

**2019-2020  
CARMICHAELS AREA  
ELEMENTARY CENTER  
STUDENT HANDBOOK**



**MIGHTY MIKES**

# Carmichaels Area Elementary Center

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Carmichaels, PA 15320

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## **PRINCIPALS' MESSAGE**

On behalf of the staff and administration at the Carmichaels Area Elementary Center, we would like to welcome all of you to our school and to extend my best wishes for a very successful school year.

This handbook is designed and published as a guide to make school rules and school activities more clearly understood. It is not all-inclusive, but does cover most of the items that commonly concern parents and students. Please use the handbook as a reference for information concerning the Elementary Center.

Parents are urged to go over the information in this handbook with their children. The home and school must work together in the education of our boys and girls in the Carmichaels Area School District. Let's work toward social and academic excellence together! With cooperation between the home and school, the new school year will be a success. Have a great school year and a successful one.

Mr. Marc Berry  
Elementary Principal

## **VISION**

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

## **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.

## **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**

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 appealed 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.

## **Important Forms Pack**

All students will receive an envelope the first day of school with important information. This packet will include Student Handbook, emergency/ information card, menu, plus other important items! Parents are requested to return forms to the school the next day in the envelope provided.

## **Change Of Address / Telephone Number**

It is very important that every student maintain an up-to-date address and telephone number record in the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

## **District Web Site**

Parents can access that District Web Site for general school information. [www.carmarea.org](http://www.carmarea.org)

## **Entrance Doors**

The entrance doors are locked daily from 8:35 a.m. – 3:15 p.m. Visitors will ring the bell to enter the center.

## **Student Absence**

STUDENTS THAT ARE ABSENT FROM SCHOOL ONE DAY OR MORE, MUST BRING A WRITTEN EXCUSE FROM HOME OR MEDICAL DOCTOR THE DAY HE/ SHE RETURNS TO SCHOOL. THIS EXCUSE MUST INCLUDE: STUDENT'S NAME, GRADE, DATE(S) OF ABSENCE, REASON FOR ABSENCE, AND SIGNATURE OF PARENT OR DOCTOR. IF A STUDENT REPORTS TO SCHOOL WITHOUT AN EXCUSE THE DAY(S) WILL BE MARKED AS AN UNEXCUSED ABSENCE. THE STUDENT WILL HAVE ONE DAY (1) TO BRING IN THE EXCUSE AND HAVE THE ABSENCE CHANGED TO EXCUSED. (Absence 4 days in succession requires a doctor's excuse.) After ten days of absences a letter will be mailed to parents. If a student is going to be absent for a length of time, parents should call the school.

## **Homeroom/Organization Period**

(8:15 a.m. – 8:45 a.m.)

This period will be utilized for breakfast, attendance, homework, seat work, announcements, and opening exercises, including Pledge of Allegiance daily Pre K-5.

## **Outside Bulletin Board**

A bulletin board has been installed outside in the main entrance area for special announcements and school related information.

## **School Visitors**

All persons entering/ visiting the school must report to the office and sign in. No one will be permitted to report to a homeroom unless permission has been granted by the office. A special visitor's pass will be issued by the office personnel. Parents are not permitted to walk their child to class in the morning.

## **Chewing Gum**

**ABSOLUTELY NO CHEWING GUM IN THE BUILDING.**

## **Office**

Students are not to come to the office unless permission is granted by his/her teacher. (Of course, this does not apply if a student comes in late.)

## **Electronic 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 such 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.[5][6]

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.

## **Toys/Games From Home**

Items brought to school (balls, toys, games) will be regulated by the homeroom teacher. When students are permitted to bring items from home they must be in a bag or back pack. The school will not be responsible for lost or broken items.

## **Valuables/Personal Items**

All valuables and personal items are the responsibility of the students. Students should not bring large amounts of money to school at anytime. Keep all valuables on your person at all times. Do not leave any money or other valuables in your desk or other accessible place. Every boy and girl is responsible for personal items. Students are encouraged to carry a wallet/purse/coin purse to keep money and personal items.

## **School Activity Calendar**

A calendar will be sent home at the beginning of each month with every student. This information will provide an update on the things that will be going on here at our school. Parents should emphasize to their children to always bring home all school announcements. Extra calendars will be available in the literature rack located in the front entrance hall area.

## **School Breakfast / Lunch Menus**

Each month breakfast and lunch menus will be made available to all students. Menus will be distributed to every student.

## **Band Instruments**

Students are reminded that they should bring their band instrument on the designated days set by the instrumental instructor.

## **Parent / Teacher Conferences**

Parent-Teacher conferences are encouraged during the school year. When requesting a conference with your child's teacher, please call the school office and the necessary arrangements for a conference will be handled. If an appointment is not made, the staff member will not be available for a parent-teacher conference, since instructional time may not be used for these conferences.

## **Food / Drinks**

Food and drinks are not to be carried throughout the school. They are restricted to the school cafeteria. Students are expected to follow this school rule at all times. Bottled water is permissible.

## **Fund Raising**

Our school will not participate in door to door fund raising projects. The Board of Education will support many of the elementary activities. However, we will still continue our fun fairs, book fairs, and other in-school activities.



## **Homework**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for studying plus checking to see that assignments are complete.

## **Students must work out a buddy system for obtaining homework assignments.**

When a student is absent from school for two days or more and the BUDDY SYSTEM will not work for some reason, parents may call the office before 10:00 a.m. and pick up homework after 3:00 p.m.

## **Make-Up Work**

Any student absent from class for any reason is required to make-up all work missed. It is the responsibility of the student to see his/her teacher to obtain the work, and help, if needed.

If a student will be absent for several days, it is possible for homework assignments to be sent home. Arrangements for this may be made through the Elementary Center office. These requests should be made early in the day (before 10:00 a.m.) and materials may be picked up after 3:00 p.m. in the office.

It is very important that these homework guidelines are followed by every student.

## **Student Planner (Grades 3-4-5)**

Every student Grades 3-5 is issued an Agenda/Planner. This is an organizer/planner that helps students understand expectations, set goals, monitor progress, and track their own success. The Agenda/Planner is an effective learning tool for students, a vital communication tool for parents, and a real teaching tool for educators. One Agenda/Planner is issued free to each student, courtesy of the Parent Council Organization. Lost or misplaced planners must be purchased for \$5.00.

## **Student Accident Insurance**

The school district does not carry medical insurance on students but does provide you with a group insurance plan. Enrollment forms along with a summary of benefits and the claim procedures are available in the elementary office. If you are interested in purchasing the insurance coverage, please stop in and pick up the necessary forms. A cut-off date will be announced for enrolling in the program.

## **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 1-800-822-CHIP (2447) or visit [www.chipcoverspakids.com](http://www.chipcoverspakids.com).

## **Field Trips**

Parents wanting to chaperone field trips should submit their request in writing, to the classroom teacher. Chaperones for all trips will be at the discretion of the teacher/principal.

## **School Property/Books**

When students willfully destroy school property, he/she will be required to pay for what has been destroyed. Parents will be billed for the amount by the principal.

## **Tobacco Free Campus**

No tobacco products are permitted on school property. Check Discipline Policy for discipline levels and action that will be implemented. **The School District Campus is a tobacco free area.**

## **Hall/Stairs**

There is to be absolutely no running in the hall or stairways. Skipping or jumping up or down steps is against school rules. Always walk to the right. No loud talking or screaming in the halls.

During the a.m. (8:15 – 8:45 a.m. only) there will be one-way traffic on the stairwells. Downstairs is by the first grade and fourth grade rooms. Upstairs is by the kindergarten and fifth grade rooms.

There should be little or no talking when moving through the halls. Students are to keep hands and feet off walls. **Students Are To Keep Hands Off Other Students At All Times.**

## **Playground**

Students are not permitted to re-enter the building during an outside play period without permission from the teacher on duty. (Emergencies only.)

At all times, students will remain within sight of the teachers on duty. The boundaries will be established with each group.

Return all playground equipment to the building at the end of each play period.

No wrestling “horseplay” activities are permitted.

Good sportsmanship is a must for all activities.

No contact games are permitted on the playground.

**Students Are To Keep Hands Off Other Students At All Times.**

**No Fighting (Fighting is an automatic suspension.)**

Play only in the designated area for your grade level.

The use of the playground is a privilege. This privilege can be denied if misused.

## **Restrooms**

1. Keep mirrors, walls, doors, etc. clean and free of writing.
2. Turn off water before leaving. Keep sinks clean and free of litter. Use trash cans for paper towels.
3. Use towels, soap, and supplies only as needed.
4. Refrain from unruly action.
5. Toilets/urinals should be flushed after each use.
6. Classroom teachers will handle scheduling according to their established homeroom rules.

## **Library/Library Books/Memorial Books**

The function of the school library is to aid students by supplying them with supplementary materials for their classes, as well as recreational reading materials. The librarian will assist students in finding materials they need.

Students are all scheduled for library class. Materials borrowed from the library must be returned when due and cared for in a proper manner. Failure to comply with library rules may mean a student will lose certain privileges.

Books must be returned to the library two weeks before the end of the school year. Students will have to pay for lost library books. Report cards will be held if students owe for a library book.

Parents are reminded that they may purchase library books (to honor a child's birthday) for the library. Contact the school librarian for more information.

Parents are reminded that they may purchase library books in memory of a loved one. Contact the school librarian for more information.

## **Lost And Found**

A lost and found area will be located in the cafeteria. Any student finding a misplaced item should place it in the area marked (lost/found items) in the cafeteria. Also, any student losing something should check in this location.

## **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.

There are signs posted on campus grounds prohibiting the use of these items.

## **Use Of Books And Equipment**

Books are loaned to the pupils and should be cared for properly. Each student is responsible for the books and materials given to him/her.

Books should not be left lying about the classrooms, halls, or outside. If books are found they should be taken to the lost and found area. Books must be returned in the same condition as they were when issued. All furniture, equipment, walls, and floors in the classrooms and halls should be used properly and kept clean. If damage is done, the student will have to pay for the repair or replacement of the books, equipment or other school property.

Every student can help to make classrooms and corridors attractive and inviting.

## **Backpacks/Book Bags**

Students will be asked to store their back packs and book bags in the storage area of their classroom.

## **Report Card**

Report cards are sent home at the end of each nine week session. Report cards will also indicate the number of days absent and tardy/early dismissals.

## **Honor Roll (Grades 4-5)**

The Honor Roll is designed to give special recognition for academic achievement. Students receiving 85% average or higher in the basic subjects are eligible to be on the honor roll. Students on the honor roll will receive a special recognition ribbon in their report card at the end of each nine week period.

## **Progress Day Reports**

Progress notices will be sent home at the mid-point of each nine weeks. A reporting date schedule is included in this handbook. Refer to school calendar on back cover of this handbook.

## **Student Government**

Student Government members will be elected by the student body (Grades 4-5) the first month (September) of school. The council will include two (2) homeroom representatives elected from each section of grades 4-5, to attend monthly meetings. Representatives will offer suggestions and keep homeroom students updated on council activities.

## **Birthday Parties/Other Parties**

**No parties for students or teachers during the school day. This includes parents sending in treats to celebrate birthdays. No outside food will be permitted in the classrooms or building.**

Parties for holidays will be coordinated with the homeroom teachers, parent council members, and principal. Refreshments for all parties will be served in the cafeteria or homeroom.

## **Gift Exchange**

There will be no gift exchange during the Christmas season. Each student will receive a complimentary gift from the Parent Council.

## **Sales**

Students are not permitted to sell any products or take orders for sales in school or on the bus.

## **Bus Evacuation Drills**

A bus evacuation drill is conducted in the fall and spring each school year. These drills may be held more often if school officials feel it is necessary.

## **Emergency Evacuation Drill**

The school will conduct emergency evacuation drills each school year.

## **Parent Council Organization**

The school encourages parents to join the district's Parent Council Organization. This group of parents meets one time each month (except January) throughout the school year. Meeting dates and times will be listed on the monthly calendar.

## **School Pictures**

School pictures are taken of every student each year for school records. It is optional if parents buy these pictures. Picture day will be posted on the monthly calendar.

## **Spring Pictures**

Students are photographed in the spring. Parents may or may not purchase these pictures. The date will be announced.

## **School Yearbook**

Our school will offer the students a school memory book (yearbook) filled with pictures of school activities and individual student pictures. Yearbook sale will start in May and run through the month. The cost of the book will be announced. The yearbook will be delivered in the Fall of the following year.

## **Truant Officer**

Mr. Craig Miller of Carmichaels is the truant officer for the school district. Mr. Miller's duties include serving notice to the parents/guardians of students who are truant/or absent from school illegally. Please refer to the district policy on attendance for complete details covering attendance.

## **Students Riding Other Buses**

All students will be assigned one bus to school and one bus home. Any transportation change must be done in the office, on a request form, by parent.

## **Lunch With Students**

Parents will not be permitted to have lunch with their child. Please understand that this is necessary to ensure the safety of our students and to expedite the lunch serving process.

## **Literature Rack**

Students and parents are welcome to select any of the announcements or information from the rack located in the hall area near the office.

## **Schedule**

The schedule this year will rotate every 2 days for special subjects: music, library, computer, and physical education. Your child's homeroom has been assigned a section letter (M-I-K-E). After a few days, students will become accustomed to the day of their special classes. If you have any questions, please call the Elementary Center office.

## **Student Arrival/Dismissal Instructions**

### **Arrival Time**

8:15 a.m. – 8:35 a.m.

Classroom Supervision begins at 8:15 a.m. Any student arriving before 8:00 a.m. must be pre-approved by the principal with documentation on file in the office. Supervision will not be provided before 8:00 a.m.

### **Entering Building**

All students will enter the building through the main entrance door. Students are to walk on sidewalk and use the cross-walk for safety.

### **Parent Transported Students**

8:15 a.m. – 8:35 a.m.

Students will be dropped off by the kindergarten/flagpole parking area. Students will use sidewalk and walk around building and enter front door. **There will be no drop off in front of the building parking lot. Parents may park in a parking spot and escort their child in the building.**

### **Parents Calling School Office**

For safety reasons, when parents call the office with a request they may be asked to know the student's birth date or other pertinent information.

## **Release of Students**

Students are released to the parent/guardian of record only. A parent/guardian must give advance written notice to the school when requesting a child be released to other designated persons. School personnel may require persons who are requesting to pick up children from school to show proper identification.

## **Dismissal Times**

Bus Students: first group – 3:15 p.m., second group – 3:20 p.m., third group – 3:25 p.m., parent transported students – 3:12 p.m.

## **Parent Transportation**

Students that will be transported by parents must have a note on file that parents will pick up student for the year or parents may send a note daily to the teacher. A list will be maintained in the office. **Walker notes are not kept year to year, so beginning every school year a new note will have to be submitted to the office.**

## **Parent Transportation Student Pick-Up**

1. Parent will park in a parking space on the school campus.
2. Parent will come inside the center between 3:12 – 3:25 p.m. and report to the Cafeteria.
3. Parent will sign student out.
4. Parents and students will exit the building through the back door.
5. Students are not permitted to exit the building unattended.

## **Early Dismissal For Appointments / Other**

Student excused before 3:30 p.m. will be marked an early dismissal.

Appointments and early dismissals should be for emergency reasons only! When a parent must pick up a student for an appointment or emergency, they will stop in the office to have the student excused. Office personnel will call the room for the student. Early dismissals are not to be used for personal convenience!

## **Cafeteria Policy**

The cafeteria's menu link has been recently updated on the website ([www.carmarea.org](http://www.carmarea.org)). It is located on the left side of the page and is called Sodexo education link and includes menus, links to Nutritional Guidelines, School Links, Children's activities and other Sodexo material. Contact information for our cafeteria manager is also listed.

## **Applications**

Students in Grades 1-5 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.

## **Supervision**

Staff members will supervise lunch periods. Staff members are not permitted to heat lunch items for students.

## **Prices**

Prices for Elementary and Secondary are as follows: Student's Reduced Breakfast (Elementary & Secondary) - 30 cents; Students Regular Breakfast (Elementary & Secondary) - \$1.10; Student's Reduced Lunch (Elementary & Secondary) - 40 cents; Student's Regular Lunch (Elementary) - \$2.05; Student's Regular Lunch (Secondary) - \$2.25; Adult Breakfast - \$1.55; Adult Lunch - \$3.20; Milk - 35 cents; 4 Oz. Juice - 30 cents.

## **Point of Sale System (POS)**

A computerized debt system is in place that allows for prepayment for both meals and ala carte items. Part of the identification process includes a picture which will be updated annually. You may deposit funds at any time during the month. Please make check payable to **Carmichaels Area Food Service Fund**. Payments should be made by check or money order. Please send the check/money order in a sealed envelope with the following information on the outside of the envelope: Student Name, Grade, Homeroom Teacher and Amount. Envelopes may be deposited in the collection boxes located in each cafeteria. You can also pay on line with the Parent Portal, there is a fee involved.

## **Bullying/Cyberbullying Policy**

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

Bullying 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. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Students who violate the Bullying Policy will be subject to punishment as per the District Discipline Code.

## **School Attire/Dress Code**

Students dress shall conform to contemporary community standards of health, decency, safety, optimum learning conditions, and good taste. Student should refer to adopted dress code.

- Cleanliness must be maintained in all aspects of personal appearance.
- Students are required to wear tennis shoes during physical education class and intramural games.
- Common courtesy dictates that hats/caps should not be worn in the school building. (Boys & Girls)
- Parents should dress children according to weather conditions for outdoor recess.



- Shoes and sandals must have a back or strap to secure shoes to the foot. This is for safety reasons.
- Note that any dress or grooming which is disruptive or distracting to the educational process is not acceptable

\*Refer to the District Dress Code for further regulations.

\*Note that any dress or grooming which is disruptive or distracting to the educational process is not acceptable.

## Jackets/Coats

Students are not permitted to wear coats or jackets in class during the school day.

## **DRESS AND GROOMING-STUDENTS**

### 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.[\[2\]](#)

#### Tops

Students are not permitted to wear tops that are:

- 1.Low cut or exposing.
- 2.Reveals bare midriiffs 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 recess detention.

3rd Offense: Three (3) days recess 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, the 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.

## Bookbags

Bookbags will be permitted, but MUST remain in the students' homeroom. Bookbags are NOT permitted to travel to classrooms.

## Attendance

### 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. Nonschool-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 post secondary 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 nonschool-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:

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.

Any student missing 3 consecutive days in a row must provide doctor's excuse for 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 purposes of the School Attendance Improvement Conference is to examine the student's absences and reason 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 parent 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 if 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 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 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 test, 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

It shall be the policy of the Carmichaels Area School District that in order to participate in any co-curricular or extra-curricular activity, said student should be in attendance for the full day on the day of the activity unless medical documentation is provided. There is a 3 strike policy on school tardiness. Tardy 1 is a warning. On the 2nd Tardy, the student-athlete will be put on probation. The 3rd 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.

It is further understood that once a student misses twenty (20) days in a semester, said student is ineligible for participation in any school-related activity until student is in attendance for forty-five (45) school days following your 20th day of absence. It is understood that said ban will be in full effect until the forty-five day limit is verified by the attendance office.

#### Discipline

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

\*\*\*\*\*ATTACHMENT - 204 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 (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. (8:35 a.m. - 10:35 a.m.)

Students leaving during the last two hours of the school day will be counted as Early Dismissal. (1:12 p.m. - 3:12 p.m.)

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

## **Co-Curricular Activities**

It shall be the policy of the Carmichaels Area School District that in order to participate in any co-curricular activity, students and student athletes must be in attendance for the full day of the activity unless medical documentation is produced or other extenuating circumstances are verified to the principals.

## **Violations**

All violations/violators are subject to the attendance law/regulations of the Public School Code of 1949, as amended or other applicable laws or regulations.

Excessive violations/violators of these policies will necessitate the following action:

For all students regardless of age, dependent petitions will be filed against them with the District Justice and/or Children & Youth Services.

## Use Of Medications

CASD School Board has a Medication Policy. Students who take medication (including over-the-counter drugs) during school hours must obtain a medication form from the appropriate office or the school nurse, have the form completed by the physician prescribing the drug, and return the completed form to the appropriate office or the school nurse. This policy is in place for the safety of everybody.

## School Health Services

The following are provided by the School Nurse, in compliance with School Code:

1. Vision Screenings - Grades Kindergarten through Twelve
2. Hearing Screenings - Grades Kindergarten, One, Two, Three, Seven and Eleven
3. Growth Screenings - Measuring height and weight - Grades Kindergarten through Twelve
4. Physical Examinations - Grades Kindergarten, Six and Eleven
5. Dental Examinations - Grades Kindergarten, Three and Seven
6. Scoliosis Screenings - Grades Six and Seven
7. Medication forms and forms for physical and dental exams can be downloaded from the school's website. Follow the school nurse's link on the left side entitled Healthy Children.

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.**

## IMMUNIZATION REQUIREMENTS:

School immunization laws require all students in grades K thru 12 to show proof of the following:

- Diphtheria & Tetanus...4 properly spaced doses with the last dose given on or after child's fourth birthday
- Polio.....3 properly spaced doses
- Measles, Mumps, Rubella...2 properly spaced doses with the first dose given on or after the child's first birthday
- 2 doses of varicella (chickenpox) vaccine or history of disease.
- Hepatitis B vaccine...Three properly spaced doses

Students attending 7<sup>th</sup> grade in will need:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years have elapsed since last tetanus shot)
- 1 dose of meningococcal conjugate vaccine (MCV)

Please check with your family physician to update your child's immunizations and give any updated information to Mrs. Donaldson, School Nurse.

No student will be permitted to begin school unless they are properly immunized, or signing a release stating your moral or medical objection to the immunizations. If you have any questions, please call the school nurse at 724-966-5045, ext. 1243.

## Lice

<p><b>Pennsylvania Department of Health</b></p> <p><b>HEAD LICE FACT SHEET</b></p> <p><b>Overview</b> The head louse, or <i>Pediculus humanus capitis</i>, 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 lay close to the human scalp. Head lice are not a medical or public health hazard. Head lice are not known to spread disease.</p> <p><b>Head lice have three forms:</b></p> <ul style="list-style-type: none"> <li>• <b>Eggs:</b> Nits are lice eggs laid by the adult female head louse at the base of the hair shaft nearest the scalp. Nits are white, attached to the hair shaft and are oval shaped and very small (about the size of a knot in the hair) and hard to see. Nits often appear yellow or white although lice nits sometimes appear to be the same color as the hair of the infested person. Nits are often confused with dandruff, scales or hair spray droplets. Head lice nits usually take about eight to nine days to hatch. Eggs that are heavy or hatch are usually treated as nits even though they hatch from the base of the hair shaft. Nits hatched further down the hair from the base of the 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.</li> <li>• <b>Nymphs:</b> A nymph is an immature form that hatches from the nit. A nymph looks like an adult head louse, but is smaller. To lay an egg, a nymph must feed on blood. Nymphs mature into adults about nine to 13 days after hatching from the nit.</li> <li>• <b>Adults:</b> The fully grown and developed adult louse is about the size of a sesame seed. They lay eggs and lay the eggs on the scalp. 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.</li> </ul> <p><b>Signs and Symptoms</b> Head lice and their eggs are found almost exclusively on the scalp, particularly around and behind the ears and near the neckline at the back of the head. Lice or lice eggs are found on the eyelashes or eyebrows but this is uncommon. Head lice tend to bite the scalp with their legs and cause an area of each of these six legs. Head lice may be somewhat firmly on the hair shaft and can be difficult to remove even after the dry shampoo has been used. The signs and symptoms of head lice infestation are:</p> <ul style="list-style-type: none"> <li>• Itching (feeling of something moving in the hair).</li> <li>• Itching, caused by an allergic reaction to the bites of the head louse.</li> <li>• Irritability and difficulty sleeping (head lice are more active in the dark), and</li> <li>• Sores on the head caused by scratching. These sores can sometimes become infected with bacteria found on the person's skin.</li> </ul> <p><b>Causes and Transmission</b> Head lice are spread by crawling. They <b>cannot jump or fly</b>. 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).</p>	<p>include playground, cluster parties, camp). Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.</p> <p>Although uncommon, head lice can be spread by sharing clothing or belongings. This happens when lice crawl, or are attached to that have been laid on the shared clothing or belongings. Examples include:</p> <ul style="list-style-type: none"> <li>• Sharing clothing, hats, scarves, coats, sports uniforms or articles like pillows, blankets, combs, brushes, towels, rubber-soled footwear, shoes or used hair-dressing products and</li> <li>• Lying on a bed, couch, pillow or carpet that has recently been in contact with an infested person. Shoes, coats and other articles <b>do not</b> lay a role in the spread of head lice.</li> </ul> <p><b>Risk Factors</b> Head lice are found worldwide. In the United States, individuals with head lice is most common among preschool children attending child care, elementary school children 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 10 to 15 years of age. In the United States, infestation with head lice is most common among African-Americans than among persons of other races, possibly because the close of the head hair provides more opportunity for the head louse to better attach to grasping the shape and width of the hair shaft of other races.</p> <p><b>Diagnosis</b> Identification of head lice infestation is common. The diagnosis of head lice infestation is best made by feeling the scalp or scalp louse on the scalp or hair of a person. Because adult and nymph lice are very small, fine-toothed and rigid light, they are difficult to find. Use of a fine-toothed louse comb may facilitate identification of lice.</p> <p>If itching has not yet begun, feeling the attached form within 1 cm of the base of hair shafts suggests, but does not confirm, the person is infested. Fine-toothed combs are used to comb the ears and near the base of the neck. With hair pulled behind the head, 8 inch from the base of the hair shaft are placed slowly straightly behind or ahead. 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 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.</p> <p>If no nymphs or adults are seen, and the only nits found are more than 1 inch from the scalp, then the infestation is probably old and no longer active – and does not need to be treated.</p> <p><b>Treatment</b> (See head lice treatment)</p> <p><b>Prevention</b> The following are steps that can be taken to help prevent and control the spread of head lice:</p> <ul style="list-style-type: none"> <li>• Avoid head-to-head contact during play and other activities at home, school and elsewhere (sports activities, playground, cluster parties, camp).</li> </ul>	<ul style="list-style-type: none"> <li>• Do not share clothing such as hats, scarves, coats, sports uniforms, hair brushes or hairnets.</li> <li>• Do not share combs, brushes or towels. Disinfect combs and brushes used by an infested person by making them hot water (at least 100°F) for five to 10 minutes.</li> <li>• Do not use hairbrush, combs, pillows, carpets or stuffed animals that have recently been in contact with an infested person.</li> <li>• Washed wash and dry clothing, bed linens and other items that an infested person uses or that during the last day before treatment, using the hot water (100°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry cleaned or washed in a dry-cleaning and dried for two weeks.</li> <li>• Vacuum the floor and furniture, particularly where the infested person sat or lay. However, 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.</li> <li>• Do not use hair-care products on hair. They do not necessarily kill crawling head lice and can be toxic if inhaled or absorbed through the skin. To help control a head lice outbreak, use a pediculicide on the scalp. Pediculicides can be applied to the scalp by a health care provider that may spread head lice community, school or camp. Pediculicides can be applied to the scalp by a health care provider.</li> </ul> <p>Additional Information Centers for Disease Control and Prevention: <a href="http://www.cdc.gov/nczod/dzdx/headlice.html">http://www.cdc.gov/nczod/dzdx/headlice.html</a></p> <p>This fact sheet provides general information. Please contact your physician for specific clinical information.</p> <p>Last reviewed/updated: June 20, 2016</p>
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## Discipline

The Carmichaels Area School District believes that the purposes, goals, and objectives of the school can only be attained to the extent that pupil conduct contributes to an atmosphere which is conducive to efficient, effective, and harmonious learning activities.

It is the philosophy of the District to establish rules and procedures with the intent to provide a secure, safe, and nurturing school environment. The District Discipline Code will be enforced when necessary.

Fighting using physical means to settle a disagreement is not acceptable. Any physical confrontation that may result in disciplinary action by the administration may result in the involvement of local law enforcement as well as a severe fine involving the magistrate or juvenile court system.

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.

## Searches

An administrator, District security officer, or staff member may seize any evidence indicating that a student is violating or has violated that law or school rule. School officials are authorized to search a student's personal possessions when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population. A student who refuses may be disciplined under the District Discipline Code. Action may include suspension or expulsion.

## **School Responsibility**

The School is responsible for students:

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

## **Behavior Management**

Will be scheduled and supervised by an employee for students that are assigned behavior management. Parents will be notified prior to student receiving this assignment.

## **After School Detention**

Students may be assigned after school detention (60 minutes) by the elementary principal. Parents will be notified in advance by phone or mail, so that families can make arrangements to pick up their son/daughter after the detention time at the Elementary Center.

## **ALMA (student management 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 left side. To obtain a log in, call the Administration Office at 724-966-5045, Ext. 4272.

## **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 legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX and Section 504.

## **Internet - Acceptable use of Internet**

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 fileserver 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.

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 development 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. Non-work 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 service 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 others 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.

## **School Closing 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**

## **Promotion And Retention**

The Board recognizes that the emotional, social, physical and educational growth of students will vary and that students should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the policy of the Board that each student shall be moved forward in a continuous pattern of achievement and growth that corresponds with his/her own development and the system of grade levels and academic standards established for each grade.

A student shall be promoted when he/she has successfully:

1. Completed the course requirements at the presently assigned level.
2. Achieved the academic standards established for the present level based on the professional judgment of his/her teachers and the results of assessment.
3. Demonstrated proficiency to move ahead to the educational program of the next level.

4. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level.

The Superintendent shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before she/he is retained.

The recommendation of the classroom teacher shall be required for promotion or retention of a student. Parents/Guardians shall be informed well in advance of the possibility of retention of a student.

The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

### **Grades K-1-2-3-4-5**

Students who have a failing average in two (2) of the core subjects shall not be promoted to the next grade level, the core subjects being Math and English/Language Arts, Social Studies, and Science as per the district grading policy at each grade level.

### **Promotion on Advisement**

An alternative to retention is promotion on advisement. This approach is to be used when a student is achieving significantly below grade level and when retention shall be judged to cause an undue social or emotional adjustment or when retention would not have a reasonable change of benefiting the child's overall development. Promotion on advisement shall not be considered for the student who is in his/her present grade assignment as a result of a promotion of advisement.

## **DRILLS**

Scheduled drills will be held throughout the school year to insure the safe and orderly response to emergency situations. Students should move in a quick and orderly manner to designated areas. This includes fire drills, severe drills and ALICE drills.

### **FIRE DRILL INSTRUCTIONS**

**Fire drills, severe drills, and ALICE 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

**Severe Drills:** One severe drill will be conducted per year as determined by the state.

**ALICE Drills:** Two ALICE drills will be conducted; one in the month of October and one in the month of February.

The signal for a fire drill is the ringing of the fire gong located in the corridors.

Compliance with the following rules will assure safe and orderly fire drills:

1. Follow the directions posted in the room.
2. Walk briskly from the building in single file.
3. Refrain from talking.
4. Upon reaching the outside, walk far enough from the building to leave the exits clear for others.
5. When outside, stand in a quiet and orderly fashion in the grassy areas.



6. Take class attendance list to fire drill. Roll must be checked outside and anyone missing must be reported to the principal or fire chief.
7. Re-enter the building when instructed to do so.

#### DIRECTIONS WILL BE POSTED IN EACH AREA

In case of fire or other emergency, the person first aware of the condition will turn in the alarm and then immediately notify the office. The secretary will report the emergency to the Fire Company.

### **School/Parent Compact - School**

The Carmichaels Elementary Center will provide high quality curriculum and instruction in a supportive and effective learning environment that will enable success for every student and:

1. Will treat each child with dignity and respect.
2. Strive to address the individual needs of each student.
3. Acknowledges that parents are vital to the success of this school and its students.
4. Provide a safe, positive and healthy learning environment for each student.
5. Will assure every student access to quality learning experiences appropriate to their development.
6. Will assure that school staff communicates clear expectations for performance to both students and parents.
7. Will assure appropriate participation of parents in the decisions relating to the education of their children.

### **School/Parent Compact - Parent**

I realize the importance of working cooperatively with the school. I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I join with the Carmichaels Elementary Center by carrying out the following responsibilities to the best of my ability:

1. Create an atmosphere that supports learning by encouraging reading activities.
2. Send my child to school regularly, on time, well-fed and well-rested.
3. Monitor assignments and encourage homework completion.
4. Review all school communications and respond promptly.
5. Attend school functions and conferences.
6. Encourage my child to demonstrate respect for school personnel, his/her classmates and school property.
7. Participate in decisions relating to the education of my child.

## **School/Parent Compact - Student**

I realize that my education is important. I know that I am responsible for my own success. Therefore, I agree to carry the following responsibilities to the best of my ability:

1. Get to school on time every day.
2. Develop a positive attitude about school.
3. Return completed homework on time.
4. Be a cooperative learner and carry out the teacher's instructions and directions.
5. Ask for help, when needed.
6. Be respectful to school personnel, other students and school property.
7. Participate in appropriate extra-curricular activities.

## **Bus Information**

It is our privilege to furnish eligible students with the safest transportation possible as they travel between home and school and on school related trips. In order to protect all students riding Carmichaels Area school buses, safety precautions are a must. Your help is needed because safety is everyone's responsibility.

Any student who repeatedly violates the safety precautions and /or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Principal or his designee. The Discipline Code requirements will be followed on District buses.

- The driver is in full charge of the bus and students. Students must obey the driver at all times and follow the rules for riding the bus.
- Bus transportation in the State of Pennsylvania is a "privilege", not a "right". If the District exercises its discretion not to transport a student, the parents are solely responsible, and are required, to provide transportation.
- Students may be videotaped at anytime while on the bus. School bus videotapes may be shown for discipline purposes to individuals with a need to know at the discretion of the school Principal or the Principal's designee.
- Students must be at the bus stop on time. The bus will not wait for students that are tardy.
- Avoid horseplay at the bus stop and always respect the privacy and property of others. A student's parent or guardian has the responsibility for the control and direction of students at the bus stop.
- Students must ride their assigned bus and cannot board or depart the bus at any time other than their regular stop, unless authorized by the Principal or Principal's designee.
- Enter the bus in an orderly manner and sit in assigned seat if designated by the Principal or driver.
- Remain seated and facing forward at all times when the bus is moving.
- Keep all portions of the body inside the bus.

- No eating or drinking is permitted on the bus.
- It is a felony to throw any items out of the windows of the bus. Students and parents will be held responsible.
- Students and parents will be held responsible for all vandalism to the bus. Restitution will be required.

**Most written bus offenses will follow this procedure:**

**First Offense:** Verbal Warning

**Second Offense:** Five day loss of bus privileges

**Third Offense:** Ten day loss of bus privileges

**Fourth Offense:** Fifteen day loss of bus privileges

**Fifth Offense:** Loss of bus privileges for the remainder of the school year.

**The Carmichaels Area School District reserves the right to deny a student bus privileges for the remainder of the school year, depending on circumstances, at the discretion of the Principal.**

**Annual Public Notice of Child Identification Activities**

The Carmichaels Area School District uses the following procedures for screening, identifying, and evaluating specified needs of school-ages 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 ongoing basis and referrals are made when needed.

From time to time the School District will administer standardized test 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 test 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, and 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 call 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 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 Right 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 parent and only to school official 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 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 or 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 students' rights, and to have a hearing if the 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 students 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 Area Middle-Senior High School, 215 N. Vine Street, Carmichaels, PA 15320 or call 724-966-5045, ext 2253.