

# 2019-2020

## CARMICHAELS MIDDLE SCHOOL

# STUDENT HANDBOOK



### ALMA MATER

Dear old Carmichaels a toast to you,  
Carmichaels, our Alma Mater.  
In our hearts we'll ever think of you,  
We are loyal sons and daughters.  
Dear golden years passing by,  
Oh, how they fly!  
Short years for both you and I,  
We will always sing this song to you,  
To the world we'll tell your story.  
We are proud that we belong to you,  
As you stand in all your glory.

*Words and music by Arnold Battaglini*

# **Carmichaels Middle School**

215 North Vine Street  
Carmichaels, PA 15320

Telephone: 724-966-5045

Fax Number: 724-966-5839

Website: [www.carmarea.org](http://www.carmarea.org)

## **Board of Education**

Thomas M. Ricco, President  
Edmond F. McIntire, Jr., Vice-President  
Cheryl L. Voytek, Treasurer

Ronald T. Ferek  
Kenneth A. Ganocy  
Dr. Richard L. Krause

Lewis G. May  
Dr. Jason M. Matyus  
Jason J. Voithofer

## **Superintendent of Schools**

Fred Morecraft

## **Administration**

Ronald P. Gallagher, Middle School Principal  
Mark Batis, Technology Administrator  
Craig T. Miller, Chief School Police Officer  
Jennifer L. Costanza, School Counselor  
Jeanine Hudock, Lead Support Teacher/LEA

# TABLE OF CONTENTS

## Introduction

Welcome .....	4
Message from the Principal .....	4
Mission Statement .....	5
Beliefs .....	5
Student Rights & Responsibilities .....	5-6

## School Calendar/Bell Schedule

School Calendar .....	6
Reporting Dates .....	6
PA State Testing .....	6-7
Bell Schedules .....	7

## Academic Information

Conferences .....	8
Counseling Services .....	8
Guidance Link .....	8
Grading Scale .....	8
Academic Integrity .....	9
Academic League Selection .....	9
Annual Public Notice .....	10-11
Honor Roll Scale .....	12
ALMA .....	12
Attendance .....	12-19
Homework .....	20
Make-up Work .....	20
Approved Prearranged Absences.....	20

## Athletics

Enforcement of Rules .....	21
Extracurricular Activities .....	21-23
Social Events & Class Trips .....	23

## Discipline

Student Discipline Code .....	24-25
Weapons .....	25-26
Terroristic Threats/Acts .....	26-27
Discipline Matrix .....	28
Academic Violation/Cheating .....	29
Bullying .....	29
Harassment .....	29
Bullying/Cyberbullying Policy .....	29-31
Bystander .....	31
Bus Rules .....	31
Student Riding Alternate Bus .....	31
Cutting Class .....	31
Code of Conduct for Computer Use.....	31
Internet – Acceptable Use .....	31-33
Card Playing/Gambling .....	33
Controlled Substances .....	34-35
Defiance/Disrespect .....	35
Fighting .....	36
Dress and Grooming .....	36-37
Drugs/Crime Line .....	37
Electronic Devices .....	37-38
Littering .....	38
Regulation of Skateboards, Etc.....	38
Public Display of Affection .....	38
Tobacco Use .....	38-39

## Policy Violation Consequences

After School Detention .....	40
Mediation .....	40
Behavior Management .....	40

Academic & Behavior Contract .....	40
Out-of-School Suspension .....	40
Suspension & Expulsion Policy .....	40-42

## School Procedures

Announcements .....	43
Deliveries .....	43
Cafeteria Policy .....	43-44
Drills .....	45
Emancipation .....	45
Hall Passes .....	46
Health Clinic/Nurse’s Office .....	46-56
Children’s Health Ins. Prog.....	56
Homeless Assistance .....	56-57
Lockers .....	57
Lost and Found .....	57
ALMA Parent Portal Access .....	57
Office Phone .....	57
One Call Changes .....	57
Non-Discrimination Policy .....	57
Pledge of Allegiance .....	57
Searches .....	58-60
School Appointments .....	60
School Closings/Delays .....	60
Student Accident Insurance .....	60
Student Safety .....	60-61
Textbooks .....	61
Valuables .....	61
Visitor Policy .....	61
Work Permits .....	61
Staff List .....	62-63
Student Handbook Read Page .....	65

# INTRODUCTION

---

## WELCOME

Welcome to a new year at Carmichaels Middle School. The administration, faculty, and staff are anxious to work with you in making this year one that is successful, exciting, and rewarding in all aspects of school life – academic, social, and extracurricular.

This handbook is designed to make you aware of those things that concern you and will impact on your tenure as a middle school student. It is more than just a list of rules. Also included are policies and procedures that are designed to provide a safe, comfortable environment, an environment necessary for learning.

One of the most important lessons education should teach is self-discipline. While it does not appear as a classroom subject, it underlies the whole educational structure. It is training that develops self-control, character, order, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in your school, you may form a positive attitude towards it. It will help you do your part in making your school an effective place for learning and also develop the habit of self-restraint, which will make you a better person.

Proper conduct is expected from all students on school buses, on school and school district grounds, in classrooms, in the cafeteria, in all areas of the building, at extracurricular activities, and at athletic events. For specific rules and regulations, students are urged to consult this handbook. Students are reminded that violations of the code of conduct will result in disciplinary action.

Each student has been issued a handbook. It is your responsibility to read it carefully. In addition, it is also your responsibility to give your parents or guardian an opportunity to read the handbook within the first few days of school. If there are any questions, please ask a teacher, counselor, or principal.

Failure on the part of the student and/or parent or guardian to read the handbook does not excuse the student from following the policies, procedures, and regulations addressed therein.

The student handbook will be revised and updated each year. However, throughout the year circumstances may necessitate additions, changes, or adaptations. When possible, students will be made aware of the modifications through announcements. School authorities reserve the right, however, to make decisions, with or without notice, regarding the health, safety, well-being, and protection of students, staff, visitors, and property.

## MESSAGE FROM THE PRINCIPAL

As the Carmichaels Middle School Principal, I welcome you to the start of the 19-20 school year! I am eagerly anticipating a successful and rewarding year, and I look forward to working with the dedicated staff, parents and community to provide an exceptional educational experience for Carmichaels' students.

The Middle School is designed to meet the transitional needs. The middle school will provide a program and an environment designed to help students progress intellectually, socially, physically, and emotionally in ways which, enhance the individual's self-image, offer opportunities for success, foster "active" learning, promote exploration, and encourage students to assume responsibility for their own behavior, as well as become responsible members of society. Emphasized in the middle school's educational process are provisions for assisting students in becoming independent learners and learning how to learn independently. The schedule is built to help students explore different career pathways and also assist in any areas that a student may need help.

It is our goal to work with parents and children to provide a quality learning environment. Our collective success lies in our ability to communicate effectively and work together. We want all of our students to meet their academic potential, establish quality relationships with other students and staff, discover their individual talents, and enjoy the overall school experience.

I look forward to meeting and getting to know each of our students and parents during your middle school experience!

## **MISSION STATEMENT**

The mission of the Carmichaels Area School District is for the school, home, and community to join forces in creating the desire for success through the achievement of high academic standards and to encourage independent thinking.

## **VISION STATEMENT**

Carmichaels Ares School District seeks to provide exceptional educational experiences for each student through meaningful partnerships with and beyond the traditional educational setting. We focus on student-centered, career driven approaches, emphasized through innovative design, technological mastery, creative scheduling and instruction reinforced with real-world applications.

## **BELIEFS**

We believe as members of the Carmichaels Area community:

- That learning is a life-long process.
- That the welfare and education of each individual is a cooperative responsibility of all members of the Carmichaels Area community.
- That education/learning is a high priority.
- That each individual is entitled to the best educational programs and services the district can provide.
- That the individuality of each learner must be respected.
- That each individual is responsible to learn to his/her maximum potential and achieve the educational outcomes of the Carmichaels Area School District.

## **STUDENT RIGHTS AND RESPONSIBILITIES POLICY**

**No. 235 (Adopted: March 17, 1988 ~ Revised: August 7, 2014)**

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance, conscientious effort in classroom work and, homework, conformance to Board policies and school rules and regulations, respect for the rights of teachers, students, administrators and all others who are involved in the educational process, and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.

The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.

## 2019-2020 SCHOOL CALENDAR

August 20, 21 & 22.....	In-Service
August 23.....	Clerical / Flex Day
August 28.....	Students Begin
September 2.....	Labor Day
October 4.....	Act 80
November 11.....	Veterans' Day
Nov 28 to Dec 2.....	Thanksgiving
December 3.....	Act 80
December 4.....	Staff / Students Return
December 23 to Jan 2.....	Christmas
January 3.....	Act 80
January 6.....	Staff / Students Return
January 20.....	MLK Day
February 14.....	(no school) Weather Makeup
February 17.....	Presidents' Day
March 6.....	Act 80
April 9 to 14.....	Easter
April 15.....	Staff / Students Return
May 25.....	Memorial Day
June 5.....	Last Day / Graduation

**WEATHER MAKEUP DAYS:** Jan. 20, Feb. 14, 17, Apr. 14, 9, 13 June 8, 9, 10, 11, 12

### EARLY DISMISSALS

September 27.....	Open House
November 27.....	Thanksgiving
December 20.....	Christmas
April 8.....	Easter

### REPORTING DATES

<b>QUARTER 1</b>	Aug. 28 - Oct. 31
<b>QUARTER 2</b>	Nov. 1 - Jan. 24
<b>QUARTER 3</b>	Jan. 27 - Apr. 1
<b>QUARTER 4</b>	Apr. 2 - June 5

**PROGRESS REPORTS:** Sept. 30, Dec. 10, Feb. 28, May 8

**REPORT CARDS:** Nov. 7, Jan. 31, Apr. 8, June 12 (mailed 1 week after last day)

**Local Assessment, Mid-term, and Final exam dates to be announced.**

**\* If school is cancelled, date(s) will change accordingly.**

## PENNSYLVANIA STATE TESTING WINDOWS

### Keystone Tests

Algebra I, Biology, Literature	Winter	December 2-13, 2019
	Spring	May 11-22, 2020
	Summer	July 27-31, 2020

### PSSA Tests

English Language Arts (Grades 3-8)	April 20-24, 2020
Mathematics (Grades 3-8)	April 27-May 1, 2020
Science (Grades 4,8)	April 27-May 1, 2020
Makeups	April 27-May 1, 2020

## BELL SCHEDULES

**\*\*ALL STUDENTS ARE TARDY AT 7:47 A.M.**

All doors will be locked at 8:00 a.m. After 8:00 a.m. only the main entrance may be used to gain entry to the building.

### REGULAR SCHEDULE

#### MIDDLE SCHOOL

7:30	Student Entry
7:35-7:47	HR/Lockers/Breakfast
7:50-8:10	Mikes 1
8:13-8:53	Period 1
8:56-9:36	Period 2
9:39-10:19	Period 3
10:22-10:52	Period 4 (Lunch Gr 8)
10:22-11:02	Period 4
11:05-11:45	Period 5
11:38-12:18	Period 6
12:21-1:01	Period 7
12:31-1:01	Period 7 (Lunch 6,7)
1:04-1:44	Period 8
1:47-2:27	Period 9
2:30-2:50	Mikes 2
2:50	Student Dismissal
2:55	Staff Dismissal

### TWO HOUR DELAY

9:30 a.m.	Student Entry
9:30-9:36 a.m.	Lockers/HR (No breakfast served on 2 hour delays)
9:39-2:27 p.m.	Students will have 1 period each of their 4 Core classes
2:30-2:50 p.m.	Mikes 2 (might be adjusted)
2:50 p.m.	Student Dismissal
2:55 p.m.	Staff Dismissal

\*Schedules for half days and pep rallies will be emailed to teachers prior to the event.

# ACADEMIC INFORMATION

---

## CONFERENCES

Parents/guardians and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who needs information or has a question or concern should talk first with the appropriate teacher. Student and parent may request a conference with a teacher. Reason for requesting a conference include: (1) the student is not maintaining passing grades or achieving the expected level of performance; (2) the student has behavior issues or (3) any other case which the parent or teacher considers necessary.

## COUNSELING SERVICES

The mission of the school counseling is to help students develop and successfully complete an education program while achieving personal success and becoming responsible, productive citizen. These services include assistance with educational planning, scheduling/registering for courses, interpretation of tests scores, occupational information, study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with a counselor. Counseling services are available for every student in the school. Except in emergencies or serious situations that demand immediate attention, the student must make an appointment to see his/her counselor. When you leave the guidance office, it is your responsibility to get a pass indicating the time you arrived and the time you left. Students must also sign into the Counseling Office each time they enter and sign out when they leave.

## GUIDANCE LINK

Information from the Guidance Office can be found via the Guidance link on the Carmichaels Area School District website. This link currently has general information for students as well as information regarding transcripts, colleges/technical schools, scholarships, SAT/ACT exams, FAFSA (College Financial Aid), tutoring programs, and more. The link will be updated significantly this year in an effort to assist middle and high school students and parents with relevant and helpful Guidance-related information. Please feel free to contact the Guidance Counselor by phone or email with any questions or concerns you may have.

## GRADING SCALE

Letter	Quality Points	Percent
A	4.00	90 -100%
B	3.00	80 - 90%
C	2.00	70 - 80%
D	1.00	60 - 70%
F	0.00	0 - 59%
I=Incomplete		

### Curriculum Requirements

#### GRADE 6 COURSES:

- English Language Arts 6
- History 6
- Science 6
- Math 6
- PE 6 Rotation

#### Choose only 1 elective from the following list:

- MS Band AND/OR MS Chorus
- 6<sup>th</sup> Grade Elective Rotation



## GRADE 7 COURSES:

English Language Arts 7  
Geography/PA History 7  
Science 7  
Math 7  
PE 7 Rotation

Choose 1 Elective from the following list :

MS Band AND/OR MS Chorus  
7th Grade Elective Rotation

## GRADE 8 COURSES :

English Language Arts 8  
Government/Civics 8  
Science 8  
Math 8  
PE 8 Rotation

Choose 1 Elective from the following list :

MS Band AND/OR MS Chorus  
8th Grade Elective Rotation

## ACADEMIC INTEGRITY

Academic integrity indicates an ability to meet and face issues and creates an atmosphere of trust, respect, and security and its encouraged at all levels. In addition, it is essential in an academic community that grades accurately reflect the achievement of the individual student. Faculty, students and administrators have shared responsibilities in maintaining the academic integrity essential for the school to accomplish its objectives.

### Violations of Academic Integrity

- Obtaining help from another student during examinations.
- Knowingly giving help to another student during examinations.
- The use of notes, books, or any source of information during examinations, unless authorized.
- Obtaining, without authorization, an examination or any part hereof.
- Plagiarism.
- Providing one's work for another student to copy and submit as his/her own.
- Altering, or causing to be altered, the record of any grade in a grade book, office or other record.
- Using another student's work to copy and submit as his/her own.
- Consequences for each occurrence will be handled by the teacher involved. The student will receive a zero and the respective parents and principal will be notified in writing.

## ACADEMIC LEAGUE SELECTION PROCESS

The selection process is per the Academic League Criteria standards that were approved and adopted by the Carmichaels Area School Board in the fall of 2001. The following criteria will also be posted in classrooms:

- Students will be notified via daily report and announcements of sign-ups for testing during the first week of the school year.
- All eligible students will be given the opportunity to take the written test.
- The top twelve scores in grades 5-6, 7-8, 9-10, and 11-12 will then be given the opportunity to participate in simulated oral practice rounds.
- The top eight scorers in each group during the oral practice round will comprise the following teams:
  - Grades 9-12: Senior High Varsity
  - Grades 9-11: Senior High Junior Varsity
  - Grades 7-8: Junior High Varsity
  - Grades 5-6: Junior High Junior Varsity
- Tied scores in the top twelve slots on the written test will be given the opportunity to participate in simulated oral rounds.

## **ANNUAL PUBLIC NOTICE OF CHILD IDENTIFICATION ACTIVITIES**

The Carmichaels Are School District uses the following procedures for screening, identifying, and evaluating specified needs of school-aged students requiring special programs of service.

The District meets the health requirement screen as described in Section 1402 of the School Code. The district routinely conducts screening of child's hearing acuity in the following grades: Kindergarten, 1, 2, 3, 7, 11, and others according to need. Visual acuity is screened in every grade. Height and weight data are collected at every grade level. Visual acuity, hearing acuity, height and weight screening are conducted throughout the school year at the child's home school. Dental exams are conducted in the spring of each year in Kindergarten, grade 3 and 7 at the respective schools. In the fall of each school year, physicals are conducted in Kindergarten, grade 6 and 11 as well as scoliosis screening in grades 6 and 7. TB testing is completed in the winter months of each school year in grades 1 and 9.

Kindergarten screening is held in April of each school year at the Elementary Center. Speech and language skills are screened during Kindergarten in the fall of each school year and upon referral from parents and/or professional staff. Gross motor and fine motor skills, academic skill, and social-emotional skills are assessed by classroom teachers on an on-going basis and referrals are made when needed.

From time to time the School District will administer standardized tests to students, beginning during the first grade year. Reports of these tests are provided to parents each year. In addition most elementary students will be tested by their teachers to see if they have learned the particular skill being taught. These tests are given throughout the year. The PSSA is administered at the mandated grade levels in the spring of each school year. Other testing occurs on the basis of individual need. Vocational interest tests may be given in the secondary schools. Any parent who has a question about the testing program should contact the building principal.

At the elementary level, screening information is used by the building principal to address the specific needs of the student and/or to document the need for further evaluation. If it is determined that the child needs additional services, the classroom teacher, building principal, and school psychologist will consult and the necessary adjustments relative to such areas as learning, behavior, and physical performance will be attempted to keep the child involved with traditional classroom experiences. If a student doesn't make progress, parents will be asked to give written permission for a multidisciplinary evaluation.

At the secondary level, screening information is reviewed by a team consisting of a minimum of a classroom teacher, building principal, and school psychologist to determine if adjustments can be made in the child's current program and/or if a multidisciplinary evaluation is warranted.

Parents with concerns regarding their student may contact the building principal at any time to request a screening or evaluation. This request shall be in writing. If the request is made orally, the parent will be asked to make the request in writing and will be provided with the proper form. Communication with parents and students shall be in English or their native language.

For parents with hearing impairment, the school district will provide a person to communicate in sign language.

After the multidisciplinary evaluation is completed, an Evaluation Report (ER) is compiled with parent input and includes specific recommendations for the types of intervention necessary to accommodate the child's specific needs. Parents are then invited to participate in a meeting where the results of the evaluation are explained and discussed. An Individual Education Program (IEP) is developed for those students qualifying for special education services. The IEP Team consists of the following: the parents, the building principal/LEA, a special education teacher and a regular education teacher. Other team members may include: the student when appropriate, the school psychologist, public agency representative, other teachers or specialists, other administrative staff, etc. Parents are an integral part of the IEP Team and are encouraged to be physically present at the IEP meeting. The district makes every effort to ensure parent participation. The district notifies the parent in writing and makes documented phone calls to make parents aware of the IEP conference and the importance of parent participation. Parents are then presented a Notice of Recommended Assignment (NORA) with which they agree or disagree. If parents agree, the IEP is implemented. If parents disagree with the recommendations, the issue may be taken to a pre-hearing conference, mediation or due process hearing.

The Carmichaels Area School District operates a comprehensive continuum of services for special needs students. Approximately 95% of all identified exceptional children are serviced in their home school. Types of services available include: Learning Support which is primarily for students with academic learning needs, Life Skills Support which focuses primarily on the need for independent living skills, Emotional Support which addresses social and emotional difficulties, Multiple Disabilities Support which is for students with more than one disability, Physical Support for students whose need is a result of a physical disability, Autistic Support for those students diagnosed with Autism and/or Pervasive Development Disorder, Speech and Language Support which is for students who have articulation and/or expressive/receptive language difficulties, Hearing Support for students who are hearing impaired/deaf, Vision Support which is for students who are blind or visually impaired, and Gifted Support for those students identified as mentally gifted. The small number of students whose needs cannot be accommodated in the public school setting can receive services in an approved private school or other licensed facility at school district expense. No such placement is made without an IEP meeting and parental agreement.

If a child does not qualify for special education services, he/she may still be considered a protected handicapped student and require services under chapter 15. A protected handicapped student is a student who is school age with a physical or mental disability, which substantially limits or prohibits participation in or access to any aspect of the school program. Carmichaels Area School District provides each protected handicapped student the aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. If you believe your child comes under this classification and is in need of a service to assist him/her education, you should contact the Building Principal.

The Carmichaels Area School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of exceptional children. The Carmichaels Area School District Confidentiality Assurance Policy has been prepared as to insure the privacy rights of both the parents and the exceptional child in the collection, maintenance, release, and destruction of these records. The Carmichaels Area School District and its staff are required by Federal law and State and Federal Rules and Regulations to protect the rights of students. The foundation of these rights comes from Federal Legislation entitled the Family Educational Rights and Privacy Act of 1974 - FERPA (also known as the Buckley Amendments). All students are protected by the State Regulations contained in Chapter 12 known as Students' Rights and Responsibilities. In addition, State Rules and Regulations protect regular and special education students' rights and privacy.

School records are always open and available to parents and only to school officials who have legitimate "need to know" information about the child. Disclosure of information means to permit the release, transfer or other communication of education records to any party, by oral, written and/or electronic means. This means that information about a student cannot be shared in conversation without permission. This also applies to other personnel who do not have an educationally relevant reason to possess knowledge of a student.

The parents of a student or an eligible student have the right to inspect and/or challenge their child's or their own educational records, to receive copies of the records, and to have a school official explain the records if requested as outlined in the Carmichaels Area School District Policy. The school district will disclose directory information which includes: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Should the parent of a student or eligible student wish to refuse disclosure of this information, a written notice of refusal of disclosure of directory information must be sent to the Principal within twenty (20) days of this public notice. To inspect your child's or your record, contact the Building Principal.

Carmichaels Area School District will release information from a student's education record without prior consent to officials of the primary or secondary schools or school system in which a student seeks or intends to enroll. Transcripts to post-secondary institutions in which a student seeks or intends to enroll will be sent upon request of parents of a student or eligible student. Parents, upon written request, may receive a copy of records that may be released by the school district. The parents have the right to request that their child's or their educational records be changed if they are inaccurate, misleading or violate student's rights, and to have a hearing if that request is refused.

A more detailed explanation of these rights, the procedure to follow, and the limitations on the release of records is presented in the school district's policy on the collection, maintenance and release of student records. You may obtain a copy of this policy by contacting the Building Principal.

For further information on the screening procedures, evaluation procedures, and provision of services to protect handicapped students, contact Jeanine Hudock, LST, Carmichaels Middle - Senior High School, 215 N. Vine Street, Carmichaels, PA 15320 or call 724-966-5045, ext 2203.

## **HONOR ROLL SCALE**

3.25-3.74 Honors

3.75-3.99 High Honors

4.00 Highest Honors

The school district recognizes that a system of grading student achievement can help the student, teachers and parents to better assess the student's progress toward personal educational goals.

Grading shall be that system of measuring and recording student progress and achievement which enables the student, parents and teachers to learn the student's strengths and weaknesses, plan an educational and vocational future for the student in areas of greatest potential for success, and know where remedial work is required.

Such grades shall measure the student's progress against his/her own potential for achievement.

The school district directs that its instructional program includes a system of grading for all pupils which is consistent with the educational goals of the District.

### **Procedures for Grading**

- Each student should know what end result and achievements are expected at the outset of any course of study.
- Each student should be kept informed of his/her progress during the course of a unit of study.
- Grading should objectively evaluate and reward students for their efforts.
- Students should be encouraged to evaluate their own achievements.
- All grading systems are subject to continual review and revision.

## **ALMA (student accounting system)**

The ALMA parent and student portal is a 24/7 real-time Internet-based communication portal. With one login, parents can check assignments, grades, attendance, and teacher's comments of all your children using your web browser. Students can easily use ALMA to view all the school information they need. Only one login is necessary for students to check on assignments due, grades, schedules, course registration, attendance, announcements, discipline, and much more—all in real-time! Log onto [www.carmarea.org](http://www.carmarea.org), and click the appropriate link on the bottom of the district page. You will receive an activation email with your login information. If you have not received an email with your activation information, call Linda in the Administration Office at 724-966-5045, Ext. 4272.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

**No. 204 (Adopted: March 17, 1988 ~ Revised: July 25, 2018)**

#### *Purpose*

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

#### *Authority*

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

### *Definitions*

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

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.

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.

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

### *Delegation of Responsibility*

The Superintendent or designee shall annually notify students, parents/guardians, staff and the local children and youth agency and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.

The Superintendent or designee, in coordination with the building principal and/or Attendance Officer, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

## **GUIDELINES**

### *Compulsory School Attendance Requirements*

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

#### *Excused/Lawful Absence*

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Non-school sponsored educational tours or trips, if the following conditions are met:
  - a. The parent/guardian submits a written request for excusal prior to the absence.
  - b. The student's participation has been approved by the building level principal.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The district may limit the number and duration of non-school sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

#### *Temporary Excusals*

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
  - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.

- c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

In the best interest of education and believing that regular school attendance is an integral and essential part of the students' education and responsibility, the following rule should apply:

1. Any student missing thirty (30) or more days of school, upon administrative review, may be required to repeat the entire school year.

#### *Parental Notice of Absence*

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

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.

#### *Unexcused/Unlawful Absence*

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

#### *Parental Notification*

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

#### **Enforcement of Compulsory Attendance Requirements**

##### *Student is Truant*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

#### *School Attendance Improvement Conference*

District staff shall notify the person in parental relation in writing or by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

#### *Student is Habitually Truant*

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May 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.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

#### *Filing a Citation*

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

#### *Chronic Medical Needs*

Students with medical needs that would cause them to have excessive absences, tardies, and early dismissals must have their physician complete the Medical Attendance form. This form must be submitted to the school nurse and be updated every six (6) weeks by a medical professional. Students who have this form on file will still have to submit written attendance excuses to the attendance clerk referencing their Medical Attendance form to have their absences excused.



### *Special Needs and Accommodations*

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

### *Make-up Work*

Students shall have the right to make up class work missed due to suspension or excused absences. However, class work, including tests, quizzes and assignments may not be made up for unexcused absences. The grade for any material covered during an unexcused absence shall be zero percent.

### *Co-Curricular/Extra-Curricular Activities*

There is a 3 strike policy on school tardiness. Tardy 1 is a warning. On the 2<sup>nd</sup> Tardy, the student-athlete will be put on probation. The 3<sup>rd</sup> tardy and each tardy after will result in suspension from that day's practice or contest. Students may bring in a doctor's excuse, funeral note, etc. in which that tardy will not be counted against them. Any additional extenuating circumstances will be reviewed by the Athletic Director or Principal to dictate participation.

Students must be in attendance a minimum of 50% (half) of the school day to be able to participate in any athletic activities (practice, conditioning, games). Students with extenuating circumstances must contact the Athletic Director or Principal prior to the more than half day absence.

For athletics, you are eligible only at the school in which you are enrolled.

If you are absent from school during a semester for a total of twenty (20) or more school days, you will lose your eligibility until you have been in attendance for a total of forty-five (45) school days following your 20<sup>th</sup> day of absence.

### *Discipline*

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

## **ATTENDANCE PROCEDURES**

### *District Guidelines*

It is the responsibility of all students to attend school and to be at school on time. Absences, tardiness and early dismissals should be kept to a minimum.

### *Attendance Officer*

Craig Miller who can be reached at 724-966-5045, Ext. 3102.

### *Excuse Submission*

Upon a student's return to school from an absence, tardiness, or early dismissal, the student shall present a written excuse to the office staff. Such excuses must contain the student's name, the date, homeroom number or teacher, and a legal reason for the excuse to be valid. All absences shall be considered unexcused unless a valid excuse is presented. A student will be given three (3) day's grace to bring in a forgotten excuse; the absence will be changed accordingly. Said excuses are the responsibility of the student and/or his/her parents/guardians.

Attendance checks and telephone calls may be made in questionable situations. It is understood that it is not the responsibility of the attendance officers or office staff to call to verify or obtain an excuse. Any and all excuses not legitimately signed shall be considered unexcused. It is further understood that any altered excuses shall be considered invalid. Students are not permitted to sign their own excuses unless they have been emancipated and the legal papers have been presented to the proper school officials.

A student who is absent, dismissed early or tardy due to a medical or dental appointment must bring notification or verification of that appointment. Only those days specifically indicated on a doctor or dental form will be considered as valid for excused absences.

The School Nurse can only provide an excused absence/dismissal when their professional assessment results in a phone call directly to the parents for the student to leave school.

All excuses, after being processed by the attendance staff, shall be filed in the office by the attendance clerk.

*Tardy/Early Dismissal Students*

Students arriving after the official start time (7:47 a.m. Middle School-High School & 8:35 a.m. for Elementary School) must sign in through the office and obtain a pass to class.

Students arriving during the first two hours of the school day will be counted as tardy.  
(7:47 a.m. - 9:47 a.m. MS/HS; 8:35 a.m. - 10:35 a.m. Elementary School)

Students leaving during the last two hours of the school day will be counted as Early Dismissal.  
(12:50 p.m. - 2:50 p.m. MS/HS; 1:15 p.m. - 3:15 p.m. Elementary School)

All other absences will be counted as half or full days of school.

Middle-Senior High Students earning five (5) unexcused tardies in a quarter will receive an after school detention for the fifth unexcused tardy and every unexcused tardy accumulated after that during the same quarter.

Middle-Senior High Students earning five (5) unexcused early dismissals in a quarter will receive an after school detention for the fifth unexcused early dismissal and every unexcused early dismissal accumulated after that during the same quarter.

All students under the age of eighteen (18) must have a parent present in the office to sign students out for an early dismissal. No phone calls will be accepted.

*Student Attendance at Elementary Functions*

In order for a secondary student to attend any elementary function, the parent/legal guardian must come in person to excuse the student. The parent/legal guardian must also accompany the student to the elementary function. The principals reserve the right to refuse such excusal due to attendance and/or discipline history.

**TRUANCY PROCEDURES**

In order to avoid truant students, the district will send written communication to parents/guardians after the first unexcused absence. After the second unexcused absence, the district will send written communication to the parent/guardian alerting them that there have been two (2) unexcused absences. At this point, a notification will sent to CYS to alert them of the student's attendance.

*Truancy Procedures*

Step 1

Does the child have three (3) or more unexcused absences, if No, congratulations, if Yes move to 2.

Step 2

Must give notice within ten (10) days to the "parent(s)" and the notice must include a description of the consequences that will follow if the child becomes habitually truant. See Notice of Truancy.

Step 3

The school district must offer "A School Attendance Improvement Conference." The district can take no additional action until this conference is held. The district must document what occurred at the conference. If there are additional unexcused, then the district must determine ...

Step 4

If the child is under the age of 15, the school SHALL either

- A. Offer a school-based or community-based attendance improvement program, or
- B. Refer the matter to Children and Youth Services.

#### Step 5

If the child is age 15 or older, then the school district shall do one of two things ...

- A. Refer to a school-based or community-based attendance improvement program, or
- B. File a citation with the District Judge office.

#### Step 6

The school district can only refer a child 15 years or older to CYS if they do not attend a school improvement program or have unexcused absences after or during the program.

#### Step 7

The school district can always file a charge against “parents” regardless of the age of the child, but only after written notice of three (3) unexcused absences.

#### Step 8

Any time a matter is referred to Children and Youth Services regardless of the age of the child, the school district must provide documentation of the school attendance improvement conference.

### OVERVIEW OF TRUANCY LAW AND IMPORTANT DEFINITIONS

The 2016 amendments to the truancy law make drastic changes to the existing law and require the school district to become increasingly proactive and the new changes significantly diminish the role of the District Court in the enforcement of truancy.

The enforcement and provisions of the truancy law now turn on a **School Attendance Improvement Conference**, without the School Attendance Improvement Conference all action is stopped, and the school district cannot move forward with enforcement or other attendance enforcement or other attendance improvement activities.

The school district must conduct and document the School Attendance Improvement Conference regardless of whether the parents or children attend.

It is critical to determine the age of the child, if the child is 15 years or older, then and only then can the school district file at the District Judge level. When the child is 15 years or more, the language essentially says that the school district has two (2) options. The school district shall file at the District Judge level or offer a school-based or community-based attendance improvement program.

If the child is 15 years or younger, the school district is prohibited from filing at the District Judge level but the school district may file at the District Judge level against the parents, but only if the school district has sent notice of unexcused absences and you have offered a School Improvement Attendance Conference.

In conclusion, the new truancy enforcement seeks to preserve the unity of the family, avoid the loss of housing and to avoid the entry of a child into foster care. It also disfavors incarcerating parents of truant children.

### IMPORTANT DEFINITIONS

**Truancy:** Truancy is now defined as three (3) or more unexcused absences.

**Habitually Truant:** Habitually truant is defined as six (6) or more unexcused absences.

**School Attendance Improvement Conference:** is defined as a conference to discuss the absences and reasons for absences are examined in an effort to improve attendance.

**Unexcused Absences:** An unexcused absence is defined by the School Code pursuant to Section 1329.

**School-based or Community-based Attendance Program:** are those designed to improve school attendance by seeking to identify and address the underlying reasons for a child’s absence. The “program” and the “conference” are not the same thing.

## **HOMEWORK**

If a student is absent, parent/guardians are reminded that homework can be obtained by logging on [www.carmarea.org](http://www.carmarea.org), and clicking the link on the bottom "ALMA Student Portal." If, however, you do not have access to the internet, please call the senior high school office at 724-966-5045, ext. 3100, prior to 8:00 a.m. so that your child's name can be included on the announcements. Assignments can then be picked up between 2:00-3:00 p.m. in the senior high school office. It is suggested that you call the office prior to stopping by to make sure work has been sent.

## **MAKE-UP WORK**

A student has 3 school days to arrange and complete any work missed due to an absence. Please note that it is the student's, not the teacher's responsibility to make such arrangements.

## **APPROVED PREARRANGED ABSENCES**

A written request for a prearranged absence must be presented to the principal at least five days prior to the planned absence. The request must contain the student's name, reason for absence and date, as well as the contact telephone numbers. The principal will use professional judgment in making the determination based on the reason stated in the written request for the prearranged absence. Such factors as educational value of the proposed experience, the personal or family benefit resulting from the experience, and the impact of the absence on the student's academic progress will be given consideration in determining whether a prearranged absence is approved.

# ATHLETICS

---

## ENFORCEMENT OF RULES & REGULATIONS FOR ATHLETES

1. No athlete will be permitted to practice or play in a contest unless a physical for that particular sport has been given and evidence of insurance has been presented. These should be kept in a place easily attainable by the head coach.
2. It is the policy of the Carmichaels Area School District that in order to participate in sports practices or contests, the athletes must be in attendance for the full day on the day of practice or contest, unless extenuating circumstances are verified in advance by the Athletic Director or Principal. It is the responsibility of the head coach to check attendance and tardiness each day.
3. The PIAA has established a policy that grades be checked each week. It will be the responsibility of each head coach to inform each player of this procedure, and to check on his or her eligibility. Any player not passing four (4) one-credit classes will be declared ineligible for the following week. These forms are available in the Athletic Director's office.
4. IT HAS BEEN THE PRACTICE OF THE C.A.S.D. THAT PRACTICES BE CLOSED TO EVERYONE EXCEPT PLAYERS AND COACHES HIRED BY THE SCHOOL. The school district does not permit volunteer coaches to be a part of the athletic program. ALL head coaches are responsible for those who attend practices or games and represent themselves as part of the team.
5. When players are assigned individually or as a group to attend a particular facility, such as the gym, locker room, practice field or weight room, it is the responsibility of the head coach to oversee all activities and to supervise any program assigned to an assistant coach.
6. The Principal will approve all practice schedules. The Athletic Office will resolve any conflicts. Absolutely no practices will be held during school hours. On dates of evening events scheduled for the gym, practices must be completed by 5:00 p.m. No practices can begin in the Elementary until after 3:30 p.m.
7. All indoor contests will be held at the senior high school gymnasium.
8. No head coach should leave the facility where a practice or contest has been conducted until all personnel including players, trainer, etc. have left.
9. All head coaches are responsible for their conduct, as well as the conduct of the assistants and all players. Profanity of any form is not permissible.
10. Injuries of any kind should be reported to the athletic trainer, and an accident report should be kept on file.

## EXTRACURRICULAR ACTIVITIES

**No. 122 (Adopted: March 17, 1988 ~ Revised: November 17, 2016)**

### *Purpose*

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.

### *Definitions*

For purposes of this policy, **extracurricular activities** shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

For purposes of this policy, an **athletic activity** shall mean the following:

1. An athletic contest of competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
2. Cheerleading that is sponsored by or associated with the school.
3. Practices, interschool practices and scrimmages for all athletic activities.

### *Authority*

The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.

The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.

Any extracurricular activity shall be considered under the sponsorship of this Board when it has been approved by the Board upon recommendation of the Superintendent.

The Board shall maintain the program of extracurricular activities at no cost to participating students, except that:

1. The Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.
2. Students may assume all or part of the costs for travel and attendance at extracurricular events and trips.
3. Where eligibility requirements are necessary or desirable, the Board shall be informed and must approve the establishment of eligibility standards before they are operable.

#### *Off-Campus Activities*

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
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, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

#### *Delegation of Responsibility*

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or designee shall develop administrative regulations to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.

#### *Guidelines*

Guidelines shall ensure that the program of extracurricular activities:

1. Assesses the needs and interests of and is responsive to district students.
2. Invites the participation of parents/guardians and community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act.
3. Ensures provision of competent guidance and supervision by staff.
4. Guards against exploitation of students.
5. Provides a variety of experiences and diversity of organizational models.
6. Provides for continuing evaluation of the program and its components.
7. Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.

#### *Equal Access Act*

The district shall provide secondary students the opportunity for noncurriculum-related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on

the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees.

**Noninstructional time** is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.

The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

## **SOCIAL EVENTS & CLASS TRIPS**

**No. 231** (*Adopted: March 17, 1988*)

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for the children of this School District.

The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities which have been approved by the Superintendent and/or the Building Principal.

For social events which take place outside of school facilities, approval is required by the Board.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with rules set forth those rules will be subject to the same disciplinary measures as are applied during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.

The Superintendent shall develop procedures for the conduct of student social events and class trips which shall include the following:

- The designation of a staff member who shall be the Board employee responsible for the event.
- The provision of adequate adult supervision or police protection as required by the circumstances of the event.
- The formulation of rules and regulations governing the conduct and safety of all participants and the promulgation of such rules and regulations to all students and adults involved.

# DISCIPLINE

---

## STUDENT DISCIPLINE CODE

**No. 218 (Adopted: March 17, 1988 ~ Revised: February 18, 2016)**

### *Purpose*

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

### *Authority*

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Code of Student Conduct to govern student discipline and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability.

Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.

Any student disciplined by a district employee shall have the right to notice of the infraction.

Suspensions and expulsions shall be carried out in accordance with Board Policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

### *Off-Campus Activities*

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities via school district furnished transportation.
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, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school sponsored activities.

### *Delegation of Responsibility*

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in the student handbooks.



The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

#### *Referral to Law Enforcement and Reporting Requirements*

For reporting purposes, the term incident shall mean an instance involving an act of violence, the possession of a weapon, the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, the possession, use or sale of alcohol or tobacco, or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has the jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

## **WEAPONS**

**No. 218.1 (Adopted: September 21, 1995 ~ Revised: February 23, 2016)**

#### *Purpose*

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.

#### *Definitions*

**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.

**Possession** - 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.

#### *Authority*

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity or while the student is coming to or from school.

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

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

#### *Delegation of Responsibility*

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state laws and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

#### *Guidelines*

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

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

Weapons under the control of law enforcement personnel are permitted.

In accordance with federal law, 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.

## **TERRORISTIC THREATS/ACTS**

**NO. 218.2 (Adopted: September 17, 1998 ~ Revised: February 23, 2016)**

#### *Purpose*

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

#### *Definitions*

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

*Terroristic threat* - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another, to cause evacuation of a building, place of assembly or facility of public transportation, or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

#### *Authority*

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

#### *Delegation of Responsibility*

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

#### *Guidelines*

Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.

**STUDENT DISCIPLINE MATRIX**

LEVELS	EXAMPLES	PROCEDURES	DISCIPLINARY OPTIONS
<p>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school or school-sponsored activities. (These misbehaviors should be handled by an individual staff member. However, such misbehaviors may be indicative of a problem that should be referred to appropriate support staff.)</p>	<p>Minor horseplay Classroom tardiness Minor classroom disruption Non-defiant failure to complete assignments or carry out directions Inappropriate public display of affection Minor misbehavior on the bus</p>	<p>There is immediate intervention by the staff member who is supervising the student or observes the misbehavior. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member. The staff member must discuss the behavior with the parents, the administrators, and/or appropriate support personnel.</p>	<p>Warning Loss of privileges Parental contact/ conference Change in seating assignments Detention (Various Types) Bus suspension</p>
<p>II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school or school-sponsored activities. (These infractions, which usually result from the continuance of Level I behaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.)</p>	<p>Continuation of unmodified Level I misbehavior. 5 cumulated tardies to school within a 9 week period. Cheating Using forged notes or excuses. Classroom disruption. Loitering in lavatories. Cutting class Internet violation Misuse of school property. Bus misconduct. Cafeteria misbehavior. Inappropriate language. Misuse of electronic device policy. Minor insubordination/ defiance. Gambling. Misrepresentation of the Truth/Lying. Dress Code Violation</p>	<p>Student is referred to the administrator for appropriate disciplinary action. Administrator meets with the student and/or teacher. Teacher is informed of administrator's action. Parents are notified of student's misconduct and resulting disciplinary action. A proper and accurate record of the offense and disciplinary action is maintained by the administrator.</p>	<p>Exclusion from extracurricular school-sponsored activities Exclusion from recreational field trips Parental conference Detention (Various types) In-School Suspension Bus suspension</p>
<p>III. Acts directed against persons or property whose consequences do not seriously endanger the health and safety of others in the school. (These acts might be considered criminal but most frequently could be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake are dependent upon the extent of the school's resources for the situation in the best interest of all the students.)</p>	<p>Continuation of unmodified Level II behavior. Assault or fighting/ physical aggression. Leaving school building and/or school property without permission. Vandalism (minor). Possession/ use of tobacco products. Theft Threats to others Defamation Insubordination, defiance, verbal disrespect (including obscene language and gestures) toward any school employee. Refusal to hand in electronic device to school staff/administration. Failure to serve assigned detention. Using profane/obscene language/gestures. Violation of District Medication Policy. Being in an unauthorized area of the building Cyber-Bullying Taking pictures, videos, or recording audio of another individual</p>	<p>Disciplinary action is initiated by investigating the infraction and conferring with the staff on extent of consequences. Administrator meets with student and notifies the parent of the student's misconduct and resulting disciplinary action. A proper and accurate record of offenses and disciplinary action is maintained by the administrator. There is a restitution of property and damage, if applicable.</p>	<p>Suspension Parental conference. Conference is necessary for re-entry to school. Exclusion from recreational field trips Behavior Contract</p>
<p>IV. Acts which result in violence to another person or property or pose a direct threat to the safety of others in the school. (These acts are clearly criminal in nature and are so serious that they require administrative action resulting in the immediate removal of the student from the school. The intervention of law enforcement authorities and/or action by the Board of School Directors may also be required.)</p>	<p>Unmodified Level III misconducts. Extortion. Terroristic or Bomb threat. Possession/ use/ transfer of dangerous weapons or explosive devices. Assault/ Battery (serious). Vandalism. Theft/Possession/Sale of stolen property. Physical assault or harassment toward a district employee. Arson. Sexual Harassment. Leading or participating in a riot. Violation of any federal, state, or local law while on school property or at any school event. Reporting to school under the influence of drugs or alcohol. Using/Furnishing/ Selling/ Possession of alcohol, any drug, drug look-alike or drug paraphernalia as defined by the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act of 1972 as the same may be amended from time to time, and related paraphernalia.</p>	<p>The administrator verifies the offense, confers with the staff and meets with the student. The student is immediately removed from class. Parents and/or law enforcement officials are notified. A parental conference as well as restitution of property or damages may be required in some cases.</p>	<p>Suspension Referral to the School Board for Expulsion Criminal prosecution if appropriate Other Board action which results in appropriate disciplinary action Placement in an alternative education program</p>

- For Levels 1 and 2, there is a limit of two (2) discipline infractions at the same level. The third discipline infraction will equal the next level.
- Seriousness of the violation may require discipline at a higher level.
- Building level principal has final authority over all disciplinary measures.

## **ACADEMIC VIOLATION/CHEATING**

Academic violations consist of any student action that, through misrepresentation or other means, compromises the integrity of the learning process for one or more students. Academic violations include, but are not limited to, copying homework assignments, plagiarism, and using illegitimately acquired information to complete tests, quizzes, or projects. Consequences for academic violation range from being denied task credit to out-of-school suspension.

## **BULLYING**

Repeated actions which cause the physical, verbal or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, hitting and cyberbullying are all considered to be bullying behaviors. Violators are subject to corrective actions up to and including suspension and expulsion.

Words, gestures, or physical contact, which offend, intimidate, threaten, or persecute others, will not be tolerated. Harassment of students or staff for any reason is prohibited.

Any student can report bullying/harassment by talking to an administrator, counselor, teacher, or staff member.

## **HARASSMENT**

All students have the right to be educated in a safe, comfortable environment in which people treat one another with respect and dignity. Without doubt, most of our students show respect, friendliness, kindness, and compassion. Remember, though, that no one has the right to harass you personally, sexually, racially, religiously, ethnically, because of a handicap, or in any other way.

Although harassment of any type is prohibited, some students are not clear on the issue of sexual harassment. According to Carmichaels Area School District, sexual harassment "may include but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats; etc."

Any student who experiences any type of harassment should report it to a guidance counselor, nurse, teacher, or principal. Any reports of harassment should be forwarded to the principal, Title IX liaison for the district.

Any student who engages in harassment of any kind is subject to disciplinary action up to and including expulsion. Anyone who retaliates against someone who has reported harassment taking place is subject to the same penalties.

## **BULLYING/CYBERBULLYING POLICY**

**NO. 249 (Revised July 18, 2019)**

### *Purpose*

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

### *Definitions*

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 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. Creating a threatening environment.
3. Substantially disrupting of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

### *Authority*

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

#### *Discrimination/Discriminatory Harassment*

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

#### *Confidentiality*

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

#### *Retaliation*

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

#### *Delegation of Responsibility*

Each student 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.

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

#### *Guidelines*

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

#### *Education*

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

### *Consequences for Violations*

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

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

## **BYSTANDER**

Students who, by their presence and/or actions encourage disruption, fights, or other violations are subject to corrective action. This includes, but is not limited to, bystanders who refuse to move or to follow other directions of school staff during a disruption or fight.

## **BUS RULES**

School bus service is provided to all students in the Carmichaels School District attendance area. Students are expected to ride their assigned bus each day and to comply with all bus rules and safety regulations. Violations may result in suspension of bus transportation privileges.

## **STUDENT RIDING ALTERNATE BUS**

Students who need to switch buses due to an appointment or parental request must bring a note from the parent or legal guardian. If a student is riding home with a friend, both parents must send a note. Please note that the student must present the note to their respective office upon arrival so that it can be processed. If a student does NOT present a note, that student will NOT be permitted to ride the alternate bus.

## **CUTTING CLASS**

Students are expected to be present for the entirety of all of their classes including Homeroom/Mikes Period during each school day unless excused by the principal. Students who fail to meet this expectation will be subject to disciplinary action.

## **CODE OF CONDUCT FOR COMPUTER USE**

Computer use is a privilege. Misuse and/or abuse of the equipment or software are considered a serious offense. Severe consequences will result when students improperly use hardware and software.

## **INTERNET – ACCEPTABLE USE OF INTERNET**

**NO. 815 (Adopted: January 18, 1996 ~ Revised: July 19, 2012)**

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities and development levels of students.

The electronic information available to students and staff does not imply endorsement by the district of the content nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor files server space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use.

The Superintendent or designee shall be responsible for recommending technology and development procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

#### *Prohibitions*

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
8. Access to obscene or pornographic material or child pornography.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords and data belonging to other users.
13. Impersonation of another user, anonymity and pseudonyms.
14. Fraudulent copying, communications or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files or other electronic media.



16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Quoting of personal communications in a public forum without the original author's prior consent.

### *Security*

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### *Consequences For Inappropriate Use*

The network user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.

Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

### *Copyright*

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

### *Safety*

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

## **CARD PLAYING/GAMBLING**

This includes, but is not limited to: classrooms, study halls, lunch, breakfast and the library. Card playing, including that which does not involve gambling, is prohibited throughout the school.

Gambling of any kind is not permitted at any time on school district policy or at school events.

# CONTROLLED SUBSTANCES/PARAPHERNALIA

No. 227 (Adopted: March 17, 1990 ~ Revised: November 17, 2016)

## *Purpose*

The Board recognizes 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. Look-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. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

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

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

## *Authority*

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 to and from 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.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

## *Off-Campus Activities*

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
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, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### *Delegation of Responsibility*

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use 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.

### *Guidelines*

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

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, increasing muscle bulk, or the 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.

### *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.

## **DEFIANCE/DISRESPECT**

No student shall disregard, defy, or disobey any reasonable request made by a school staff member. Students will use a respectful and appropriate vocabulary and tone of voice when speaking with any school staff member. Violators are subject to disciplinary action. Any student who directs profanity, threats or other forms of verbal abuse towards a school staff member will be referred to the principal and will be suspended from school.

## **FIGHTING**

Students are responsible for settling confrontations that may arise in a peaceful manner without the use of violence. When a student feels that they are unable to settle disagreements in a peaceful manner, they must seek assistance from school personnel, such as principal, assistant principal, guidance counselor, or teacher. Fighting will result in corrective action which may include suspension or expulsion. Students are also subject to corrective action for behavior which they may not consider to be serious or threatening (“horseplay”, “playing around”, and “third party involvement”) when that behavior may cause injury or disruption.

## **DRESS AND GROOMING-STUDENTS**

**No. 221 (Adopted: November 15, 2012 ~ Revised: August 18, 2016)**

### *Purpose*

The Board recognizes that each student’s mode of dress and grooming is important. Especially important are safety issues in regard to clothing. The Board wishes to create an overall safe and positive learning environment for students. Also, the Board wants students to dress in good taste, therefore students are required to exercise prudent judgment in the selection of appropriate attire for school. Except when their choices disrupt the educational program of the schools, judgments must be made within the following guidelines.

### *Guidelines*

#### *General*

- Baggy or excessive layers of clothing, or any clothing considered to pose a safety threat, may not be worn during the school day.
- Undergarments may not be exposed in any way.
- Shirts, patches, buttons, pins, tattoos, jewelry, bookbags, belts, purses, etc. shall have no writing, pictures or insignia that are obscene or sexually explicit, neither may they be violence, drug, alcohol, and/or tobacco related, nor containing ethnic or racial innuendoes.
- Coats, jackets, or garments designed for protection from outside weather are not to be worn in school.
- Students may be required to wear certain types of clothing while participating in physical education classes, industrial technology, co-curricular activities or other situations where special attire may be required to ensure health and/or safety of the student.

#### *Tops*

Students are not permitted to wear tops that are:

1. Low cut or exposing.
2. Reveals bare midriffs and/or backs.
3. Exposing undergarments.
4. Strapless or spaghetti straps.

#### *Pants/Shorts/Skirts/Dresses*

Shorts, skirts, dresses and torn or ripped clothing must be no higher than mid-thigh length. Pants, shorts, skirts, and dresses are to be worn at the natural waistline.

#### *Accessories*

Some sort of shoe must be worn at all times.

#### *Jewelry/Chains*

- Spiked jewelry, chains or any jewelry that may cause injury or constitute a hazard are not permitted.
- Any jewelry ornamentation or body piercings are to be removed during physical education classes or athletic activities.

#### *Headwear*

Hats, bandanas, sunglasses, visors, sweat bands or any type of headwear are not to be worn in school.

#### *Health and Hygiene*

- Any apparel that is judged to be unhealthy or unsanitary (i.e. clothing that is dirty and/or gives off a foul odor) is not permitted.
- All students are expected to maintain good personal hygiene.

#### *Discipline*

Students violating this Dress Code shall be subjected to the following:

- 1st Offense: Written warning to student and parent/guardian
- 2nd Offense: One (1) day after school detention

- 3rd Offense: Three (3) days after school detention
- 4th Offense: One (1) day suspension and hearing with parent/guardian
- 5th Offense: Three (3) days suspension
- 6th Offense: Ten (10) days suspension and discipline review hearing with School Board.

\* In addition, in all above instances, student and parent/guardian will be given written warning and the student will be retained in the office or isolated until a parent/guardian provides a proper change of clothing.

Student Guidelines—If you have to ask concerning the appropriateness of dress then do not wear it.

## **DRUGS/CRIME LINE**

Students are reminded of the following confidential services:

- Drugs/Crime Line/Greene County Drug Task Force (724-627-5391)
- PA Against Underage Drinking (1-888-UNDER 21)
- Children & Youth Services (724-852-5217)

## **ELECTRONIC DEVICES**

### **ELECTRONIC DEVICES POLICY**

**No. 237 (Adopted: March 18, 1999 ~ Revised: August 18, 2016)**

#### *Authority*

The Board recognizes that cell phones and electronic devices are now an integral part of daily lives and culture. The Board further recognizes the educational advantage electronic devices may bring to the classroom. The Board adopts this policy because the presence of the electronic devices in school has the potential to improve the learning experience. The Board recognizes not all students may have an electronic device and therefore, students are not required to bring their own electronic devices to school. Students possessing electronic devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. The Board holds high expectations for student behavior, academic integrity, and responsible use of existing and emerging technologies.

#### *Definition*

Electronic Devices shall include any personal communication devices including cell phones and smartphones, any device that can capture still images or video, any device that can record, store, display, transmit, or receive electronic text, audio, or video, any device that can provide connection to the Internet (whether wireless, wired, or 3G or 4G), laptops and tablet computers, electronic gaming systems, iPods, MP3 players, and all other media playing devices.

#### *Delegation of Responsibility*

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

#### *Guidelines*

The Board prohibits possession of laser pointers or attachments.

During school hours, electronic devices are permitted for use in DESIGNATED AREAS OF THE BUILDING ONLY. Students may use these devices in the morning before homeroom, in the hallways between classes, and in the cafeteria at breakfast and lunch. Headphone use is limited to classroom and cafeteria. These items may be used in the classroom for instructional purposes or at TEACHER'S DISCRETION. When electronics are being used for instructional purposes, the student may not text, access social media, or take pictures/videos, unless permitted as part of the educational assignment. Violations of this privilege will be subject to disciplinary action below and will result in loss of privilege.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

#### *Respect for Personal Privacy Rights*

Students shall not photograph or video other individuals during school hours.

Students shall not email, post to the Internet, or otherwise electronically transmit images of other individuals taken at school.

Use of electronic devices is strictly prohibited in the locker rooms and restrooms.

### *Electronic Images and Photographs*

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Such violations that impact the student learning environment will result in suspension from school.

Such violations may constitute a crime under state and/or federal law; the district may report such conduct to state and/or federal law enforcement agencies.

### *Disciplinary Action*

Violations of this policy by a student shall result in disciplinary action and will result in confiscation of the electronic device.

Building principals, teachers, and security personnel are authorized to confiscate a student's personal electronic device when used in violation of this policy. All confiscated personal electronic devices shall be delivered to the building principal's office as soon as practical for return to student at the end of the school day or the student's parent/guardian for a third or subsequent offense.

School administrators may impose additional disciplinary sanctions against students for policy violations including suspension from school or recommendation for expulsion from school as warranted by the facts and circumstances in a particular case.

If a student violates the electronic device policy, the following actions will result:

1. First Offense—lunch detention, confiscate device, return to student at the end of the day.
2. Second Offense—after school detention, confiscate device, return to student at the end of the day.
3. Third Offense—two (2) days after school detention, confiscate device, and return only to parent/guardian.
4. Fourth Offense—one (1) day OSS, confiscated and returned only to parent/guardian.

If a student refuses to surrender their electronic device, they will be suspended from school for three (3) days.

## **LITTERING**

Students shall help to maintain a clean and healthful school environment by properly disposing of trash while in the cafeteria, classrooms, hallways, and elsewhere in the school and on school grounds, buses, bus stops and at school-related activities. Please use trash cans located throughout the school to throw away your litter. Violators are subject to disciplinary actions.

## **REGULATION OF SKATEBOARDS, ROLLER BLADES, ROLLER SKATES AND SCOOTERS**

**No. 223.1 (Adopted: April 18, 2002)**

It shall be the policy of the Carmichaels Area School District that skateboards, roller blades, roller skates and scooters are not to be on school property. Their use in or on the school premises is strictly prohibited at all times. Discipline for violations of this policy shall be as follows:

- First Offense: Verbal warning.
- Second Offense: Written warning with parent/guardian notified.
- Third Offense: Citation issued for disorderly conduct describing the incident. Fines will be determined by the District Justice.

## **PUBLIC DISPLAY OF AFFECTION**

Good taste and common sense require that you keep any show of affection private. Furthermore, most people find it very embarrassing to be subjected to the public demonstration of others. Thus, displays of affection are not permitted in school. Students failing to respect the request to refrain from such behavior and/or have repeated offenses of this nature may face disciplinary consequences.

## **TOBACCO USE**

**No. 222 (Adopted: March 17, 1988 ~ Revised: July 18, 2019)**

The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

### *Definitions*

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces.

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

### *Authority*

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products 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 possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

### *Delegation of Responsibility*

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco/nicotine policy by publishing information in the student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, Code of Student Conduct, signs and on the district website.

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

## **Guidelines**

### *Reporting*

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Sale Schools on the required form.

### *Additional Provisions – Tobacco Only*

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of fine.

# **POLICY VIOLATION CONSEQUENCES**

---

## **AFTER-SCHOOL DETENTION**

An after-school detention program will be utilized for discipline when necessary. Student's assigned after-school detention will be expected to remain busy with school work and remain there for their assigned hours of detention in order to receive credit. Failure to attend after-school detention or misbehavior during detention may result in a suspension.

## **MEDIATION**

Students may be required to undergo a mediation to resolve conflicts with other student(s). A student will meet with the student(s) involved in the conflict and the principal to resolve their issues. All parties will sign a mediation agreement that details the expectation for positive student interactions. Violations of the mediation agreement will result in further disciplinary action.

## **BEHAVIOR MANAGEMENT (BM)**

Behavior management may be issued to students whenever deemed necessary. The teacher will assist the student in collecting their school work for the day. Students are expected to be on time, on task and well behaved in BM. Any student who violates these expectations will be assigned out-of-school suspension.

## **ACADEMIC AND BEHAVIOR CONTRACT**

A student will be placed on an academic or behavior contract when deemed necessary by the principal. The contract will be reviewed and signed during a meeting with the principal, parent and student.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

An out-of-suspension may be issued to students whenever deemed necessary. Students who have OSS are to continue working on assignments for all classes. Students are not permitted to be on school grounds during their OSS.

## **SUSPENSION AND EXPULSION POLICY**

**No. 233 (Adopted: March 17, 1988 ~ Revised: August 17, 2006)**

The Board recognizes that exclusion from the education program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall also be governed by applicable state and federal law and regulations.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

Every principal or teacher in charge of a public school may temporarily suspend any student for disobedience or misconduct.

### *Exclusion from School – Suspension*

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.



Informal hearings under this provision shall be conducted by the:

- building principal
- Superintendent
- person in charge of the school

#### *Purpose of Informal Hearing*

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

#### *Due Process Requirements for Informal Hearing*

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.

#### *Exclusion from Class – In-School Suspension*

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

The district shall provide for the student's education during the period of in-school suspension.

#### *Expulsion*

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before.

- the Board
- a duly authorized committee of the Board
- a qualified hearing examiner appointed by the Board

and upon action taken by the Board after the hearing.

#### *Expulsion Hearings*

A formal hearing shall be required in all expulsion actions.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause of an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.

- b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
11. Waiver to Board hearing: Parent(s)/Guardian(s) may waive their right to an expulsion hearing before the Board by signing the district approved form (Appendix A). The student shall also sign the form.

#### *Adjudication*

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

#### *Attendance/School Work During Suspension and Prior to Expulsion*

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

#### *Attendance/School Work After Expulsion*

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

#### *Students with Disabilities*

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.

The Superintendent or designee shall develop rules and regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

# SCHOOL PROCEDURES

---

## ANNOUNCEMENTS

Announcements to inform students and staff of activities, school news, and procedures will air as often as possible in the AM. If necessary, last minute updates will air in the PM. An announcement will be submitted via email through the teacher/sponsor/coach. Tune in to Mikes Nation Live ([livestream.com/MikesNationLive](http://livestream.com/MikesNationLive)) to stay up to date on all the latest Mighty Mikes News!

## DELIVERIES

Classroom instruction will NOT be interrupted for deliveries. Any school-permitted items delivered during the school day will result in the student being notified to pick it up during class changes or lunch period. Items such as flowers, balloons, or other items that may disrupt instruction are not permitted in school and if delivered will be held in the office until dismissal.

## CAFETERIA POLICY

**STUDENTS ARE NOT PERMITTED TO TAKE FOOD/DRINK OUT OF THE CAFETERIA!**

### MENU LINK

The cafeteria's menu link is on the website ([www.carmarea.org](http://www.carmarea.org)). On the home page, click the Schools tab and choose a school. On the left side, click Lunchroom. This will take you to the Lunch Menus. Click menu link to see the menu.

### LUNCHTIME BIOMETRICS

Students will have their thumbprint taken in a special reader in order purchase their school lunch. If your thumbprint needs to be taken, please notify the appropriate school office so that they can alert the Technology Administrator. An attempt is made the first day of school to get all thumbprints read. This reader uses five distinct points of the thumb and converts it into an encrypted number. It is not an actual thumbprint!

### CAFETERIA POLICY

Students in Grades 1-12 who were on last year's list will receive a free or reduced lunch starting the first day of school. However, a new application will be sent home with every student to be completed by the parent and returned to school. Based upon the information on the new application, students will be placed on the free or reduced list for this term. If the new application is not received by school day number 30, October 10, 2019, students will be required to pay for all meals until a new application is received and approved.

Prices for Elementary and Secondary are as follows: Student's Reduced Breakfast (Elementary & Secondary): 30¢; Student's Regular Breakfast (Elementary & Secondary): \$1.10. Student's Reduced Lunch (Elementary & Secondary): 40¢; Student's Regular Lunch (Elementary): \$2.05; Student's Regular Lunch (Secondary): \$2.25. Adult Breakfast: \$1.55; Adult Lunch: \$3.20; Milk: 35¢; Orange Juice: 30¢.

### POINT OF SALE SYSTEM (POS)

A computerized debt system is in place that allows for prepayment for both meals and ala carte items. Your child will have biometric fingerprint access to utilize the system. Part of the identification process includes a picture which will be updated annually. You may deposit funds at any time during the month. Payments should be made by check or money order. Please send the check/money order in a sealed envelope with the student's name on the outside of the envelope. Envelopes may be deposited in the collection boxes located in each cafeteria. We also accept on-line credit card payments, which can be made through the school website, by logging into the parent portal. For help logging into parent portal use the "directions for logging into your parent portal." If further assistance is required, please contact Linda Hyatt at 724-966-5045, Ext. 4272.

**CARMICHAELS AREA SCHOOL DISTRICT FOOD SERVICE  
PAYMENT FORM**

Check one box only:             Meals Only             Meals & Ala Carte

Student Name \_\_\_\_\_

Grade \_\_\_\_\_                      Homeroom or Teacher \_\_\_\_\_                      Date \_\_\_\_\_

Cash Amount \$ \_\_\_\_\_                      Check Amount \$ \_\_\_\_\_                      Check # \_\_\_\_\_

*Please make check payable to "Carmichaels Area Food Service Fund".*

Indicate student name on memo line of your check. One student per envelope, please. THANK YOU

**CHARGING OF MEALS**

- No student who requests a meal will be denied a main lunch option, unless the parent or guardian has provided written permission to withhold a school lunch.
- Direct communications regarding money owed will be made to the parent or guardian. Students may deliver communication in the form of a letter addressed to the parent or guardian.
- Meals served to student should not be removed or exchanged as a result of overdrawn cafeteria accounts of free/reduced status. Ala Carte items will not be permitted to be charged if the student does not have a positive account balance and those items may be removed from their tray.
- Detailed reports of charged meals and other items that result in a negative balance can be provided to the building principal and/or parent.
- Parents can establish limits or prohibit the charging of food items on their students account by written letter or by logging into their parent portal at [www.carmarea.org](http://www.carmarea.org). When those limits area in place, items can be removed from the student at the register.

# DRILLS

## EVACUATION PLAN

Evacuation Maps will be posted in each classroom

### MIDDLE SCHOOL

- **Band Room** – Exit up the set of steps at the back of the room and proceed across Greene Street.
- **Chorus/Auxiliary Gym** – Exit into the hallway and proceed to the double doors on the left before the Cafeteria. Proceed down the sidewalk to the grassy area facing the Elementary Center.
- **1<sup>st</sup> Floor - Middle School** – All rooms will exit through the Center Stairwell to the first floor (cafeteria level) and exit the first set of double doors before the cafeteria. This set of double doors is on the left side. Walk down the sidewalk and across the driveway to the grassy area facing the Elementary Center.
- **MDS/Life Skills** – Proceed to the elevator area and exit through the South Door where the sidewalk ramp is located. Go to the sidewalk area facing the Dairy Queen and proceed across Greene Street.
- **2<sup>nd</sup> Floor - Middle School** – All rooms will exit through the South Stairwell (Dairy Queen side). Go down the steps and proceed to the grassy area facing the Dairy Queen.
- **AUDITORIUM** – Use the back doors of the auditorium and proceed to the grassy area facing the Elementary Center.
- **3<sup>rd</sup> Floor - Middle School** – All rooms will exit through the North Stairwell. Go down the steps, across the driveway, and to the grassy area facing the Elementary Center.
- **CAFETERIA** – Use the main doors in the seating area of the Cafeteria that exit to the patio area and proceed across the grassy area facing the Elementary Center.

### SENIOR HIGH SCHOOL

- **1<sup>st</sup> Floor - Senior High School - Offices** – Exit through the main entrance doors.
- **1<sup>st</sup> Floor - Senior High School - Spanish (127), Technology (121), Consumer Ed. (122), Art Room (120)** – Use the North Exit door and proceed to the grassy area facing the Elementary Center.
- **1<sup>st</sup> Floor - Gym - Senior High School** – Exit through the Gym exit doors at the rear of the gym and proceed south in the alley across Greene Street.
- **1<sup>st</sup> Floor - History (133) - Senior High School** – Exit the South door and proceed across to Greene Street.
- **1<sup>st</sup> Floor - Media Center - Senior High School** – Exit the rear door of the Media Center and proceed across to Greene Street.
- **2<sup>nd</sup> Floor - English/History Wing - Senior High School** – Proceed down the North Stairwell and out the North door. Proceed to the grassy area facing the Elementary Center.
- **2<sup>nd</sup> Floor - Math Wing - Senior High School** – Proceed down the South Stairwell and out the South door. Proceed across Greene Street facing the Dairy Queen.
- **2<sup>nd</sup> Floor - S-201 & S-204** – Exit small stairwell facing Elementary Center and out the door. Proceed to grassy area.
- **2<sup>nd</sup> Floor - S-203, S-205, S-208 & S-210** – Exit steps leading toward HS Office out the main entrance

## DRILL INSTRUCTIONS

Fire drills, tornado drills, and immediate threat drills are rehearsals of a procedure, which may someday prevent the loss of life. It is a serious preparation for conduct during a possible emergency. Prompt and exact obedience is essential.

Fire Drills: One fire drill will be conducted per month as required by state law

Tornado Drills: One tornado drill will be conducted per year as determined by the state.

Immediate Threat Drills: Teacher training drills will be conducted yearly

## EMANCIPATION

Despite becoming 18 years of age, students do not become automatically emancipated and legal documentation is required.

## HALL PASSES

Hall passes will be generated through e-hall pass. Permission must be given by a teacher. Only one student will be allowed out of the classroom at a time. Any student abusing the hall pass procedure will lose all rights to use the pass in the future. Students who abuse the hall pass procedure may be subject to disciplinary action.

## HEALTH CLINIC/NURSE'S OFFICE

Daysha Donaldson, RN, BSN, Certified School Nurse 724-966-5045 Elem-Ext 1243 HS-Ext 3113 ddonaldson@carmarea.org

### SCHEDULE

---Mondays and Wednesdays- assigned to the Elementary School  
---Tuesdays and Thursdays- assigned to Middle-High School  
---Fridays will rotate week to week

### CONTACT INFORMATION

Throughout the school year, please remember to inform the school office of any changes to home, cell, work and emergency contact numbers. This will prevent any delay in contacting a parent or the emergency contact listed in case of illness or emergency. If you are going to be out of town and your child is in the care of someone else, please inform the student's teacher, nurse, and office staff so we will be able to contact the child's caretaker if needed.

### STUDENT HEALTH UPDATE

Health information **MUST** be renewed at the beginning of each school year. Any students with medical needs that require certain accommodations for the student will need an updated Medical Plan Of Care from the student's physician. This includes accommodations for frequent stomach aches, frequent bathroom usage, anxiety, frequent headaches/migraines, and anything that may cause a student to be excused from class to see the nurse, call home, or be excused from school on a frequent or regular basis. Without medical documentation, a student will be expected to attend and participate in class the full day. Short term parental request for a student recovering from an illness will be accepted on a daily basis. Multiple requests for excusal from class made by a parent or student will result in a referral to the students' MD and require medical documentation for continued accommodations and/or excusals from class.

An Emergency Plan Of Care is critical for any student that could potential require emergency intervention such as *Asthma, Seizures, Diabetes, Food Allergies, Anaphylaxis, etc.*

Without an annual update of student health information, it is presumed a student's condition has resolved and will no longer require an intervention and/or accommodation while at school. The school staff will not be held accountable or liable for any undocumented health condition.

Students are expected to attend school and participate in all classes for the entire school day. The school nurse is available for acute illness and emergencies as determined by the school nurse or principal. Not all student visits to the health room will result in parent notification. On days the nurse is out of the building, the teacher or office staff will contact you to pick up your child. The days the Certified School Nurse is available, she will use her professional judgment, student medical history, student medical documentation, parent provided information and/ or concerns when determining if a student will call home, be excused from class, or excluded from school for a suspected contagious illness. Frequent visits for similar complaints will be discussed with the parent and referred to student MD.

### IMMUNIZATIONS

The PA immunization Law (28 PA School Code Chapter 23) has undergone some revisions. Starting this year, students entering 12<sup>th</sup> grade are required to receive: a **2<sup>nd</sup> dose of Meningococcal Conjugate Vaccine (MCV) meningitis**

11<sup>TH</sup> GRADE PARENTS: Please check with your family physician to see if your child has had these immunizations. If he/she has already received them, please bring in a copy of the shot records or ask your physician's office to fax them, so that I can update your child's file. If he/she has not been vaccinated, please make arrangements with your family physician to administer these vaccinations and send the record to me as soon as it is available. You may also call the Pennsylvania Department of Health in Waynesburg at (724) 627- 3168 to make an appointment to receive the vaccines. (These requirements allow for exemptions due to medical reasons or strong religious/philosophical beliefs. A parent or guardian is required to come to the school and sign the back of the immunization card).

## CHANGES IN HEALTH STATUS

Changes in your child's health status should be reported to the nurse immediately so that we will be able to care for your child accordingly. This may include new medications, allergies, surgery, serious accidents, concussions, or any health condition that may affect your child's school performance. When your child's health changes; communication with school nurse and principal is necessary to accommodate them while they recover. Information regarding your child's health will only be shared with school personnel who have a legitimate need to know.

## LICE

Department of Health regulations (28 PA Code, Chapter 27 Communicable and Non-Communicable Diseases, Section 27.71 *Exclusion of children, and staff having contact with children, for specified diseases and infectious conditions* requires that students be excluded if suspected of having live lice. They are to be readmitted to school *immediately* following the first treatment. A second treatment about a week after the first treatment may be advised. These regulations do not specify that the student is to be excluded *immediately*.

Following recommendations from the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN), "No Nit" policies are not recommended. It is recommended that students with live lice be sent home at the end of the day and contact the parents and provide instruction to treat the student, any affected family members and the home environment. "**Because a child with an active head lice infestation had had the infestation for one month or more by the time it is discovered and poses little risk to others from the infestation, he or she should remain in class but be discouraged from close direct head contact with others.**" (AAP- American Academy of Pediatrics 2015, Clinical Report of Head Lice)

### *Carmichaels School Nurse Procedure For Lice:*

When a student is referred to the school nurse for concerns of head lice, the student will be discreetly examined within 24 hours. The CSN will continue:

- removing any live lice with a nit comb and sending them back to class
- call their parents and send home information concerning treatment procedures and a copy of school policy
- They will not be excluded and are allowed to return back to class the next day because treatment was initiated by combing the student's hair.
- Student will be rechecked 7 days after the initial combing. CSN will maintain contact with parent to assist in the prevention and treatment until the infestation has been cleared.

The concerns about needing to know when someone has lice are addressed by the DOH above. (a child with an active head lice infestation has had the infestation for one month or more by the time it is discovered ) Because of this, I recommend all parents to check their child's head as part of their daily or weekly hygiene routine. (ex: with every shower or nail trim) We have to assume anyone could potentially have lice. Assuming this, we will all take the proper precautions to try and avoid the direct head to head contact.

I will continue to send grade level letters in the elementary school but I will not continue checking classes on request. This practice is not recommended and it has been proven ineffective. This becomes the parents' responsibility and I will offer support and resources. I will use my professional judgment to determine which actions are necessary. Please continue reading for more information from the PA Department of Health.

## ***Pennsylvania Department of Health HEAD LICE FACT SHEET***

### *Overview*

The head louse, or *Pediculus humanus capitis*, is a parasitic insect that can be found on the head, eyebrows and eyelashes of people. Head lice feed on human blood several times a day and live close to the human scalp. Head lice are not a medical or public health hazard. Head lice are not known to spread disease.

### *Head lice have three forms:*

- Egg/Nit: Nits are lice eggs laid by the adult female head louse at the base of the hair shaft nearest the scalp. Nits are firmly attached to the hair shaft and are oval-shaped and very small (about the size of a knot in thread) and hard to see. Nits often appear yellow or white although live nits sometimes appear to be the same color as the hair of the infested person. Nits are often confused with dandruff, scabs or hair spray droplets. Head lice nits usually take about eight to nine days to hatch. Eggs that are likely to hatch are usually located no more than ¼ inch from the base of the hair shaft. Nits located further than ¼ inch from the base of hair shaft may very well be already hatched, non-viable nits, or empty nits or casings. This is difficult to distinguish with the naked eye.

- Nymph: A nymph is an immature louse that hatches from the nit. A nymph looks like an adult head louse, but is smaller. To live, a nymph must feed on blood. Nymphs mature into adults about nine to 12 days after hatching from the nit.
- Adult: The fully grown and developed adult louse is about the size of a sesame seed, has six legs and is tan to grayish-white in color. Adult head lice may look darker in persons with dark hair than in persons with light hair. To survive, adult head lice must feed on blood. An adult head louse can live about 30 days on a person's head but will die within one or two days if it falls off a person. Adult female head lice are usually larger than males and can lay about six eggs each day.

### *Signs and Symptoms*

Head lice and head lice nits are found almost exclusively on the scalp, particularly around and behind the ears and near the neckline at the back of the head. Head lice or head lice nits sometimes are found on the eyelashes or eyebrows but this is uncommon. Head lice hold tightly to hair with hook-like claws at the end of each of their six legs. Head lice nits are cemented firmly to the hair shaft and can be difficult to remove even after the nymphs hatch and empty casings remain. The signs and symptoms of head lice infestation are:

- Tickling feeling of something moving in the hair;
- Itching, caused by an allergic reaction to the bites of the head louse;
- Irritability and difficulty sleeping (head lice are most active in the dark); and
- Sores on the head caused by scratching. These sores can sometimes become infected with bacteria found on the person's skin.

### *Causes and Transmission*

Head lice move by crawling; they *cannot hop or fly*. Head lice are spread by direct contact with the hair of an infested person. Anyone who comes in head-to-head contact with someone who already has head lice is at greatest risk. This can happen during play at school, at home and elsewhere (sports activities, playground, slumber parties, camp). *Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.*

Although uncommon, head lice can be spread by sharing clothing or belongings. This happens when lice crawl, or nits attached to shed hair hatch and get on the shared clothing or belongings. Examples include:

- Sharing clothing (hats, scarves, coats, sports uniforms) or articles (hair ribbons, barrettes, combs, brushes, towels, stuffed animals) recently worn or used by an infested person; and
- Lying on a bed, couch, pillow or carpet that has recently been in contact with an infested person. Dogs, cats and other pets *do not* play a role in the spread of head lice.

### *Risk Factors*

Head lice are found worldwide. In the United States, infestation with head lice is most common among preschool children attending child care, elementary schoolchildren and the household members of infested children. Although reliable data on how many people in the United States get head lice each year are not available, an estimated 6 million to 12 million infestations occur each year in the United States among children 3 to 11 years of age. In the United States, infestation with head lice is much less common among African-Americans than among persons of other races, possibly because the claws of the head louse found most frequently in the United States are better adapted for grasping the shape and width of the hair shaft of other races.

### *Diagnosis*

Misdiagnosis of head lice infestation is common. The diagnosis of head lice infestation is best made by finding a live nymph or adult louse on the scalp or hair of a person.

Because adult and nymph lice are very small, move quickly and avoid light, they may be difficult to find. Use of a fine-toothed louse comb may facilitate identification of live lice.

If crawling lice are not seen, finding nits attached firmly within ¼ inch of the base of hair shafts suggests, but does not confirm, the person is infested. Nits frequently are seen on hair behind the ears and near the back of the neck. Nits that are attached more than ¼ inch from the base of the hair shaft are almost always already hatched or dead. Head lice and nits can be visible with the naked eye, although use of a magnifying lens may be necessary to find crawling lice or to identify a developing nymph inside a viable nit. Nits are often confused with other particles found in hair, such as dandruff, hair spray droplets and dirt particles.



If no nymphs or adults are seen, and the only nits found are more than ¼ inch from the scalp, then the infestation is probably old and no longer active – and does not need to be treated.

### *Prevention*

The following are steps that can be taken to help prevent and control the spread of head lice:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school and elsewhere (sports activities, playground, slumber parties, and camp).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons or barrettes.
- Do not share combs, brushes or towels. Disinfest combs and brushes used by an infested person by soaking them in hot water (at least 130°F) for five to 10 minutes.
- Do not lie on beds, couches, pillows, carpets or stuffed animals that have recently been in contact with an infested person.
- Machine wash and dry clothing, bed linens and other items that an infested person wore or used during the two days before treatment, using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned or sealed in a plastic bag and stored for two weeks.
- Vacuum the floor and furniture, particularly where the infested person sat or lay. However, spending much time and money on housecleaning activities are not necessary to avoid reinfestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.
- Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin. To help control a head lice outbreak in a community, school or camp, children can be taught to avoid activities that may spread head lice.

Additional Information Centers for Disease Control and Prevention:

<http://www.cdc.gov/parasites/lice/head/index.html>

This fact sheet provides general information. *Please contact your physician for specific clinical information.* Last reviewed/updated: June 20, 2016

### ***Pennsylvania Department of Health HEAD LICE TREATMENT***

#### *Overview*

Treatment for head lice is recommended for persons diagnosed with an active infestation. All household members and other close contacts should be checked; those persons with evidence of an active infestation should be treated. Some experts believe prophylactic treatment is prudent for persons who share the same bed with actively-infested individuals. All infested persons (household members and close contacts) and their bedmates should be treated at the same time.

Some pediculicides (medicines that kill lice) have an ovicidal effect (they kill eggs). For pediculicides that are only weakly ovicidal or not ovicidal, routine retreatment is recommended. For those that are more strongly ovicidal, retreatment is recommended only if live (crawling) lice are still present several days after treatment (see recommendation for each medication). To be most effective, retreatment should occur after all eggs have hatched but before new eggs are produced.

When treating head lice, supplemental measures can be combined with recommended medicine (pharmacologic treatment); however, such additional (nonpharmacologic) measures generally are not required to eliminate a head lice infestation. For example, hats, scarves, pillow cases, bedding, clothing and towels worn or used by the infested person in the two-day period just before treatment is started can be machine washed and dried using the hot water and hot air cycles, because lice and eggs are killed by exposure for five minutes to temperatures greater than  $53.5^{\circ}\text{C}$  ( $128.3^{\circ}\text{F}$ ). Items that cannot be laundered may be dry-cleaned or sealed in a plastic bag for *two weeks*. Items such as hats, grooming aids and towels that come in contact with the hair of an infested person should *not* be shared. *Vacuuming* furniture and floors can remove an infested person's hairs that might have viable nits attached.

Treatment of the infested person(s) requires using an over-the-counter (OTC) or prescription medication. Follow these treatment steps:

1. Before applying treatment, it may be helpful to remove clothing that can become wet or stained during treatment.
2. Apply lice medicine, also called pediculicide, according to the instructions contained in the box or printed on the label. If the infested person has very long hair (longer than shoulder length), it may be necessary to use a

second bottle. Pay special attention to instructions on the label or in the box regarding how long the medication should be left on the hair and how it should be washed out of the hair.

3. Have the infested person put on clean clothing after treatment.
4. If a few live lice are still found eight to 12 hours after treatment, but are moving more slowly than before, *do not* retreat. The medicine may take longer to kill all the lice. Comb dead and any remaining live lice out of the hair using a fine-toothed nit comb.
5. If, after eight to 12 hours of treatment, no dead lice are found and lice seem as active as before, the medicine may not be working. ***Do not retreat until speaking with your health care provider***; a different pediculicide may be necessary. If your health care provider recommends a different pediculicide, carefully follow the treatment instructions contained in the box or printed on the label.
6. Nit (head lice egg) combs, often found in lice medicine packages, should be used to comb nits and lice from the hair shaft. Many flea combs made for cats and dogs are also effective.
7. After each treatment, checking the hair and combing with a nit comb to remove nits and lice every two to three days may decrease the chance of self-reinfestation. Continue to check for two to three weeks to be sure all lice and nits are gone. Nit removal is not needed when treating with spinosad topical suspension.
8. Retreatment is meant to kill any surviving hatched lice before they produce new eggs. For some drugs, retreatment is recommended routinely about a week after the first treatment (seven to nine days, depending on the drug) and for others only if crawling lice are seen during this period. Retreatment with lindane shampoo is not recommended.

**WARNING:** Do not use a combination shampoo/conditioner or conditioner before using lice medicine. Do not re-wash the hair for one to two days after the lice medicine is removed. These measures may reduce the effectiveness of the lice medications.

#### *Supplemental Measures*

Head lice do not survive long if they fall off a person and cannot feed. You don't need to spend a lot of time or money on housecleaning activities. Follow these steps to help avoid re-infestation by lice that have recently fallen off the hair or crawled onto clothing or furniture.

1. Machine wash and dry clothing, bed linens and other items that the infested person wore or used during the two days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned or sealed in a plastic bag and stored for two weeks.
2. Soak combs and brushes in hot water (at least 130°F) for five to 10 minutes.
3. Vacuum the floor and furniture, particularly where the infested person sat or lay. However, the risk of getting infested by a louse that has fallen onto a rug or carpet or furniture is very low. Head lice survive less than one to two days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the human scalp. Spending much time and money on housecleaning activities is not necessary to avoid reinfestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.
4. Do not use fumigant sprays; they can be toxic if inhaled or absorbed through the skin.

#### *When treating head lice*

- Do not use extra amounts of any lice medication unless instructed to do so by your physician or pharmacist. The drugs used to treat lice are insecticides and can be dangerous if they are misused or overused.
- All the medications listed above should be kept out of the eyes. If they get onto the eyes, they should be immediately flushed away.
- Do not treat an infested person more than two to three times with the same medication if it does not seem to be working. This may be caused by using the medicine incorrectly or by resistance to the medicine. Always seek the advice of your health care provider if this should happen. He/she may recommend an alternative medication.
- Do not use different head lice drugs at the same time unless instructed to do so by your physician or pharmacist.

Additional Information Centers for Disease Control and Prevention Head Lice Treatment:

<http://www.cdc.gov/parasites/lice/head/treatment.html>

Last reviewed/updated: June 20, 2016

## *Carmichaels Area School District Head Lice Policy (209.2) – Adopted November 17, 2016*

### *Authority*

The Board is committed to maximizing students' academic performance and physical well-being in a healthy and safe environment. The Board recognizes that head lice infestations are not a sign of uncleanliness, and are not responsible for the spread of any disease. However, existing policies cause many unnecessary absences from school with potential negative effects on academic performance. Misinformation about head lice causes anxiety for parents/guardians and school staff.

A healthy and safe environment is one in which adults work together to provide the following factors established by current research as necessary for the health and well-being of students with head lice:

1. Educating staff, students, and parents/guardians about head lice.
2. Establishing evidence-based management for students with head lice.
3. Following established health procedures for students with head lice.
4. Following a schedule for periodic re-evaluation of procedures.

The goals of providing a healthy and safe environment for students with head lice are to:

1. Maximize academic performance.
2. Minimize absence due to unnecessary exclusion of students with head lice.

### *Guidelines*

To better manage and limit the spread of head lice infestation, school employees shall report all suspected cases of head lice to the school nurse or designee. The school nurse or designee shall examine the student. An infestation shall be determined by looking closely through the hair and scalp for viable nits or live lice.

If nits are found but there are no live (crawling) lice on the hair, the school nurse or designee shall re-inspect within seven (7) to ten (10) school days.

If live (crawling) lice are found on the hair:

1. The student shall be sent home.
2. If a parent/guardian cannot be reached, then the parent/guardian shall be notified by the end of the day via phone, and/or a note sent home with the student.
3. The parent/guardian shall be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits.
4. At the principal's direction, the school nurse or designee may notify parents/guardians in the affected classroom to encourage them to check their children. Information/Fact sheet shall be made available if needed.

Parents/Guardians shall be required to verify treatment within twenty-four (24) hours after notification.

Parents/Guardians must submit a label or box from treatment product for the purpose of verifying dates and plan for follow-up treatment. If the parent/guardian is unable to afford treatment, the student will be referred to the Department of Health.

Affected students shall be discouraged from direct head-to-head contact with other students. The nurse or designee shall provide inservice education to staff regarding how to handle nits and/or lice in the classroom.

Information about head lice shall be sent home to all parents/guardians at the beginning of the school year.

Staff shall maintain the privacy the students identified as having head lice.

### **HEALTH CLINIC/NURSE'S OFFICE**

- Students will not be admitted to the Nurse's Office unless they have a pass from their teacher.
- All students must sign in and out of the Nurse's Office.
- Upon returning to class, the pass must be signed by the Nurse or the office.
- If the nurse is unavailable, the student may come to either office for assistance. The nurse will only be called to the building in the event of an emergency or at the principal's discretion.
- A student who becomes ill during the school day cannot be released from school without permission from a parent/guardian

### *When Should I Keep My Child Home?*

Upon occasion, it may be necessary for your child to remain home due to illness. The following guidelines should be followed when determining whether to keep your child home:

- Your child should not be sent to school hoping that he/she will feel better after arriving.
- Your child should be kept home following a night time bout of nausea, vomiting, or diarrhea and should be watched for further symptoms.
- Your child should remain home if he/she has had a temperature of 100.5 degrees or higher and should be fever-free for 24 hours without the use of fever-reducing medication.
- Any student who has a temperature of 100.5 degrees or higher will be sent home from school and should not return until they are fever-free for 24 hours without the use of fever-reducing medicine.

For the protection of the other students and employees, your child will be sent home if any signs or symptoms of illness are found or suspected during the school day. **Per PA School Code**

#### **§ 27.72. Exclusion of children, and staff having contact with children, for showing symptoms.**

- (a) A person in charge of a public, private, parochial, Sunday or other school or college shall, following consultation with a physician or school nurse, exclude immediately a child, or staff person, including a volunteer, having contact with children, showing any of the following symptoms, unless that person is determined by the school nurse, or a physician, to be noncommunicable:
1. Mouth sores associated with inability to control saliva.
  2. Rash with fever or behavioral change.
  3. Purulent discharge from the eyes.
  4. Productive cough with fever.
  5. Oral or axillary temperature equal to or greater than 102° F.
  6. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of severe illness.
  7. Persistent vomiting.
  8. Persistent diarrhea.
- (b) The school shall maintain a record of the exclusion and the reasons prompting the exclusion and shall review the record to determine when unusual rates of absenteeism occur.

#### **§ 27.73. Readmission of excluded children, and staff having contact with children.**

- (a) A child or staff person, including a volunteer, having contact with children, excluded from a public, private, parochial or other school or college under § 27.72 (relating to exclusion of children, and staff having contact with children, for showing symptoms) may not be readmitted until the school nurse or, in the absence of a school nurse, a physician, is satisfied that the condition for which the person was excluded is not communicable or until the person presents a statement from a physician that the person has recovered or is noninfectious.
- (b) A child, or staff person, including a volunteer, having contact with children, excluded for the following reasons shall be readmitted only when a physician has determined the illness to be either resolved, noncommunicable or in a noncommunicable stage:
1. Rash with fever or behavioral change.
  2. Productive cough with fever.

### **CONCUSSIONS (CDC HEADS UP Program)**

#### *What Is a Concussion?*

A concussion is a type of traumatic brain injury – or TBI – caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

#### *Concussion Signs and Symptoms*

Children and teens who show or report one or more of the signs and symptoms listed below, or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body, may have a concussion or more serious brain injury.

#### *Concussion Signs Observed*

- Can’t recall events *prior to or after* a hit or fall.

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (*even briefly*).
- Shows mood, behavior, or personality changes.

#### *Concussion Symptoms Reported*

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right,” or “feeling down”.

Signs and symptoms generally show up *soon* after the injury. However, you may not know how serious the injury is at first and some symptoms may not show up for hours or days. For example, in the first few minutes your child or teen might be a little confused or a bit dazed, but an hour later your child might not be able to remember how he or she got hurt.

You should continue to check for signs of concussion right after the injury and a few days after the injury. If your child or teen’s concussion signs or symptoms get worse, you should take him or her to the emergency department right away.

#### *Concussion Danger Signs*

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body that may squeeze the brain against the skull. Call 9-1-1 right away, or take your child or teen to the emergency department if he or she has one or more of the following danger signs after a bump, blow, or jolt to the head or body:

#### *Dangerous Signs & Symptoms of a Concussion*

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

#### *Recovery from Concussion*

- Rest
- Take it slow
- Talk to your health care provider

Rest is very important after a concussion because it helps the brain heal. Your child or teen may need to limit activities while he or she is recovering from a concussion. Physical activities or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to come back or get worse. After a concussion, physical and cognitive activities – such as concentration and learning – should be carefully watched by a medical provider. As the days go by, your child or teen can expect to slowly feel better.

#### *Recovery Tips*

- Have your child or teen get plenty of rest. Keep a regular sleep routine, including no late nights and no sleepovers.
- Make sure your child or teen avoids high-risk/high-speed activities that could result in another bump, blow, or jolt to the head or body, such as riding a bicycle, playing sports, climbing playground equipment, and riding roller coasters. Children and teens should not return to these types of activities until their medical provider says they are well enough.

- Share information about concussion with siblings, teachers, counselors, babysitters, coaches, and others who spend time with your child or teen. This can help them understand what has happened and how to help.

#### *Return Slowly to Activities*

- When your child's or teen's medical provider says they are well enough, make sure they return to their normal activities slowly, not all at once.
- Talk with their medical provider about when your child or teen should return to school and other activities and how you can help him or her deal with any challenges during their recovery. For example, your child may need to spend less time at school, rest often, or be given more time to take tests.
- Ask your child's or teen's medical provider when he or she can safely drive a car or ride a bike.

#### *Talk to a Medical Provider about Concerns*

- Give your child or teen only medications that are approved by their medical provider.
- If your child or teen already had a medical condition at the time of their concussion (such as ADHD or chronic headaches), it may take longer for them to recover from a concussion. Anxiety and depression may also make it harder to adjust to the symptoms of a concussion.

#### *Post-Concussive Syndrome*

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' health care provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.

If your child or teen has concussion symptoms that last weeks to months after the injury, their medical provider may talk to you about post-concussive syndrome. While rare after only one concussion, post-concussive syndrome is believed to occur most commonly in patients with a history of multiple concussions.

There are many people who can help you and your family as your child or teen recovers. You do not have to do it alone. Keep talking with your medical provider, family members, and loved ones about how your child or teen is feeling. If you do not think he or she is getting better, tell your medical provider.

For more information about concussions, please go to: <https://www.cdc.gov/headsup/basics/index.html>

#### *CASD Protocol*

All bumps or blows to the head will be monitored for signs and symptoms of a concussion. If a student is not showing any immediate symptoms or there are no signs of a bump or bruise, they will return to class with instructions for their teacher to monitor for changes throughout the day. The teacher will notify you of the student's injury via note to home or by another means as determined by the teacher. If a student is exhibiting any signs of a possible concussion, or if there is a visible bump or bruise to the head, they will be monitored in the nurse's office for 30 minutes per the *CDC Heads Up Concussion Protocol*. At that time, you will be contacted to pick up your child and follow up with their medical provider.

It is important to make the nurse and principal aware of any head bump or injury your child has sustained so we can continue to monitor for concussion symptoms while at school. If a student has been *diagnosed* with a concussion by a physician, please bring the documentation for the school nurse and high school principal. Short term accommodations can be made, based on physician recommendations, while your child is recovering. These may include homework modifications, shortened school days, testing modifications etc.

#### **INJURIES**

Minor injuries due to accidents occur on a daily basis. You can be assured that appropriate care will be given to your child. The parent/guardian will be notified of any injuries as the case warrants.

If your child has been injured at home please seek the appropriate medical attention. Do not send your child to school to see the nurse for an injury sustained at home. We are not equipped to diagnose and treat all injuries. If we feel your child's injury needs immediate attention we will contact you to come and get your child.

A student will not be allowed to use any assistive devices (crutches, braces, slings etc.) without proper medical documentation from a physician. For the health and safety of all students, it is important for the nurse to know about any

injuries or accidents as well as what accommodations are needed and for how long. Elevator use will only be permitted as a physician instructed accommodation. All other requests will be denied until paperwork is turned into the office. If a student arrives to school with assistive devices, you will be called to pick up your child and take them to their physician for evaluation, treatment, and recommendations.

#### **SCHOOL ABSENCES**

PLEASE NOTE: If the school nurse calls you to pick up your child due to illness, injury, etc., it is still your responsibility to provide a valid written excuse to the school office upon their return. Please follow the district's attendance policy.

#### **MEDICATIONS (CASD Policy #210)**

Prior to any prescription and/or non-prescription medication being administered an "Authorization for Medication During School Hours" form must be completed by the child's physician and signed by the parent/guardian. Once the form is complete, submit the form to the school nurse who is authorized to administer medication. New forms are due at the beginning of each school year. \*Any student found with any medication (except inhaler or epipen) will face disciplinary action per school policy.

Delivery of Medication:

- All medications must be delivered to the school office by the parent/guardian.
- Controlled substances/medications must be counted by the school nurse while the parent is present, which will be documented.
- No more than four (4) weeks supply of any controlled substance will be kept at school.
- Prescribed medications must be in the original pharmacy container.
- All non-prescription medications must be in their original packaging.
- At the end of the school year the parent/guardian may obtain any remaining medication from the nurse. Any medication not picked up by the last day of school will be disposed of by the nurse.

#### **FIELD TRIPS**

A nurse will *not* be able to attend all field trips. School Staff is trained in the use of Epipens, First Aid, and CPR and they will be providing care for your child while out of the district. Only a licensed RN or LPN may administer any prescribed or over-the-counter medication. (Dramamine, Ibuprofen, Tylenol, etc) Please make arrangements with the nurse PRIOR to the field trip or your child will not have access to the medication while off campus. Any medication sent into school with a student, given to a teacher to administer, or brought to the school nurse the day of the trip will remain at the school and returned to the parent.

Certain circumstances may require the school nurse to attend field trips with students. In those circumstances, school staff will respond to illness, injury, or emergency needs of the students in the buildings.

(\*\*If you have an RN or LPN license and would like to be added to the substitute list for any school nurse absences or field trips, please contact me directly to assist you with the process. )

#### **PHYSICAL AND DENTAL EXAMINATIONS**

Physical Examinations are required as follows:

- Upon original entry into school, grade 6, and grade 11
- Children transferred from other school districts shall be examined as soon as possible after the transfer regardless of their age or grade if an adequate health record is not made available by the original school.
- Sports Physical
- *23 PA Code § 23.2(a) and § 23.2(c)*

Dental Examinations are required as follows:

- Upon original entry into school, grade 3, and grade 7
- Children transferred from other school districts shall be examined as soon as possible after the transfer regardless of their age or grade if an adequate health record is not made available by the original school.
- *23 PA Code § 23.3(a) and § 23.3(b)*

Carmichaels Area School District offers free physical and dental screening for any student who is unable to obtain a private physical or dental examination. These examinations are offered once a year. Parent/Guardian of any student who is in need of a physical and/or dental examination will be notified of these screenings when the dates become available.

## SCREENINGS

Pennsylvania State Code requires health screenings to be conducted in specific grades. The following screenings will be conducted and you will be notified for any *abnormal results only*:

- Height, Weight, and BMI
  - Checked annually in Kindergarten through grade 12
- Vision
  - Checked annually in Kindergarten through grade 12
  - You may request a vision screening at any time if you suspect your child may have a problem.
- Hearing
  - Checked annually in Kindergarten through grade 3, grade 7 and grade 11
  - You may request a hearing screening at any time if you suspect your child may have a problem.
- Scoliosis
  - Checked annually in 6<sup>th</sup> and 7<sup>th</sup> grade

Parents/Guardians are notified of any abnormal results. Pa School law requires that along with the height and weight screening, the student's body mass index (BMI) will be calculated. BMI is a screening tool used to determine whether a child is overweight or underweight. Parents will be notified of these results. All screening results are recorded on the student's health record kept on file in the school nurse's office. All information is confidential.

On days when there is no nurse, school staff will be providing first aid. There are LPNs assigned to each building for medications and emergency events. The RN will respond to any medical emergencies as determined by the severity of the situation by the building principal. It is ***CRITICAL*** that medical histories, medical care plans, and emergency action plans are updated so staff can be informed and prepared in the event of an emergency. It is also crucial to communicate with your child's teacher about any illness, injury, or situation that might be causing your child to have complaints or not perform their best at school. This will help the teachers to manage and modify situations that may cause your child to otherwise be sent home or miss important instruction time.

Your child's safety and wellbeing are most important. If you have any questions regarding your child's health or any other issues or concerns feel free to call or e-mail me anytime.

## CHILDREN'S HEALTH INSURANCE PROGRAM (C.H.I.P.)

HEALTH CARE COVERAGE FOR KIDS ... There are low cost and free health care coverage programs for many children, even if their parents work full time! Your first step is a phone call to find out if your children qualify. For information call 1-800-986-KIDS or visit [www.chipcoverspakids.com](http://www.chipcoverspakids.com).

## McKINNEY-VENTO HOMELESS ASSISTANCE ACT

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Carmichaels Area School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- sharing the housing of others persons due to loss of housing, economic hardship or a similar reason;
- living in a motel, hotel, trailer park or campground due to lack of alternative accommodations;
- living in emergency or transitional shelters
- living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- living in substandard housing (no running water or working utilities, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school material/supplies, and transportation so that they can remain in their school or origin.



If you believe your child(ren) may qualify for this service, please contact the principal of your child(ren)'s school. You may also contact Roberta Barr at 724-966-5045 ext.1264.

## **LOCKERS**

Students are assigned a locker with a unique combination. Do not share a locker or your combination because anything found in that locker belongs to you. The owner of a locker is responsible for its contents. Lockers are the property of CAHS and we reserve the right to search them at any time.

Locker Rules:

- Students are not to be at their locker while classes are in session.
- Students are not to change lockers.
- Students are not to share lockers.
- If a student is having trouble with a locker, please notify the appropriate office and a custodian will be called.
- For safety reasons, students are not permitted to place a lock on hallway lockers.
- Locks are permitted on the gymnasium lockers.

## **LOST AND FOUND**

A lost and found bin is located in the middle school office. If you find any article of value please turn it in at the senior high school office. Any article may be claimed upon identification. Lost and found items are disposed of at the end of December and at the end of the school year.

## **OFFICE PHONE**

Students will be allowed to use the office telephones only during lunch and before or after school.

## **ONE CALL CHANGES**

Go to [www.carmarea.org](http://www.carmarea.org), select Resources, select For Parents, select One Call Now.

## **NON-DISCRIMINATION POLICY**

The Carmichaels Area School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, handicap, union membership, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX and Section 504.

For information regarding 1) civil rights, 2) grievance procedures, 3) services, activities and facilities that are accessible to and usable by handicapped persons, or 4) employee or participant complaints of harassment or discrimination, contact Mrs. Lisa Zdravecky, Compliance Officer, ext. 3106.

The Federal Drug-Free Workplace Act requires that the workplace be free of the illegal use of drugs and requires that we issue the following statement to you: No one is allowed to use, make, sell, distribute, or have in his possession any illegal drugs. Any violation of the ACT will lead to severe disciplinary action which will normally include dismissal.

## **PLEDGE OF ALLEGIANCE**

Each morning we would like to start the day on a positive note, as each child stands and recites the Pledge of Allegiance. This will take place during Keystone/PSSA period. Students choosing not to participate may stand/sit quietly.

## **REPORT CARDS**

Carmichaels Area School District will be emailing all report cards at the end of each nine weeks through ALMA. Please be sure that your email information is current in the ALMA system. Printed copies will only be sent home with students by parent's request. To request a printed copy, please contact the school office.

# SEARCHES

**No. 226 (Adopted: March 17, 1988 ~ Revised: November 17, 2016)**

## *Purpose*

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

## *Delegation of Responsibility*

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

## **Guidelines**

### *Individualized Suspicion Searches*

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

### *Random or General Searches Without Individualized Suspicion*

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[8]

#### *Searches Upon Consent*

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

#### *Searches By or at the Request of Law Enforcement Officials*

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.[8]

#### *Locker Inspections and Searches*

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

#### *Searches Involving Removal of Clothing or Examination Beneath Clothing*

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

#### *Handling and Disposal of Items Found in the Course of Searches*

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search of inspection.

The principal/security director shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

## **SCHOOL APPOINTMENTS**

Parents are always welcome at Carmichaels Area School District. However, parents are strongly encouraged to call to schedule appointments with the school staff, including the principal to avoid having to wait. Students may request appointments by speaking with the appropriate secretary in each office. A pass will be issued with an appointment time.

## **SCHOOL CLOSINGS OR DELAYS**

In case school must be dismissed early due to an emergency, be assured that we will use the ONE CALL NOW system and make every attempt to put this announcement on the local radio and television stations prior to the dismissal. Sometimes, however, this is **not** possible. Therefore, all parents/guardians of the students **MUST** work out an emergency plan with their children so that they will know what to do when an unplanned early dismissal occurs. Make sure your child has access to a safe place to go when they arrive home early, either your own home, a neighbor's or relative's home. The responsibility for your child's safety in this case is yours. Please review this with your children prior to the opening of school. In the event that school must be delayed or cancelled for any reason, we will be utilizing the same system which proved effective last year.

*For cancellations or delays a ONE CALL NOW Message will be sent.* The One Call Now phone message service delivers automated phone calls, within minutes to everyone in our Student Account System. To sign-up for text messages, text the word "Alert" to 22300 to opt in, or click on that link from our website ([www.carmarea.org](http://www.carmarea.org)) to add more contacts to be notified. You may also call 724-966-5045 and then dial 5 at the prompt where you will hear cancellations or delays. Cancellations or delays may be heard on the following radio stations: WANB 105.1, Waynesburg, WMBS 590, Uniontown, WOGG The PICKLE 99.3. Parents/guardians can tune in to the following television stations: WTAE -TV Channel 4, WPXI TV Channel 11, KDKA TV Channel 2.

Students and parents are urged **NOT** to call members of the administration for this information. Your calls stop the completion of vital calls necessary to school operation. **PLEASE COOPERATE WITH THIS REQUEST**

## **STUDENT ACCIDENT INSURANCE**

If you do not have accident insurance, it is offered by the District through Bollinger Inc. ([www.BollingerSchools.com](http://www.BollingerSchools.com)). Students that participate in sports are reminded they must have insurance coverage.

## **STUDENT SAFETY**

School doors are locked after 8:05 a.m. After that time, anybody entering the building must buzz in at the main entrance.

Any student purposely opening a door for to allow entrance to another person to the building without permission will face disciplinary measures.

Students leaving the building between 7:50 a.m. and 2:50 p.m. (normal school day hours), must use the main entrance. Leaving by any other door without permission will result in disciplinary measures.

During after school or weekend activities, doors should not be propped open unless a staff member is present.

Video cameras are installed to further ensure the safety of our students.

## **TEXTBOOKS**

Classroom teachers may issue textbooks to students. Students are responsible for the proper care and return of issued materials. Fees for lost or damaged materials will be charged. Lost or stolen textbooks should be reported to the teacher.

## **VALUABLES**

All valuables are the responsibility of the student. Do not bring large amounts of cash to school at any time. Keep all valuables on your person at all times. Do not leave money in a desk, locker, or any other accessible place.

## **VISITOR POLICY**

To ensure student safety, we require all visitors to report to and obtain a visitor's pass in the senior high school office upon entrance to the building. All visitors are reminded to sign out and return the pass when leaving the building.

## **WORK PERMITS**

Any minor student (14 -17 years of age) wishing to obtain employment must secure a work permit application from the middle school office. In order to secure such application students must be accompanied by a parent/legal guardian and in possession of their birth certificate or baptismal certificate, or a passport.

# STAFF LIST

## 2019-2020 CARMICHAELS MIDDLE - SENIOR HIGH SCHOOL

Administration	Area	Bldg	Room	Ext	Email
Mark Batis	Technology Administrator	HS	S226	3226	<a href="mailto:mbatis@carmarea.org">mbatis@carmarea.org</a>
Ronald Gallagher	Middle School Principal	MS	J203.1	2203	<a href="mailto:rgallagher@carmarea.org">rgallagher@carmarea.org</a>
Jeanine Hudock	Lead Support Teacher/LEA	MS	J203.2	2203	<a href="mailto:jhudock@carmarea.org">jhudock@carmarea.org</a>
Lisa Zdravecky	Senior High School Principal	HS	S106.2	3106	<a href="mailto:lzdravecky@carmarea.org">lzdravecky@carmarea.org</a>

Teaching Staff	Subject Area	Bldg	Room	Ext	Email
Justin Allen	Science 8	MS	S208	3208	<a href="mailto:jallen@carmarea.org">jallen@carmarea.org</a>
Amanda Anderson	Special Education/Inclusion	MS	J307	2307	<a href="mailto:aanderson@carmarea.org">aanderson@carmarea.org</a>
Joetta Andrews	ELA 8/Reading 8	MS	J209	2209	<a href="mailto:jandrews@carmarea.org">jandrews@carmarea.org</a>
David Briggs	Careers 11, Coding 6-8, Intro Computers 11-12, STEM 12, Yearbook 10-12	HS	S204	3204	<a href="mailto:dbriggs@carmarea.org">dbriggs@carmarea.org</a>
Elissa Christopher	Special Education/Inclusion	HS	S123	3125	<a href="mailto:estuchal@carmarea.org">estuchal@carmarea.org</a>
Melissa Christopher	Special Education/Life Skills	MS	J107	2107	<a href="mailto:mchristo@carmarea.org">mchristo@carmarea.org</a>
Bryan Edwards	Science 9-10	HS	S227	3227	<a href="mailto:bedwards@carmarea.org">bedwards@carmarea.org</a>
Erin Fitzsimmons	Math 9-12	HS	S240	3240	<a href="mailto:efitzsimmons@carmarea.org">efitzsimmons@carmarea.org</a>
Keith Gillis	Soc. Studies 6, Cyber 6-12	MS	J101	2101	<a href="mailto:kgillis@carmarea.org">kgillis@carmarea.org</a>
Michael Gulino	Soc. Studies 9-12	HS	S121	3121	<a href="mailto:mgulino@carmarea.org">mgulino@carmarea.org</a>
Jessica Hathaway	ELA 9/News 10-12, Video 9-12	HS	S205/S210	3205/3210	<a href="mailto:jhathaway@carmarea.org">jhathaway@carmarea.org</a>
John Hess	Math 11-12	HS	S239	3239	<a href="mailto:jhess@carmarea.org">jhess@carmarea.org</a>
Michael Juliano	Math 9-12	HS	S238	3238	<a href="mailto:mjuliano@carmarea.org">mjuliano@carmarea.org</a>
Shane King	Spec. Educ./Math Inc./Gifted	MS	J313	2313	<a href="mailto:sking@carmarea.org">sking@carmarea.org</a>
Ryan Krull	PE 7-12/Fitness 6-7	HS	Gym	3134	<a href="mailto:rkrull@carmarea.org">rkrull@carmarea.org</a>
Jim Lane	Soc. Studies 9-12/Psych. Soc. 12	HS	S220	3220	<a href="mailto:jlane@carmarea.org">jlane@carmarea.org</a>
Ian McCombs	ELA 11/Acc. Writing 11-12	HS	S224	3224	<a href="mailto:imccombs@carmarea.org">imccombs@carmarea.org</a>
Brittany McIntire	Special Education/Life Skills	MS	J107	2107	<a href="mailto:bmcintire@carmarea.org">bmcintire@carmarea.org</a>
Ashton Mehalik	Science 10-12	HS	S201	3201	<a href="mailto:amehalik@carmarea.org">amehalik@carmarea.org</a>
Cassie Menhart	French Monitor 9-21, Lib 7-8, Online Courses 12, Personal Finance 9-12, Random Acts of Kindness 6-7	HS	S137	3137	<a href="mailto:cmenhart@carmarea.org">cmenhart@carmarea.org</a>
Sarah Menhart	Math 8	MS	J201	2201	<a href="mailto:smenhart@carmarea.org">smenhart@carmarea.org</a>
Megan Patton	Science 6	MS	J103	2103	<a href="mailto:mpatton@carmarea.org">mpatton@carmarea.org</a>
Kenneth Perkins	Science 7	MS	J303	2303	<a href="mailto:kperkins@carmarea.org">kperkins@carmarea.org</a>
Brittany Phillips	Bus. Comm./Mktg. 9-12, Microcomputer 11-12, STEM 6-9	HS	J207/J213	2207/2213	<a href="mailto:bphillips@carmarea.org">bphillips@carmarea.org</a>
Michael Pohlot	Math 6	MS	J109	2109	<a href="mailto:mpohlot@carmarea.org">mpohlot@carmarea.org</a>
Miranda Policz	DE 10, Fitness 9-12, Health 7,9, PE 6-7, Women's Wellness 11-12	MS	Gym/J014	3126/2014	<a href="mailto:mpolicz@carmarea.org">mpolicz@carmarea.org</a>
Jessica Popernak	Special Education/Inclusion	MS	J207	2207	<a href="mailto:jfranks@carmarea.org">jfranks@carmarea.org</a>
Elizabeth Popielarcheck	Special Education/ELA Inclusion	MS	J313	2314	<a href="mailto:epopielarcheck@carmarea.org">epopielarcheck@carmarea.org</a>
Carrie Purcell	Spanish 8-12	HS	S127	3127	<a href="mailto:cpurcell@carmarea.org">cpurcell@carmarea.org</a>
Jared Rastoka	Model Rocketry/Structural Analysis 9-11, Princ. Of Robotics 9-10, Science 10-12	HS	S235	3235	<a href="mailto:jrastoka@carmarea.org">jrastoka@carmarea.org</a>
Rebecca Reed	EMT 12, Soc. Studies 8-9	HS	S133	3133	<a href="mailto:rreed@carmarea.org">rreed@carmarea.org</a>
Mara Ricco	Special Education/MDS	MS	J105	2105	<a href="mailto:mricco@carmarea.org">mricco@carmarea.org</a>
Brianna Rice	Creative Writing 11-12, ELA 12 Sr. Proj. 12	HS	S221	3221	<a href="mailto:bkolencik@carmarea.org">bkolencik@carmarea.org</a>
Lisa Robinson	Careers 8/ Child Dev. 9-11, Cons. Ed 6,7,12 Nutrition 10	HS	S122	3122	<a href="mailto:lrobin@carmarea.org">lrobin@carmarea.org</a>
Ashley Shoemaker	Math 9-11/SAT 11	HS	S237	3237	<a href="mailto:ashoemaker@carmarea.org">ashoemaker@carmarea.org</a>
Elissa Stuchal	Special Education/Inclusion	HS	S123	3125	<a href="mailto:estuchal@carmarea.org">estuchal@carmarea.org</a>
Scott Thompson	Soc. Studies 8	MS	J210	2210	<a href="mailto:sthompson@carmarea.org">sthompson@carmarea.org</a>
Stacie Tobak	Creative Writing 6-7, ELA 10-11	HS	S225	3225	<a href="mailto:stobak@carmarea.org">stobak@carmarea.org</a>

Jennifer Townsend	Math 7	MS	S301	2301	<a href="mailto:jtownsend@carmarea.org">jtownsend@carmarea.org</a>
Travis Townsend	Soc. Studies 7	MS	J310	2310	<a href="mailto:ttownsend@carmarea.org">ttownsend@carmarea.org</a>
Scott VanSickle	Math 9-12	HS	S238	3238	<a href="mailto:svansickle@carmarea.org">svansickle@carmarea.org</a>
Joanna Walker	Drama Prod. 9-12, Music 6-12	MS	J012	2012	<a href="mailto:jwalker@carmarea.org">jwalker@carmarea.org</a>
Marlynn White	Art 6-12	MS	S120	3120	<a href="mailto:mwhite@carmarea.org">mwhite@carmarea.org</a>
Kelly Willis	ELA/Reading 7	MS	J309	2309	<a href="mailto:klwillis@carmarea.org">klwillis@carmarea.org</a>
Kevin Willis	Science 9-12	HS	S203	3203	<a href="mailto:kwillis@carmarea.org">kwillis@carmarea.org</a>
Emily Yanak	ELA/Reading 6	MS	J110	2110	<a href="mailto:eyanak@carmarea.org">eyanak@carmarea.org</a>

Support Staff	Area	Bldg	Room	Ext	Email
Vickie Berdine	High School Secretary	HS	S106	3106	<a href="mailto:vberdin@carmarea.org">vberdin@carmarea.org</a>
Jennifer Costanza	Guidance Counselor	HS	S125	3123	<a href="mailto:jcostanza@carmarea.org">jcostanza@carmarea.org</a>
Daysha Donaldson	School Nurse	HS	S113	3113	<a href="mailto:ddonaldson@carmarea.org">ddonaldson@carmarea.org</a>
Angela Groves	Van Driver/Behavior Mgmt Monitor				<a href="mailto:agroves@carmarea.org">agroves@carmarea.org</a>
Tim Jones	School/Community Facilitator	HS	Gym	3134	<a href="mailto:tjones@carmarea.org">tjones@carmarea.org</a>
Pennie Daugherty	Middle School Secretary	MS	J203	2203	<a href="mailto:pdaugherty@carmarea.org">pdaugherty@carmarea.org</a>
Amy Metts	High School Office Clerk	HS	S106	3100	<a href="mailto:ametts@carmarea.org">ametts@carmarea.org</a>
Craig Miller	Chief School Police Officer	HS	S102	3102	<a href="mailto:cmiller@carmarea.org">cmiller@carmarea.org</a>
Sara Perkins	Van Driver/Behavior Mgmt Monitor				<a href="mailto:sperkins@carmarea.org">sperkins@carmarea.org</a>

Athletic Dept.	Area	Bldg	Room	Ext	Email
John Krajnak	Athletic Director	HS	S109	3109	<a href="mailto:jkrajnak@carmarea.org">jkrajnak@carmarea.org</a>
Dawn Ward-Malik	Athletic Trainor	HS	S110	3110	<a href="mailto:dmalik@carmarea.org">dmalik@carmarea.org</a>

Aides	Area	Bldg	Room	Ext	Email
Amanda Arbogast	PCA for MDS	MS	J105	2105	<a href="mailto:aarbogast@carmarea.org">aarbogast@carmarea.org</a>
Whitney Arbogast	PCA for MDS	MS	J105	2105	<a href="mailto:26arbogastw@carmarea.org">26arbogastw@carmarea.org</a>
Prudence Faddis	PCA for Life Skills	MS	J107	2107	<a href="mailto:pfaddis@carmarea.org">pfaddis@carmarea.org</a>

Maintenance Staff	Area	Bldg	Room	Ext	Email
Dave Demniak	Maintenance	MS	J102.1	2010	<a href="mailto:ddemniak@carmarea.org">ddemniak@carmarea.org</a>
David Franks	Maintenance Supervisor	HS	S135	2256	<a href="mailto:dfranks@carmarea.org">dfranks@carmarea.org</a>
Ronald Kerr	Maintenance	MS	J102.1	2010	<a href="mailto:rkerr@carmarea.org">rkerr@carmarea.org</a>
Robert Kowalewski	Maintenance	MS	J102.1	2010	<a href="mailto:bkowalewski@carmarea.org">bkowalewski@carmarea.org</a>
Carl Sanner	Maintenance Technician	MS	J102.1	2010	<a href="mailto:csanner@carmarea.org">csanner@carmarea.org</a>
Gary Syrek	Maintenance	MS	J102.1	2010	<a href="mailto:gsyrek@carmarea.org">gsyrek@carmarea.org</a>
John Townsend	Maintenance	MS	J102.1	2010	<a href="mailto:jtowsen@carmarea.org">jtowsen@carmarea.org</a>
Jet Worch	Maintenance	MS	J102.1	2010	<a href="mailto:jworch@carmarea.org">jworch@carmarea.org</a>

IU Support Staff	Area	Bldg	Room	Ext	Email
Beth Chambers	Outpatient Therapist	HS	S311	3111	<a href="mailto:bchambers@carmarea.org">bchambers@carmarea.org</a>
Stacey Nace	Hearing Pathologist				
Melanie Naylor	Audiologist				
Pam Neill	Vision Pathologist				
Myresa Troiano	Speech Pathologish	MS	J311/E334	2311/1334	<a href="mailto:mtroiano@carmarea.org">mtroiano@carmarea.org</a>
Jodi White	School Psychologist	MS	J211	2211	<a href="mailto:jwhite@carmarea.org">jwhite@carmarea.org</a>

**THIS PAGE LEFT BLANK INTENTIONALLY**



# STUDENT HAS READ HANDBOOK STATEMENT

Parent/Guardian:

Please read and review the Student Handbook with your student. For your convenience you may also access an electronic version of the handbook on the [www.carmarea.org](http://www.carmarea.org) website.

If you have any questions regarding any of the policies contained within this Student Handbook, please contact the principal. We appreciate your full support and cooperation in this matter.

.....

Student:

Teachers have reviewed:

- Discipline Code (pages 24-25)
- Dress Code (pages 36-37)
- Attendance Policy (pages 12-19)
- Electronic Device Policy (pages 37-38)
- Internet Policy (pages 31-33)
- Cafeteria Policy (pages 43-44)
- Critical Incident Response (page 47)
- Grading Scale (page 8)

I understand it is my responsibility to abide by ALL rules/policies in the 2019-2020 Student Handbook. I should put this copy of the handbook in a safe place for reference. I also know that I can access the handbook on the Carmichaels Area School District website. If I have any questions, I can contact the principal.

Sign and date below, then tear off at the dotted line above, and hand this in to your homeroom teacher.

I have reviewed the 2019-2020 Student Handbook

Print Name \_\_\_\_\_

Grade Level \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_