurricular activities or seeking permission to use district facilities to park a personal vehicle is a privilege, not a right. Students who volunteer to participate in these programs have a lesser expectation of privacy and are expected to accept the responsibilities granted to them by this privilege.

Effects of drug/mood altering substances usage impact everyone in the educational environment. With regard to students participating in extracurricular activities and students who drive, the risk of immediate physical harm to the drug or alcohol user or those with whom the student is participating or sharing the roadway is particularly high.

Random Drug Testing is a noncurricular issue. Drug test results, positive or negative, will not appear on the student's permanent transcript or any other permanent record.

The goals of this policy are to:

1. Protect the health and safety of students.
2. Deter student drug use and possession.
3. Prevent disruption to the educational process.
4. Provide access to assistance programs to students needing assistance.

Authority

Board policy prohibits the possession, use, misuse or the distribution of drugs (controlled or mood altering substances), including, but not limited to: anabolic steroids, "look-alikes," "designer drugs" (including synthetic look-alikes, i.e. K2 and other street name alternatives), drug paraphernalia, health-endangering substances, medication not registered with the health office, or alcohol on school district property, school buses, or during activities under school jurisdiction. This policy encompasses students in grades 7 through 12 participating in any extracurricular activity or those who meet the district's guidelines to drive on campus and wish to obtain a parking permit. In addition, this policy includes, but is not limited to, students involved in homebound, home educated, virtual, cooperative agreements and cyber/charter programs who wish to participate in the aforementioned activities. The district welcomes all students, with the permission of their custodial parents/guardians, to voluntarily participate in the program.

The district requires written permission from both the student and his/her custodial parents/guardians to consent to drug testing. No student will be able to participate in any extracurricular activity or to obtain a parking permit without such consent. Written consent shall be on the established district form.

Definitions

Extracurricular Activity - within the meaning of the policy includes all interscholastic athletics, clubs and other activities in which the students participate on a voluntary basis.

Student Driver - any student who drives to school and receives a school-issued parking permit.

School Property - all locations under the jurisdiction of the Claysburg-Kimmel School District including: field trips, sporting events, competitions, school district transportation vehicles, etc. in or out of the state of Pennsylvania.

Drug/Mood Altering Substances - any controlled substance, noncontrolled substance, "look-alike" substance or health endangering substance, and "designer drugs", including, but not limited to anabolic steroids and synthetic look-alikes, i.e. "K2" and other street name alternatives detailed below:

1. **Controlled Substance** - any drug or substance listed in schedules I-V of the Pennsylvania Drug, Device and Cosmetic Act of 1972. Examples include but are not limited to alcohol, marijuana, stimulants, depressants, hallucinogens, etc.

2. **Noncontrolled Substance** - any substance containing phenylpropanolamine, pseudo ephedrine, ephedrine, or any other noncontrolled substance that has or is represented to have a stimulant or depressant effect on humans. In addition to the items stated above, any product that includes chemical solvents or aerosol carcinogens is also considered a noncontrolled substance.

3. **Designer Drug** - a controlled substance analog is a noncontrolled substance which either produces the pharmacological effect or is represented to produce pharmacological effects similar in Schedule I or II of the Pennsylvania Drug, Device and Cosmetic Act of 1972.

4. **Look-Alike Substance** - a noncontrolled substance whose physical appearance of the finished dosage form containing the noncontrolled substance is substantially identical to any controlled substance, taking into account size, shape, color, markings or lack thereof.

5. **Health Endangering Substance** - any substance that may be harmful to the individual and that is not covered in the Pennsylvania Drug, Device and Cosmetic Act of 1972.

Drug Paraphernalia - equipment, products, and material of any kind that are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, inhaling, or otherwise introducing to the human body a controlled substance.

Medical Vendor - the medical office, testing laboratory or company selected by the Board to carry out the policy and procedure. The Medical Vendor shall be a testing lab licensed to perform drug tests in the state of Pennsylvania. The testing lab shall perform the original tests at the Claysburg-Kimmel High School and shall at all times control the testing and Chain-of-Custody of the test samples. The Medical Vendor shall oversee the collection of all urine samples. The urine samples will be tested by the Medical Vendor at its facility, not at the Claysburg-Kimmel High School campus, unless the Medical Vendor determines it can perform the testing at the Claysburg-Kimmel High School.

Medical Review Officer (MRO) - a licensed physician or his/her designee trained and certified in the process and interpretation of drug testing results.

Program Coordinator - the building principals shall be the points of contact with the Medical Vendor.

Pool Group - students involved in extracurricular activities, driving/parking, and students volunteering to participate in random drug testing will be combined into one group. A student who quits an activity during the school year shall remain in the pool group for the duration of the testing window (July 1 – June 30).

School Year - any time between July 1 and June 30 of any given year.

Permanent Suspension - suspended for the remainder of the student's Claysburg-Kimmel School District career.

Suspension from Extracurricular Activity or Parking Privileges - based upon a positive result from a drug test, the student will not be permitted to participate in the extracurricular activity/parking. This would include practices, rehearsals, weight training, and all events pertaining to the extracurricular activity. The suspension of extracurricular activities or parking privileges, upon verification of a positive result, is immediate.

Adulterant/Adulteration - any attempt to alter the outcome of a drug test by adding a substance to a sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the sample.

Oversight Committee - a committee consisting of the district Superintendent, the high school principal, and the assistant to the Superintendent or their designees. This committee will be advised of all true positive test results (which means if first test result is positive, then the same sample will be retested to determine if there is a true positive test result), the chronology of events, suspension of privileges, adherence to remedial or rehabilitative programs and the reinstatement of privileges.

Guidelines

TESTING PROCEDURES

Random testing up to four (4) times per year may be conducted without prior notice for up to ten percent (10%) of students who have signed a Drug Testing Consent Form. Students selected for testing shall be chosen at random, using a scientifically valid method by the Medical Vendor or the Oversight Committee. A student notified that s/he has been selected for random testing shall proceed immediately to the test site on campus. Students participating in any summer activities will also be included.

Nothing in this policy shall prohibit additional drug testing as otherwise permitted by law or by district policy or regulation.

Drugs Tested

All urine specimens may be screened for the presence of the following drugs including but not limited to:

1. Alcohol
2. Amphetamines/Methamphetamines, MDMA (ecstasy), MDA
3. Anabolic Steroids.
4. Barbiturates.
5. Benzodiazepines.
6. Cannabinoids (Marijuana).
7. Cocaine.
8. Methadone.
9. Opiates.
10. Phencyclidine (PCP).
11. Propoxyphene.

All samples will be screened and verified by a certified by the MRO.

Random Testing

Testing will be done without prior warning. The dates of testing and the number of tests to be performed will solely be determined by the Oversight Committee. Students are randomly selected using a scientifically valid method. Subject to the Pool Group rules, random testing may be performed at any time during the school year.

Drug testing, by way of urine samples, will be conducted and analyzed by the Medical Vendor. Trained and certified personnel shall collect samples, in a manner that is in conformance with industry standards which properly balances the values of privacy and confidentiality with the accuracy of the test. The urine sample will be analyzed at a lab or on site at the discretion of the administration and/or the Medical Vendor. The testing process shall utilize appropriate Chain-of-Custody procedures.

Sample Collection

Two alternate students will be selected randomly for drug testing and will be tested in the event a student(s) originally selected is absent on the day of testing. No student shall alter the outcome of a drug test by adding a substance to a sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the sample or participate in any form of adulteration.

If a selected student is unable to produce a sample at the time of the test, the student will not be excused from the test. The student will be required to wait until said sample can be produced. All positive test results will be reported to the Oversight Committee in accordance with the record maintenance and disclosure section of this policy.

CONSENT FOR TESTING

The building principal or designee shall maintain a file of signed Drug Testing Consent Forms. Any written revocation of consent will be attached to the student assigned Drug Testing Consent Form. Students who have signed Drug Testing Consent Forms must cooperate reasonably with drug testing procedures pursuant to this policy. Any student who fails to cooperate will be subject to the same consequences as students testing positive during a drug screening.

Provided this policy does not undergo substantive modifications or amendments, a signed consent will continue from the date of signing said consent to the end of the student's school career or upon termination by parent/guardian (or the student if over 18 years old), the earlier of. If the policy is substantively amended after a consent is signed, a new consent will be obtained by the school district.

POSITIVE TEST RESULT EXCEPTIONS

If a student tests positive for any drug, the building principal shall disclose the result only to the Oversight Committee, the student who was tested, and to the student's custodial parents/guardians.

If a student is taking a prescription drug under the direction of a physician and tests positive, the student will have seventy-two (72) hours, excluding weekends and holidays, to present a prescription and/or physician's letter to the MRO to determine its effect on the test results. The MRO will advise the school district if the prescription medication alters the test results as soon as possible. If a timely request for review of the effect of prescription medicine is made of the test results, the student may continue to participate in extracurricular activities or use parking privileges until the MRO makes a decision on the prescription information effect on the test results.

Any party testing positive may request to be retested, provided said retesting takes place within twenty-four (24) hours of the time of notice to the parent/guardian of the first test results (even if only by telephone contact). The retest must be taken at the same laboratory that performed the original test and unless otherwise provided herein shall be at the cost of the student, parents or guardian. The retest will require the student to provide a new sample to the Medical Vendor in accord with the Medical Vendor's rules regarding the taking of urine samples. If the retest results come back negative, the school district will reimburse the student/parents or guardian for the cost of the retest. During the twenty-four (24) hour retest period, the student may participate in extracurricular activities or continue to use parking privileges.

VOLUNTARY DRUG TESTING PROGRAM

The district will establish a voluntary drug testing program for those students of age of consent and for all other students requested by their custodial parents/guardians to participate in the program. These students will be placed in the same Pool Group as all other students in the mandatory program.

On an annual basis, custodial parents/guardians of students in grades 7-12, who are not in sports, activities or who do not drive to/from school, may consent to have their student(s) participate in voluntary drug testing by signing a Drug Testing Consent Form. To participate in drug testing, the consent of a custodial parent/guardian is required. Consent forms may be obtained from school offices.

The building principal or designee shall maintain a file of signed Drug Testing Consent Forms. Any written revocation of consent shall be attached to the student assigned Drug Testing Consent Form.

RECORD MAINTENANCE AND DISCLOSURE

All drug testing results must be maintained at the Claysburg-Kimmel High School office in separate secure files.

All drug-testing results are confidential. Records may only be released to the Oversight Committee. Information regarding test results will not be released to juvenile or criminal authorities.

Exceptions to this section will be:

1. District records may be released to a student's legal guardian upon receipt of written request.
2. District records may be released to a student's drug/alcohol/rehabilitation counselor for the purpose of treatment only. This request must be approved by the legal guardian and must be in writing.
3. District records may be released to comply with an order of the court. The legal guardian will be notified of such action.

CONSEQUENCES FOR VIOLATING THE DRUG/ALCOHOL POLICY OR TESTING POSITIVE DURING A DRUG SCREENING

No student participating in this testing program shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any students' academic records. Information regarding the results of drug tests will be maintained in accordance with the Records Maintenance and Disclosure section of this policy. Any student who refuses to have a drug test will have the same consequences as a student violating this policy or testing positive during a drug screening.

The records of all students who tested negative will be destroyed at the end of the school year. Only the records of those students who tested positive shall have their record maintained throughout their school career.

If a student tests positive, his/her privileges to participate in extracurricular activities, to attend before or after-school events, and/or to drive to school, will be revoked in accordance with the progressive consequences process.

First Offense

First offense is defined as a positive test result, refusal to be tested, and/or alteration of a random urinalysis for the first time.

The student participant will receive a fourteen (14) calendar day suspension from participating in extracurricular activities, attending before or after-school events or involving the Claysburg-Kimmel School District., and/or driving to school. Students must adhere to the following:

1. Custodial parent(s)/guardian(s) of the student must meet with the building principal or designee to discuss the results of the drug test.
2. The student will be required to participate in the Student Assistance Program and adhere to the recommendations of the SAP team.
3. The student must take a drug test at the same testing laboratory before resuming participation in extracurricular activities, attending before/after school events, and/or driving privileges. The student must test negative prior to restoration of all privileges. A positive result will constitute a *second offense*. The cost of this test will be incurred by the students' parent/guardian or the student (if eighteen (18) years or older).
4. Failure to comply with these requirements will result in a continued suspension from all activities, extracurricular activity and parking privileges.

Second Offense

Second offense is defined as a positive test result, refusal to be tested, and/or alteration of a random urinalysis for the second time.

The student participant subject to a second offense will receive a forty-five (45) calendar day suspension from participation in extracurricular activities, attending before/after school events at or involving the Claysburg-Kimmel School District, driving to school and having parking privileges for from the date of the positive result. Before privileges will be restored at the end of 45 days, the following will have to be completed:

1. Custodial parent(s)/guardian(s) of the student must meet with the building principal or designee to discuss the results of the drug test.
2. The student will be required to participate in the Student Assistance Program and adhere to the recommendations of the SAP team.
3. The student must take a drug test at the same testing laboratory before resuming participation in extracurricular activities, attending before/after school events, and/or driving privileges. The student must test negative prior to restoration of all privileges. A positive result will constitute a *third offense*. The cost of this test will be incurred by the students' parent/guardian or the student (if eighteen (18) years or older).
4. Failure to comply with these requirements will result in a continued suspension from all activities, extracurricular activity and parking privileges.

Third Offense

Third offense is defined as a positive test result, refusal to be tested, and/or alteration of a random urinalysis for the third time.

1. The student participant subject to a third offense will receive a 365 day suspension of driving privileges as well as all extracurricular activities and before/after school events at or involving the Claysburg-Kimmel School District. A hearing with the Oversight Committee will occur for reinstatement of privileges after one (1) calendar year from the date of the third offense.
2. The student will be required to participate in the Student Assistance Program and adhere to the recommendations of the SAP team. The student must submit to drug testing at the same testing laboratory at random intervals during the 365-day suspension. The costs of these tests will be incurred by the student's parent(s)/guardian(s) or the student (if eighteen (18) years or older). Negative results on all re-tests are required for the student to be re-admitted to all privileges. A positive result will constitute a *fourth offense*.
3. The students' parent(s)/guardian(s) must agree to place the student in a drug rehabilitation program of their choice and at their expense. Confirmation of such enrollment shall be submitted within two (2) weeks from the date of a positive test, and the certificate of completion of the program must be submitted to a member of the Oversight Committee. If treatment extends

beyond the three hundred sixty five (365) day suspension period, consideration may be given for student privileges to be restored based on treatment facility recommendation.

Appendix E – Electronic Device Policy

Cell Phone & Electronic Device Policy

Purpose of Policy:

This serves as a school-wide policy on the use of cell phones during the course of the school year

Application of Policy:

This policy applies to all students of the Claysburg-Kimmel High School

Claysburg-Kimmel High School Policy:

Personal Cell Phones, Beepers, and Personal Music/Game Players (i.e. MP3 players & Gameboys):

Since learning is of utmost importance for all students of Claysburg-Kimmel High School, and since there is no justifiable educational reason as to why a student needs to carry and/or use a personal cell phone, digital camera, or MP3 player during school hours, the use of these devices is prohibited.

The use of personal cell phones, digital cameras, and personal music/game players is permitted before and after school hours (i.e. before 7:32 a.m. and after 2:30 p.m.) Cell phone, digital cameras, and personal music/game player use will not be permitted and they must be kept out-of-sight during the instructional day. This means that cell phones, digital cameras, and personal music/game players shall be turned off during instructional and class time, during passing times between classes, in the cafeteria, and at any other time where use of the device would cause a disruption of school activities. Students are not permitted to use cell phones to take pictures, as a calculator, or watch. Cell phones and digital cameras that have the ability to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student is engaged in school sponsored activities, unless expressly authorized in advance by the building principal or designee. Principals may, in addition, adopt and enforce reasonable rules and regulations thereto, and as situations may warrant, including but not limited to revoking such privileges for any and all students.

In the event of an emergency not related to school, Claysburg-Kimmel High School is committed to contacting a student immediately after being notified, and every effort will be made to make sure that the student can either receive or place a phone call, if and when it is necessary.

Students attending extra-curricular activities and/or field trips should check with the advisor/sponsor in regards to the cell phone and electronic device policy. The advisor/sponsor should make the policy known prior to the trip.

This policy serves as a means of helping all students of the Claysburg-Kimmel High School to use proper discretion in the use of this tool. Therefore, all students are expected to adhere to and abide by this policy.

The district shall not be liable for the loss, damage or misuse of any cell phone, beeper, or personal music/game device brought to school by a student and/or confiscated as a result of misuse by the student. The district also reserves the right to investigate a student's cell phone if there is reason to believe that materials (texts, pictures, etc.) have been sent via the student's phone and/or calls were placed during school hours.

Students are not permitted to use a cell phone to call home for an early dismissal or if they are sick. If a student uses their cell phone to call or text home, it will be treated as a cell phone violation. If a student has a cell phone, beeper, or MP3 player out during school hours, staff members will ask for the device and turn it in to the Principal's office. Failure to comply will result in a discipline referral for inappropriate behavior and/or insubordination.

- 1st offense – The parents will be notified and the student will receive one night of extended detention. Students will have to make an appointment with an administrator to have their cell phone returned.

- 2nd offense – The parents will be notified and the student will receive 3 days of ISS or 1 day of SD. The cell phone will only be returned to a parent.
- 3rd offense – The parents will be notified and the student will receive 5 days of ISS or 3 days of SD. The student will be banned from having a cell phone at school. Parents will be required to meet with an administrator.

**Any further violations could result in AE placement and/or OSS of up to 10 days (at the discretion of administration).*

**Students who send any kind of "sexual" pictures via their phone (sexting) will immediately receive a 5 day OSS (distribution). Any student who possesses a picture of this nature without sending it to another party (possession), the student will receive 3 days OSS. Any subsequent violations will result in a 10 day OSS and will be subject to an administrative hearing to determine the status of the student for the remainder of the year.*

Appendix F – Field Trip Policy

FIELD TRIPS

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students that opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

The Board shall approve annually a list of potential field trips. All proposed field trips not listed must be approved individually by the Board.

The Board reserves the right to cancel all district-paid field trips in the event of financial constrictions. Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

The board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.

The Superintendent or designee shall prepare and implement procedures for operation of field trips.

Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.
7. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

The district recognizes that from time to time appropriate educational group trips may benefit the students. The Board is also aware of its responsibility to ensure that trips are educational in nature and that they advance the best interests of the school district and the student body. Toward this end, the district establishes this policy outlining procedures for application of student trips. The application process shall be as follows:

1. The Board shall be in receipt of advance notification of a pending student group trip a minimum of six (6) months prior to the proposed trip date. Such application shall include:
 - a. Name of the group and faculty sponsor
 - b. Justification/Benefits to students.
 - c. Trip itinerary.
 - d. Cost of the trip including an itemized listing.

- e. How the trip will be funded.
 - f. Number of students affected.
 - g. Date of proposed trip.
 - h. Previous request from the group and the results of the request.
2. Following a receipt of the application, the Board shall respond to the application within sixty (60) calendar days.
 3. The Board may, at its discretion, waive the six-month advance notification if, in the opinion of the Board, the advance notification is not pertinent to the request.

Appendix G – Unlawful Harassment Policy

UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decision affecting the individual.
3. Such conduct deprives a student or educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Students/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report that incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

If the Compliance Officer is the subject of a complaint, the student, third party or employee shall report the incident to the Building Principal, or other Administrator, who shall advise the District Solicitor's office of the Complaint. Where this occurs, and another administrator or other appropriate party shall be designated to act as the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the Complainant is not satisfied with an outcome finding no violation of policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer is the subject of the investigation, another designated administrator or other appropriate party will be identified as the person to whom a written appeal may be submitted.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days unless additional time to complete review of the investigation is required, and will advise the parties that additional time is required whenever this may be the case. Copies of the response shall be provided to the Complainant, the Accused, and the building principal or other designated administrator or party who conducted the initial investigation.

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

- | | | | | |
|------------|----------|--------------------|--------|-----|
| Race | Color | National Origin | Gender | Age |
| Disability | Religion | Sexual Orientation | | |

Name of person you believe violated the district's unlawful harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statement (i.e., threats, requests, demands, etc...); what, if any, physical contact was involved. Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

Appendix H – Student Computer and Internet Agreement

Consequences: Please refer to the Student Computer and Internet Agreement for the rules and guidelines for appropriate use.

- | | |
|-------------|---|
| 1st offense | A. Restitution
B. 1 day of in-school
C. Parent notification
D. Possible removal from computer usage and or classes. |
| 2nd offense | A. Restitution
B. 3 days of in-school
C. Parent notification
D. Possible removal from computer usage and or classes. |
| 3rd offense | A. Restitution
B. 5 days in-school
C. Parent notification
D. Removal from computer classes. |

Appendix I - Smoking and Tobacco Products Policy

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

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

For purposes of this policy, **electronic cigarette** means any oral device that is designed or intended to provide a vapor of nicotine and/or other substance(s). The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

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

The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

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

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

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

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

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

Appendix J - Weapons: Possession, Use or Transfer of Weapons Policy

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

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

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

The Board prohibits students from possession and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and on to any public vehicle providing transportation to school or a school-sponsored activity.

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

In the case of a student with disabilities, the Superintendent will take all necessary steps to comply with the Individuals With Disabilities Education Act.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student’s parents/guardians and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

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

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

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

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

Weapons under the control of law enforcement personnel are permitted.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

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

Appendix K- 2020-2021 Annual Public Notice of Special Education Services and Programs Services

Notice to Parents

According to state and federal special education regulations, Annual Public Notice to parents of children who reside within a school district is required regarding Child Find responsibilities. School Districts, Intermediate Units, and Charter Schools are required to conduct Child Find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 Services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled "Implementation of Chapter 15." Also, school districts are required to conduct Child Find activities for children who may be eligible for Gifted Services via 22 PA Code Chapter 16. For additional information regarding Gifted Services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This Notice shall inform parents throughout the School District, Intermediate Unit, and Charter School of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this Public Notice, each School District, Intermediate Unit, and Charter School shall publish written information in the handbook and on the website. Children of ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff members identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas; (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional, and self-help. For additional information, parents may contact Appalachia Intermediate Unit 8.

Evaluation Process

Each School District, Intermediate Unit, and Charter School has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the Claysburg-Kimmel School District's Special Services Office. Telephone numbers and addresses can be found at the end of this Notice. Parents of preschool-age children, age three through five may request an evaluation in writing by addressing a letter to the Appalachia Intermediate Unit staff.

Consent

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, at www.Pattan.net. After written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can then request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the Individualized Education Program (IEP) team

meets, develops the program, and determines the educational placement. School district staff, intermediate unit staff, or charter school staff will issue a Notice of Recommended Education Placement (NOREP)/prior written notice. Parental written consent is required before initial services can be provided. Parents have the right to revoke consent after initial placement.

Confidentiality of Information

The School Districts, Intermediate Units, and Charter Schools maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Parental consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, parents may refer to the Family Education Rights and Privacy Act (FERPA).

Retention/Destruction of Student Records- Special Education

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this notice is hereby given that in accordance with 24CFR 300.573, the School Districts, Intermediate Unit and Charter Schools listed below may destroy the special education records of students who exited from any special education program.

Special education records, which have been collected by the School Districts, Intermediate Unit and Charter Schools listed below related to the identification, evaluation, educational placement, or the provision of the Special Education in the district, IU or charter school must be maintained under state and federal law for a period of seven (7) years after Special Education services have ended for the student. Special education services end when the student no longer is eligible for services, graduates, completes his or her educational program at age 21, or moves from the School District, Intermediate Unit, or Charter School.

After seven (7) years, the records are no longer useful to the School District, Intermediate Unit or Charter School and will be destroyed in accordance with state and federal law unless the parent/guardian or eligible (adult) student contacts the responsible district that the parent/guardian or eligible (adult) student wishes to maintain the information as a personal record. These records may be useful to the parent/guardian or former student when applying for post-secondary education/training, benefits or social services.

Records including student's name, address, grades, attendance, dates attended, grade level completed, and year completed may be destroyed after seven (7) years have passed from the student's 21st birthday.

If you wish to request records or need additional information you may contact the Director of Special Services at Claysburg-Kimmel.

Destruction will proceed where parents/guardians or eligible (adult) students have not requested records in accordance with the responsible school district's, Intermediate Unit's or Charter School's Notice of Destruction of Special Education Records.

Retention/Destruction of Student Records- PA State Assessments

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

This amendment to the Annual Notice will be in effect at the start of the 2021-22 school year. This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For information or to request evaluation or screening of a public or private school child, contact the *Director of Special Services at the Claysburg-Kimmel Administration Offices*. For preschool age children information, screenings, and evaluations requested may be obtained by contacting the Intermediate Unit. *Contact information is as follows:*

SPECIAL EDUCATION CONTACTS

Appalachia Intermediate Unit 8
Mrs. Amy Woomer, Contact Person
4500 Sixth Avenue
Altoona, PA 16602
1-800-228-7900

Claysburg-Kimmel School District
Brian Hesel, Contact Person
531 Bedford Street
Claysburg, PA 16625
814-239-5141 ext. 1318

The Intermediate Unit, School Entity, or Charter School will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status, or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary, or secondary school pupil enrolled in a School District, Intermediate Unit, or Charter School program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship.

Appendix L- McKinney Vento- Homelessness Information and Guidelines

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program

The main purpose of the Pennsylvania's Education for Children and Youth Experiencing Homelessness Program is to make sure homeless youth have access to free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations. **Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.**

McKinney-Vento Homeless Education Assistance Improvements Act of 2001

On July 22, 1987, the Stewart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law dealing with the problems of homelessness in America. The law was included in the 2001 No Child Left Behind Act, it is now called the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. Recently, McKinney-Vento is included in the ESSA Guidelines to support children and youth experiencing homelessness.

Examples of Homelessness

- Students staying with friends or family because they lost housing
- Students living in a shelter, including transitional programs
- Students staying in motels because their family cannot get their own home
- Students living on the streets, in a car, van, tent or other nonpermanent structure

Summary of Educational Rights for Homeless Students

- Choice to attend school of origin, school of current residence (Best Interest Determination)
- Immediate enrollment
- Assistance from school district in obtaining required documentation; i.e. immunization records
- Prompt access to appropriate education services
- Transportation
- Free breakfast and lunch

How can you refer a student who you suspect may be homeless?

Contact Julie Heckman, school social worker and homeless coordinator at 814-239-5141 x1337. Include the information you know that leads you to suspect a student may be homeless.

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