

Clarion Area Elementary School Student Handbook 2016-2017

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***THE MISSION OF CLARION AREA ELEMENTARY SCHOOL TOGETHER
WITH FAMILIES IS TO PROMOTE A SCHOOL COMMUNITY WHICH
NURTURES AND GUIDES OUR STUDENTS TO ACHIEVE
THEIR POTENTIAL.***

Please use this sign off sheet- not the one included in the handbook.

**Clarion Area Elementary School
Review and Receipt of the Clarion Area Elementary School Handbook
&
Permission to Photograph**

Parents & Guardians,

Thank you for assisting Clarion Area in reviewing the expectations of our school with your child. Our partnership with you provides a supportive team to surround your student. This year we have developed a parent sign-off sheet. We have paired this sign off with the permission to photograph form. Please read each portion of the following document and sign off as you feel comfortable. Please return this sheet to the homeroom teacher by **Monday, August 29.**

Please Print Clearly

Student's Name: _____ Grade: _____

Parent/Guardian name(s): _____

Teacher Name: _____

Review and Receipt of the Clarion Area Elementary School Handbook

Parent/Guardian signature below indicates:

- We have received, read, and agree to abide by all of the school policies and operational procedures as set forth in the 2016-2017 Clarion Area Elementary School Student Handbook.
- We recognize that all students at Clarion Area Elementary School are held accountable for acting in accordance with the contents of this student handbook, both during regularly scheduled school hours and at all school sponsored events.

Parent/Guardian Signature: _____ Date: _____

Permission to Photograph:

Please check one of the following:

_____ I give permission for my son/daughter to be photographed or videotaped and for images of my child to be published in print and/or electronically with his/her name. Purposes may include, but are not limited to: photographs on the school website, local newspaper photos, teacher/student teacher portfolios, presentations by our staff, etc.

_____ I do not give permission for my son/daughter to be photographed or videotaped.

Parent/Guardian Signature: _____ Date: _____

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Student Rules and Regulations for the 2016-2017 School Year

Note: This document supersedes student rules and regulations issued for any previous school year.

Introduction

A safe and orderly environment is a precursor to efficient and effective learning. The student rules and regulations that follow have been developed with this need in mind. Whereas it is the school's responsibility to ensure this environment, it is the responsibility of parents and students to review and understand the policies contained herein. Questions regarding these policies should be directed to the building principal. This handbook is also available on the web as a PDF File at the elementary school's website: <https://sites.google.com/a/clarion-schools.com/elementary-school/>. Go to "Essential Info" then "Elementary Student Handbook".

Definition of Privileges

Privileges referenced in this handbook shall include, but are not limited to: field trips, assemblies, pep rallies, dances, and participation in sports or other extracurricular activities, etc. Students suspended or expelled from school are not permitted to attend any school sponsored event whether on Clarion Area School District properties or at another venue.

Corporal Punishment

Corporal punishment is not permitted in the Clarion Area School District. This regulation, while barring staff from utilizing physical force to discipline a student, preserves educators' rights to use force to quell a disturbance, obtain possession of a weapon, and defend themselves or their students.

Student Expectations

Behavior

Students will:

1. Demonstrate respect for their peers, teachers, and property;
2. Accept responsibility for their actions and behaviors;
3. Demonstrate a willingness and ability to listen and follow directions; and
4. Report to class on time with all assignments and necessary materials.

Attitude

Students will:

1. Take pride in their work and be self-motivated and enthusiastic participants in their education; and
2. Demonstrate that they value education by actively participating in classroom activities.

Learning

Students will:

1. Develop study skills at a young age; and
2. Apply what they learn by taking risks to utilize higher thinking skills.

Student Rights

Student Rights

Board Policy # 235

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

- Political affiliation;
- Mental and psychological problems potentially embarrassing to the student or his/her family;
- Illegal or anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged and comparable relationships, such as those of lawyers, physicians, and ministers;
- Income, other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

Student Responsibilities

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform to the following:
 - a. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - c. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 - d. Assist the school staff in operating a safe school for all students enrolled therein.
 - e. Comply with Commonwealth and local laws.
 - f. Exercise proper care when using public facilities and equipment.
 - g. Attend school daily and be on time at all classes and other school functions.
 - h. Make up work when absent from school in a timely manner.
 - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 - j. Report accurately and not use indecent or obscene language in student newspapers or publications.

Student Conduct

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

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

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

School rules are to be considered guidelines and are not to be construed as absolute. Extenuating circumstances may exist which might cause punishments to be more or less severe than those listed in the school rules. Special needs students will be disciplined in accordance with federal IDEA standards and regulations and in accordance with the student's IEP. The school reserves the right to deviate from the guidelines below when extenuating circumstances exist. Students and parents are reminded that under Pennsylvania Law students are in the charge of the school district from the time they leave home until they return. Thus, all school rules apply during this time.

Intermediate (Grades 4-6) Disciplinary Hierarchy

The following document will provide a framework for disciplinary action that will occur when administration is involved in the discipline of a student. The goal when enforcing discipline is to correct the undesired behavior with the least intrusive technique, while maintaining order and safety for everyone involved. It is understood that the classroom teacher, in most situations, will make attempts to correct behaviors before seeking administrative assistance.

Violation	1st Offense	2nd Offense	3rd Offense +
Unauthorized use of an item that distracts learning	Parent Contact Recess Detention 1 day Confiscation of item until the end of the day	Parent Contact Recess Detention 1-3 days Confiscation of item until parent chooses to pick up	Parent Contact Recess Detention 3-5 days Confiscation of item until parent chooses to pick up
Disruptive behavior	Parent Contact Recess Detention 1 day	Parent Contact Recess Detention & Lunch Detention 1-3 days	Parent Contact/Conference Recess Detention & Lunch Detention 3-5 days
Misbehavior in an assembly/event	Warning	Parent Contact Removal from the assembly or event	Parent Contact Restricted from the next assembly or event
Inappropriate remarks, acts, teasing, name calling, etc.	Parent Contact Recess Detention 1 day	Parent Contact Recess Detention & Lunch Detention 1-3 days	Parent Contact Recess Detention & Lunch Detention 3-5 days Referral to Guidance Counselor
Profanity including gestures	Parent Contact Lunch Detention 1 day Written apology	Parent Contact Recess Detention & Lunch Detention 1-3 days Written apology	Parent Contact In-school suspension 1-3 days Written apology
Consistent lack effort, incomplete work, missing assignments, etc.	Parent Contact Recess Detention 1 day to complete missing work	Parent Contact Recess Detentions as necessary to complete all missing work	Parent Conference Recess Detentions & lunch detentions as necessary to complete all missing work
Bullying	Parent Contact In-school suspension 1-3 days Referral to Guidance Counselor	Parent Conference In-school suspension 3-5 days Referral to Guidance Counselor	Parent Conference Out of school suspension 1-3 days Referral to Guidance Counselor
Contact with intent to harm	Parent Contact Recess Detention & Lunch Detention 1-3 days	Parent Contact In-school suspension 1-3 days Referral to Guidance Counselor	Parent/Student/Principal Conference In-school suspension 3-5 days Referral to Guidance Counselor
Academic Dishonesty	Parent Contact Lunch Detention 1 Day Alternate assignment	Parent Contact Lunch Detention 1-3 days No credit given	Parent Conference Recess Detention & Lunch Detention 3-5 days No credit given

Vandalism	Parent contact In-school suspension 1 day Restitution	Parent contact In-school suspension 1-3 days Restitution	Parent contact Out of school suspension 1-10 days Restitution
Theft	Parent contact In-school suspension 1-3 days Restitution	Parent contact In-school suspension 3-5 days Restitution	Parent contact Out of school suspension 1-10 days Restitution
Possession of dangerous items (fireworks, matches, etc.) or look alike weapons	Parent Conference Out of school suspension 1-3 days Possible referral to law enforcement	Parent Conference Out of school suspension 3-5 days Possible referral to law enforcement	Parent Conference Out of school suspension 6-10 days Possible expulsion Possible referral to law enforcement
Possession of a weapon	Parent Conference Out of school suspension 5-10 days Possible expulsion	Parent Conference Out of school suspension 5-10 days Possible expulsion	Parent Conference Out of school suspension 5-10 days Possible expulsion
Minor Verbal Threat	Parent Conference In-school suspension 1-3 days Referral to Guidance Counselor	Parent Conference In-school suspension 3-5 days Referral to Guidance Counselor	Parent Conference Out of school suspension 1-5 days Referral to Guidance Counselor
Major Verbal Threat	Parent Conference In-school suspension 3-5 days Referral to Guidance Counselor Possible Expulsion Possible referral to law enforcement	Parent Conference Out of school suspension 1-5 days Referral to Guidance Counselor Possible Expulsion Possible referral to law enforcement	Parent Conference Out of school suspension 5-10 days Referral to Guidance Counselor Possible Expulsion Possible referral to law enforcement

Explanation of consequences:

Recess Detention: Student will complete work or read in the office while monitored by staff.

Lunch Detention: Student will be escorted to the front of the lunch line and will eat privately in the office.

In-school suspension: Student will visit the homeroom teacher prior to 8:15 to gather materials for the day. Student will spend 8:15-2:40 in the office to complete work, read, etc.

Out of school suspension: OSS is removal from school for 1-10 days. Removal for greater than 10 days is considered an expulsion. Students who are suspended, whether in or out of school, will be afforded due process and will be permitted to make up all classwork including tests and quizzes. Students and parents will be given the opportunity for an informal hearing when a suspension exceeds three (3) days. Students serving OSS may not attend school or school functions.

The aforementioned consequences will serve as a framework, or guide, when issues arise. The building principal will evaluate each situation on an individual basis and will act accordingly.

Accident Insurance for Students

Board Policy #211

Students participating in the following activities require insurance:

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

Assault

Board Policy #218

No student shall assault or cause or attempt to cause physical injury to, or intentionally behave in such a way as could reasonably cause physical injury to any school employee or person in any school building, on any school bus, or off the school grounds at any school activity, function, or event, before, during or after school. Students found guilty of assault will be subject to a suspension of at least three (3) days and may lose one (1) or more privileges. Counseling may also be required for repeat offenders. Students may also face referral to law enforcement and/or expulsion. Alternative placement may also be required.

Attendance

Attendance

Board Policy # 204

Attendance is required of all students enrolled in the district when school is in session. Students may be excused from school for temporary absences when evidence is provided of mental, physical, or other urgent conditions.

Reasonable cause for absence includes: illness, quarantine, death in the family, and family educational trips. With the permission of the principal or his/her designee, college visitations are approved absences. Written verification of attendance is required from the college admissions office. The following are not approved reasons for absence or tardiness: car or ride trouble, missed bus, oversleeping, or alarm clock failure.

Description of absence	Result	Consequence
Absence number 1-20	Deemed as a parental excused day, medical excused day, or educational/religious observation day- 20 max per year	No consequence
Absence number 21 & beyond	Deemed as an illegal day unless a medical excuse is provided	1 st & 2 nd offense- warning letter 3 rd and beyond- submission to CYS and the district magistrate

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

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

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

Absences beyond the permitted 20 parental excused days, in which a medical excuse is not provided to the district, will be deemed as an illegal/unexcused day. When a day is deemed illegal, parents/guardians will be issued a warning letter. After two such warnings, each illegal absence shall result in the forwarding of a second notice, which provides for appearance before a district magistrate with accompanying fines.

All students arriving after the 8:15 AM bell must report to the office with a parent or guardian before proceeding to homeroom or class.

The following attendance system will be used in the elementary school:

- Students will be marked tardy when arriving between 8:15 and 9:20.
- Students will be marked as ½ day absent (AM) when arriving between 9:20 and 11:30.
- Students will be marked as full day absent when arriving after 11:30.
- Students will be marked as ½ day absent (PM) when dismissed before 1:40.
- Students will be considered as early dismissal when departing after 1:40.

Students who are absent, for the full day, may not participate in any after school activity. To achieve perfect attendance a student may not have absences, neither full or ½ day.

Clarion County Truancy Procedure 2013-14 as directed by the Clarion County Judicial System:

CLARION COUNTY TRUANCY PROTOCOL

A. References:

1. Truancy Statute: 24 P.S. §13-1333, 1338, 1338.1, 1338.2, 1341, 1343
2. Dependency Statute: 42 Pa.C.S.A. §6302(5)
3. Child fails to adhere to District Judge order: 42 Pa.C.S.A. §6303(a)(1)
4. Basic Education Circular (BEC) on truancy (2006): 24 P.S. §13-1327
5. Adjudication alternative program (ARD): 42 Pa.C.S.A. §1520

B. Truancy Procedure:

1. As initiated by the school
 - a. An unlawful absence is, an absence:
 - (1) for which the school district has not received an authentic, valid written excuse within 3 days; or
 - (2) after 10 days cumulative lawful absences for which no physician's excuse is timely received by the school.
 - b. School district shall immediately inform the parents/guardians in writing upon each incident of unlawful absence.
 - c. After third unlawful absence:
 - (1) School will complete a Truancy Referral Form (Attachment II) and schedule a TEP meeting, entering the date and time on Attachment I. TEP meetings will be scheduled by the school districts based on the following days:

Monday:	AM - Redbank
	PM - Union
Tuesday:	AM - Clarion-Limestone
	PM - AC Valley
Wednesday:	AM - Keystone
	PM - Clarion Area
Thursday:	AM - North Clarion
 - (2) School shall send the letter (Attachment I) to the parents/guardians by both regular and certified mail.
 - (3) Children and Youth Services (CYS) will be notified by forms attached (see Attachments I and II). School will not have direct contact with Clarion County's Promise Family Group Decision Making Coordinator (FGDM) until written consent has been obtained.
 - (4) If student is open with the Juvenile Probation Office (JPO), school will notify JPO, based on the monthly reports sent by JPO to the districts.
 - (5) Within 1 business day of receipt of the Truancy Referral Form and a copy of Attachment I, CYS will forward both to the FGDM.
 - (6) The TEP shall incorporate strategies to avoid further absences and shall be in writing and should be in substantially the same format as the form attached (Attachment III).

- (7) A CYS worker and/or JPO will attend the TEP conference if the student is currently open with CYS or under the supervision of JPO.
- (8) The TEP will be distributed by the school to:
 - a. parents/guardians,
 - b. student,
 - c. CYS,
 - d. and all parties present at the TEP, with parental/student agreement.
 - e. Copy retained by the school.
 - f. School will assure the parent/guardian and student signs release for plan to go to CYS; if plan is to be distributed to parties not present at the TEP meeting, CYS or FGDM will work with family to secure the necessary releases.
- d. Three outcomes can occur after the scheduled TEP meeting:
 - (1) The student has no further unlawful absences this school year (the matter is concluded), or
 - (2) The school is unable to complete the TEP. If plan is not obtained, and one additional unlawful day occurs, then school will:
 - a. send a notice of excessive absences (Attachment IV), and
 - b. file a citation with the District Judge.
 - c. Copy CYS the letter (Attachment IV) and a copy of the citation.
 - (3) If the TEP is completed, but the child has further unlawful absences:
 - a. after each absence, the school will send notice when student is absent to parents/guardians and to CYS and JPO, as appropriate.
 - b. On the 1st unlawful absence after the TEP meeting has occurred, school will file citation for original truancy hearing with the District Judge and copy CYS, or JPO as appropriate, with the citation. School will also, if it has not previously done so, send CYS a copy of the TEP. School representatives will attend and may have to testify at the hearing before the District Judge.
 - c. Student and parents/guardians will attend and fully participate in the hearing before the District Judge.

Any student in the district whose absence is illegal or unexcused shall have the absence recorded on the state register as illegal or unexcused, but without penalty by school officials for first three (3) days. Subsequent illegal or unexcused absences shall be subject to the loss of one (1) or more privileges. For illegal or unexcused absences, students will not be permitted to make up work or quizzes and exams missed during their illegal or unexcused absence. These lost privileges may include but are not limited to: field trips, assemblies, dances, and participation in sports or other extra-curricular activities.

All students requesting early dismissal must present a valid, written request from the parent/guardian to the attendance secretary. Parents must sign a student in/out when leaving/returning to school during regular school hours.

When a student has accumulated ten (10) days of absence from school the principal or his/her designee shall contact the parents/guardians to explain the procedure for compulsory attendance. The principal or his/her designee may send a letter stating that after twenty (20) days of absence the school district shall term this absence chronic, irregular absence and therefore shall require a doctor's excuse for each additional day of absence.

The district reserves the right to require a doctor's excuse for any questionable absence.

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

Students who miss class as the result of an excused absence may make up all work without penalty. Unexcused or illegal absences may result in a grade of zero for all work missed.

Attendance and Co-Curricular or Extra-Curricular Activities

To be eligible to participate in a co-curricular or extra curricular practice or event a student must be in attendance for the entire school day. Students arriving late will not be permitted to participate in co-curricular or extra curricular activities that day. Exceptions are at the discretion of the building principal and/or his/her designee.

Attendance and Tardiness to School

The following attendance system will be used in the elementary school:

- Students will be marked tardy when arriving between 8:15 and 9:20.
- Students will be marked as ½ day absent (AM) when arriving between 9:20 and 11:30.
- Students will be marked as full day absent when arriving after 11:30.
- Students will be marked as ½ day absent (PM) when dismissed before 1:40.
- Students will be considered as early dismissal when departing after 1:40.

Students with chronic tardiness during any nine-week grading period may be assigned to an after-school School Improvement or loss of privileges. These lost privileges may include, but are not limited to: field trips, assemblies, classroom parties / celebrations, participation in sports or other extracurricular activities, or other activities as determined by the principal. More than three late arrivals during any nine-week grading period will be considered chronic tardiness and may result in suspension and possibly expulsion. Students arriving late to school must be signed in by a parent.

Attendance and Transportation

Parents wishing to alter their child's daily transportation routine must make this change through written communication to the teacher and office staff. This ensures the safety of all students and that students arrive at their intended destination after school by providing clear communication between parent and school. Clarion Area Elementary School will not accept any telephone requests dealing with transportation changes.

Bicycles & Skateboards

Board Policy #223

Bicycles are to be stored in the bicycle racks provided.

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

Book Bags and Purses

Book bags may be used to transport books and school supplies to and from school. However, book bags may not be carried between classes without special permission from the building principal. Exceptions to this rule will be made for medical reasons only. Students who violate this rule will be warned once. Subsequent violations are subject to one (1) or more days of School Improvement, loss of one (1) or more privileges, or one (1) or more days of suspension. Purses are to be no more than 6" x 9" for safety purposes.

Boycotts and Walkouts

Board Policy #218

No student shall participate in any boycott or walkout of any lawful school function, mission, or process at which attendance is required. Students guilty of a boycott or walkout will be subject to one (1) or more days of suspension and/or loss of one (1) or more privileges. Alternative placement may also be required.

Cafeteria Behavior

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

Cheating and Plagiarism

Students guilty of cheating or plagiarizing by any method are subject to grade reduction, suspension of one (1) or more days, loss of one (1) or more privileges and/or a failing grade for the nine week grading period in the specified course.

Confidentiality

Board Policy # 207

Information received in confidence from a student may be revealed by a staff member when the health, safety, or welfare of the student or others is in jeopardy.

Cell Phones and Phone Calls

Students are not permitted to use cell phones or pagers during school hours. Such devices should be turned off during school hours. Parents needing to contact a student may do so by calling the office. Students who violate the cell phone policy will have their cell phones confiscated and turned over to the office where a parent or guardian may pick the phone up. Subsequent violations will result in School Improvement, loss of privileges, suspension, confiscating phone for the semester, exclusion from co-curricular or extra-curricular activities. Students will not be called to the office to answer phone calls during class except in the case of an emergency.

Students who violate rules regarding electronic devices are subject to a warning. Persistent violations may result in one (1) or more days of suspension for insubordination.

Controlled Substances

Board Policy #227

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

In addition to the consequences outlined below for violations of the school's rules regarding controlled substances, students are always subject to one (1) or more days of suspension, and/or loss of one (1) or more privileges and, after a proper hearing, students may face expulsion and/or referral to law enforcement.

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

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

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

Students who, while subject to the school's jurisdiction, use or possess any controlled substance, alcoholic beverage, or any prescription drug other than drugs registered in accordance with Board Policy #227, may be suspended for up to ten (10) days and placed on probation for ninety (90) days. During this time students may be excluded from some or all school related activities including social functions.

Students who, while subject to the school's jurisdiction, are under the influence of any controlled substance, alcoholic beverage, or any prescription drug other than drugs registered in accordance with Board Policy # 227, may be suspended for up to ten (10) days and placed on probation for ninety (90) days. During this time students may be excluded from some or all school related activities including social functions.

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

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

Disrespect, Class Disturbance, and Insubordination

Students guilty of disrespect toward others in the building, whether before, during or after school, or guilty of creating a disturbance within the classroom or hallway, or guilty of insubordination, will be assigned one (1) or more days of suspension and subject to loss of one (1) or more privileges. Under some circumstances students may face expulsion and/or referral to law enforcement. Repeat offenders may receive an alternative placement.

Disruption of School

Board Policy #218

No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, intentionally cause the disruption of any lawful function, mission, or process of the school to which the student is assigned or any other school in the district, nor shall any student urge any other student to engage in such conduct. Students responsible in whole or in part for conducting, organizing, or participating in a disruption of school will be subject to one (1) or more days of suspension and/or loss of one (1) or more privileges. Students may also face expulsion and/or referral to law enforcement.

Dress Code and Grooming

Board Policy # 221

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

The Board authorizes enforcement of rules prohibiting student dress or grooming practices which:

- present a hazard to the health or safety of the student him/herself or to others in the school;
- materially interfere with school work, create disorder, or disrupt the educational program;
- cause excessive wear or damage to school property;
- advertise or promote drugs, alcohol, or tobacco;
- contain vulgar or profane language or images; or
- are sexually suggestive

All clothing must cover the body so as to prevent excessive skin exposure, be free of inappropriate content, fit properly, and be safe in nature. Hats, bandannas, sunglasses, visors, spiked jewelry, and sweatbands are not to be worn.

Students who violate the dress code policy are subject to verbal warning and loss of privileges as defined earlier in this document. Students doing so may be required to change their clothing or be sent home.

The building principal is the final authority in all matters concerning dress code and grooming.

Failure to Comply With Consequences

Students who fail to comply with classroom and administrative consequences may be assigned to in-schools suspension and the teacher or principal will meet with the student and parents to formulate a plan of discipline.

Failure to Report to Assigned Area

Students who cut class, or fail to report to their assigned area, may be assigned to an in-school suspension and may lose one (1) or more privileges as defined earlier in this handbook.

Fighting

Students who initiate or participate in a fight or physical altercation will be subject to an out of school suspension of three (3) days and referral to police. Such students may also lose one (1) or more privileges and/or be placed in an alternative program. Under some circumstances the student may face expulsion.

Fundraising by Students

Board Policy # 229

Student fundraising for organizations outside the school require approval of the superintendent.

Harassment

Board Policy #248

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

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

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

Harassment and/or bullying is not permitted and students who violate this prohibition will be subject to progressive, three-tiered disciplinary action. Tier one consists of a verbal or written warning and loss of privileges. Level two consists of a conference with the actor's parents/guardians, loss of privileges, and possible suspension. Level three consists of a conference with the actor's parents/guardians, suspension, and possible referral to alternative education, law enforcement or outside agencies and possible expulsion from the Clarion Area School District. In addition, students who make false accusations regarding harassment may also be subject to these same consequences.

Bullying

Board Policy # 249

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

- *There is intent to harm* - the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior.
- *There is intensity and duration* - the taunting continues over a period of time and is not welcomed by the target.

Bullying of any type (including cyber-bullying) is not permitted and students who violate this practice will be subject to any or all of the following: verbal warning, counseling component, educational component, parent involvement, law enforcement or outside agencies involvement, School Improvement, one (1) or more days of suspension, alternative placement or expulsion. Teachers and students should report any incidents of bullying to the guidance and/or the high school office. A written report will be completed and filed for each bullying incident by the administration.

Hazing

Board Policy #247

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

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

Students found guilty of hazing are subject to one or more days of suspension and /or loss of one or more privileges.

Reporting Process

Students should report bullying, harassment, hazing, threats, or other rule infractions to a building administrator, teacher or guidance counselor.

Leaving the Building

All students must be signed out by a parent / guardian before leaving the building. Students leaving the building without permission, whether or not they leave school grounds, will be subject to one (1) or more days of suspension and loss of one (1) or more privileges as defined earlier in this policy handbook.

Off-Campus Infractions

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

Profanity

Students who use vulgar or profane language may be assigned one (1) or more School Improvements or subject to a suspension of one (1) or more days. Counseling or alternative placement may also be required for repeat offenders.

Progress Reports

Board Policy # 212

Report cards shall be issued every nine (9) weeks for grades 3-6. Kindergarten through second grade will receive progress reports two times per year.

Parent conferences will be held following the first grading period. Parents will be scheduled on one of three days designated as conference days or at other times as arranged by the classroom teacher and parent.

Student Lockers/Coat Storage Racks

Board Policy # 226

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

The district reserves the right to search lockers/storage areas at any time when reasonable suspicion exists that the locker contains items that may threaten the health or safety of others or which may violate state or federal laws. The use of certified drug-locating dogs is authorized by the Board.

Supplemental Discipline Records

Board Policy #216.1

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

Suspensions and Expulsions

Board Policy #223

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

Students who are suspended, whether in or out of school, are permitted to make up all class work including tests and quizzes.

Students and parents will be given the opportunity for an informal hearing when a suspension exceeds three (3) days.

Students who are suspended or expelled are not permitted to attend any school-sponsored event whether on Clarion Area School District property or any other venue.

Textbooks

Textbooks are issued free of charge but become the responsibility of students and if lost or stolen must be replaced at the student's expense. Students are charged the depreciated value of the textbook and are issued a new textbook upon payment.

Terroristic Threats

Board Policy #218.2

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

Tobacco Use

Board Policy #222

Board Policy # 222 governs tobacco use policy violations and defines the term TOBACCO. Students are prohibited from possessing or using tobacco at any time in the school, on a school bus, and on school property. Students convicted of possessing or using tobacco shall be fined according to law plus court costs. One (1) or more days of suspension and/or loss of one (1) or more privileges may also be assigned.

Use of Medications

Board Policy # 210

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

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

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

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

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

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

Asthma Inhalers

Purpose

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

Notification:

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

Guidelines:

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

1. The parent/guardian must submit an Asthma Self-Administration Request form.
2. The physician/certified registered nurse practitioner/physicians assistant must submit a written statement indicating the:
 - a. Name of the inhaler medication;
 - b. Prescribed dosage;
 - c. Times medication is to be taken;
 - d. Length of time medication is prescribed;
 - e. Diagnosis or medical reason medication is needed;
 - f. Potential serious reactions or side effects of the medication;
 - g. Emergency response; and
 - h. Certification that the child is qualified and able to self-administer.
3. The student must demonstrate the ability to:
 - a. Respond to and visually recognize his/her name;
 - b. Identify his/her medication by name and visually;
 - c. Demonstrate the proper technique for self-administering medication; and
 - d. Sign his/her medication sheet to acknowledge having taken the medication at the proper time and dosage.

School Nurse Duties

It will be the responsibility of the school nurse to:

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

Building Principal Duties

It will be the responsibility of the building principal to:

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

Student and Parent Duties

It will be the responsibility of the student and parent(s) to:

1. The student will abide by all school policies relating to possession of medications including those pertaining to possession and self-administration of asthma inhalers. This includes not sharing medication with fellow students.
2. The parents will ensure that the school nurse is notified of their child's possession of any medication including asthma inhalers.
3. Failure of parents or students to abide by these requirements will result in immediate confiscation of asthma inhalers and loss of the privilege to self-administer. Other consequences may apply as well.

Weapons Violation

Board Policy #218.1

Board Policy #218.1 governs weapons violations and defines the terms WEAPONS and POSSESSION. Students are prohibited from possessing or bringing weapons or replicas of weapons into school, onto school property, to any school-sponsored event, or onto any public conveyance transporting students to or from school. Students violating this policy shall receive a one (1) year expulsion in conformance with formal due process proceedings as required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

The building principal may approve a weapon or weapon facsimile to be used as part of a school program or presentation.

Visitors

Student teachers and block students assigned to Clarion Area School District must each possess required clearances.

Parent volunteers in school for short visits need to sign at the office each time they enter the building.

All visitors, which include employees from outside companies, must have proper identification and sign in at the office when entering the building.

Family Educational Rights and Privacy Act (FERPA)

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

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

Review of Speeches and Presentations

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

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

Co-Curricular Activities / Extra-Curricular Activities

Although most of these rules are addressed elsewhere in this handbook, they are organized here for easy reference.

Many rule violations carry with them a suspension of one (1) or more student privileges. Participation in co-curricular activities is considered a privilege.

Co/Extra curricular activities include, but are not limited to: band, choir, Science Olympiad, all sports, academic competitions, and clubs.

The following absences will not result in denial of participation:

- approved college visit;
- doctor's appointment;
- approved, school-sponsored, field trip; and
- approved religious activities.

Cafeteria Policies and Procedures

Payment Procedures and Policies

1. Each student has a cafeteria account with an identification number.
 - a. Pre-payments are to be made by using an envelope. Envelopes are available in the cafeteria and office. Payment by check is preferred. Parents who have more than one child enrolled within the district can

write one check and indicate in the memo section what amount should be deposited into each child's account. Please do not use cafeteria envelopes for one meal purchase.

- b. Additional money for a la carte items should be considered when sending a pre-payment.
- c. No charging of a la carte items is permitted.
- d. There is a no charge policy at the Jr./Sr. High School.
- e. Pre-payments are preferred but cash is accepted on the breakfast and lunch lines.
- f. Parents of students in grades K-6 will be notified of low account balances via an envelope sent home with the current account balance and date written on the envelope. Students in grades 7-12 are responsible for managing their own accounts and parents will not be notified.
- g. Parents can request account information either in writing, via telephone or e-mail.
- h. Students in grades K-6 may accumulate no more than 3 breakfast and 3 lunch charges. Once an elementary student has reached his/her limit of charges, parents will be notified by envelope, phone, e-mail and/or letter. Until payment has been made, at the discretion of the Food Service Director, the student will receive either a peanut butter and jelly sandwich or deli sandwich and milk in place of a regular lunch at no charge. For breakfast s(he) will receive cereal and milk at no charge. If payment is not made after 10 calendar days of the notification date, the student will be expected to have cash in hand in order to purchase a meal, or bring a lunch from home.
- i. All account balances, both positive and negative, will be carried over from school year to school year.
- j. Any student with a positive balance greater than \$20.00 at the end of the school year can receive a refund by submitting a parental request to the Food Service Director. Parents may also request balance transfers from child to child. Graduating seniors with a positive balance will receive a refund or remaining balances will be transferred to a younger sibling's account.

2. Free and Reduced Priced Meals

- a. Each student will be given a free/reduced meal application on the first day of the school year.
- b. Students who received free or reduced priced meals the previous school year will continue to receive the same benefits for the first ten school days of the next calendar school year.
- c. Parents must re-apply for free or reduced priced meal benefits within the first 10 calendar days of the school year; failure to do so will result in termination of free or reduced priced meal benefits. No notification of termination will be sent home. All meals received after the 10-day grace period will be full price unless and until a completed application is received and approved by the Food Service Director.
- d. Students who enroll within the district during the course of the school year who received free or reduced priced meals at their previous district will receive the same benefit for 10 calendar school days; failure to apply for free or reduced priced meal benefits within that time frame will result in termination of meal benefits. No notification of termination will be sent home. All meals received after the 10-day grace period will be full price unless and until a completed application is received and approved by the Food Service Director.

3. Students with special dietary needs and/or food allergies must submit a doctor's order to the school nurse and a copy must be on file in the Food Service Director's office before adjustments and/or substitutions can be made.

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

Acceptable Use Policy

Clarion Area School District issues an Acceptable Use Policy to all students in grades kindergarten through twelve. This document is issued separately and defines all policies and procedures relative to all areas of electronic communication utilized by students and staff of Clarion Area. A copy of it follows.

CLARION AREA SCHOOL DISTRICT

Acceptable Use Policy for Telecommunications & Internet Access

Introduction

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

Authority

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

Procedures

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

Responsibilities

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

Terms and Conditions

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

Guidelines

All users of the electronic services will:

I: Respect others' rights to freedom from harassment and intimidation.

Do not send abusive, threatening, or clearly unwanted messages to others.

Do not intentionally cause others' work to be disrupted, destroyed or lost by your actions.

II: Use the Internet for purposes that are legal and generally acceptable

Do not engage in any illegal or illicit commerce and or illegal or illicit information exchange.

Do not advertise, sell, or purchase any items unless authorized.

Do not use the school's computer resources to intentionally retrieve or view sexually explicit material.

Never divulge an address, phone number, or personally identifiable information over the Internet.

Students are not to subscribe to information services without authorization from a faculty member or school administrator.

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

Obtain permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism or theft.

Never change files or passwords of other users.

Reasonably protect computers and software from viruses, "Trojan horses", and file damage of all types, whenever possible.

IV: Follow security restrictions for all systems and information.

Never share your password.

If you share your password and someone else uses your account, even without your permission, you may be held responsible for his or her actions

Respect others' passwords and never try to evade, disable, or "crack" passwords

Respect all security provisions on the system

Report suspected security breaches to the network administrator or a faculty member as soon as possible

V: Use Supplied Hardware Properly and Appropriately

Never attempt to repair or alter any computer or other equipment without proper authorization.

Never use excessive force to remove or insert peripheral hardware

Never attach peripheral equipment not supplied by or approved by the district.

Always use all electronic equipment appropriately, and report any misuse or vandalism of the equipment to a representative of the district.

VI: Use and share computer resources courteously and efficiently.

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

VII: Recognize limitations to the privacy of electronic documents.

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

VIII: Site Proxy Server and Internet Filter Policy

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

IX: CIPA, Federal, and State Internet Filtering Laws

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

X: Digital and Electronic Surveillance

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

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

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

XI: Personal Electronic Devices and Communications

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

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

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

XII: Scope of Agreement

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

XIII: Consequences

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

XIV: Dissemination of Rules and Regulations

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

XV: Right to Amend or Change

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

Internet Use Agreement

Student

I, _____, have read and understand the Acceptable Use Policy and agree to adhere to all of its provisions. I understand that any violations of district policies may result in suspension of my electronic communication privileges and that further disciplinary measures may be taken.

Signed,

Student's Name

Date

Grade

Teacher Name

Parent

I, _____, am the parent/guardian of the above named student. I have read and understand the Acceptable Use Policy and I hereby give permission for my son/daughter to use the Internet and e-mail provided by Clarion Area School District and understand that he/she is required to follow these guidelines. I further understand that there is a potential for my son/daughter to access information on the Internet that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff of Clarion Area to restrict access to such information, but that my son/daughter is ultimately responsible for restricting himself/herself from inappropriate information.

Signed,

Parent/Guardian

Date

Questions or Concerns

If you have any questions or concerns regarding Internet access at Clarion Area School District, or if you do not want your son/daughter to utilize the services outlined herein, please contact: James Smyton, Network Administrator, 219 Liberty Street, Clarion, PA 16214. Phone (814) 226-8112.

Internet Use Agreement

Staff

I, _____, have read and understand the Acceptable Use Policy and agree to adhere to all of its provisions. I understand that any violations of district policies may result in suspension of my electronic communication privileges and that further disciplinary measures may be taken.

Signed,

Employee Name

Date

Questions or Concerns

If you have any questions or concerns regarding Internet access at Clarion Area School District, or if you do not want your son/daughter to utilize the services outlined herein, please contact: James Smyton, Network Administrator, 219 Liberty Street, Clarion, PA 16214. Phone (814) 226-8112.