

## **Handbook Acknowledgement**

### **TO WHOM IT MAY CONCERN:**

I acknowledge that I am aware that the 2016-2017 Carbondale Area Junior-Senior High School Student Handbook can be found and accessed at the school web-site at ([www.ca.k12.pa.us](http://www.ca.k12.pa.us)). In addition, the policies and practices as stated in the handbook will be explained during homeroom and class assemblies. Included in this explanation have been the Bullying Policy, Drug and Alcohol Policy, Safe School Policy, Attendance Policy, Parking Regulations, General Discipline Guidelines, and Special Education Policy.

### **Student Media Permission Slip**

Students participate in classroom and school sponsored activities during the course of a school year. Certain classes and activities may be photographed, taped, videotaped, or posted to the school district website via twitter, by news media, district personnel, or other students. Likewise, live images may be relayed via cable or satellite connections to other district or to other classrooms within our district to allow for live interactions between students and teachers at separate locations. Distance learning videotapes may be used to educate others about distance learning at seminars and other public places. Any media interaction with students must be approved in advance by the administration. Photographs, tapes, or videotapes created for commercial use are not permitted by the Carbondale Area School District.

This involvement by students, and the sharing of educational techniques and experiences, is intended to enhance and enrich the educational opportunities of all students and staff. The school's experiences and involvement in these areas has been positive.

Student and parents are advised that students' voices, physical presence, participation in classroom/shop, and other activities may be transmitted to distant learning sites, videotaped, recorded, and/or photographed.

I/we acknowledge that the student is a minor, and certify that I/we have given consent to the Carbondale Area School District permission to properly use the aforementioned media format(s).

***I do NOT give permission***

Student's Name (***PRINT LEGIBLY***) \_\_\_\_\_

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

Parent/Guardian \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note: Parent and student ***must*** sign this sheet

Student ***must*** return this sheet to his/her homeroom teacher.

***SIGNED AND RETURNED RECEIPT OF THIS PAGE WILL ALLOW STUDENT'S HALL PASSES TO BE ISSUED.***

**NOTE: HARD COPY OF THIS PAGE GIVEN TO STUDENT**

**STUDENT CONTRACT AGREEMENT FOR 2016-2017**  
**CARBONDALE AREA SCHOOL DISTRICT INTERNET USE**

This student contract ***MUST*** be completed each year.

***EVERY student MUST read and sign below:***

**PART A – STUDENT**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

I have read, understand, and agree to abide by the terms of the Carbondale Area School District's Acceptable Use Policy. Additionally, in consideration for the privilege of using and for having access to computer systems, the Internet, technology, and network systems, I hereby agree to indemnify and hold harmless the Carbondale Area School District, its employees, and any institutions with which it is affiliated from any and all claims and damages of any nature arising out of my use, or inability to use computer systems, the Internet, technology, and network systems including without limitation, liability for copyright violations. I further understand that any violation of the rules and policies may result in a loss of privileges related to the use of computers, the Internet, technology, and network systems. In addition, any violation of the rules and policies may result in disciplinary action, and that for serious offenses, appropriate legal action may also result.

Student's Name (print): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Signature: \_\_\_\_\_

***THIS SECTION IS TO BE READ AND SIGNED BY PARENTS OR LEGAL GUARDIANS:***

**PART B – PARENT/GUARDIAN**

As a parent or legal guardian of this student I have read, understand, and agree that my child will comply with the terms of the Carbondale Area School District's Acceptable Use Policy. I understand that this access is designed for educational purposes and not to access material of an offensive and/or controversial nature. However, I also understand it is impossible for the Carbondale Area School District to restrict access to ALL offensive and/or controversial materials and understand my child's responsibility for abiding by the Carbondale Area School District's Acceptable Use Policy. I am therefore signing this contract and agree to indemnify and hold harmless all claims and damages of any nature arising out of my child's ability or inability to use computer systems, the Internet, technology, and network systems including without limitation, liability for copyright violations. Further, I accept full responsibility for supervision of my child's use of his/her account, if and when, such access is not in the school setting will not hold them responsible for materials this student may acquire on the network. I hereby give my permission for the student named above to use the Carbondale Area School District's computers, the Internet, technology, and network systems.

Student's Name (print): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Signature: \_\_\_\_\_

**NOTE: HARD COPY OF THIS PAGE GIVEN TO STUDENT**

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## **ARRIVAL AND DISMISSAL OF STUDENTS'**

Students should arrive at school by 8:00 a.m. Homeroom registration will begin at 8:00 a.m. At that time, the students will be given 5 minutes to get books and prepare for the school day. Morning announcements will be made at this time. At 8:23 a.m. homeroom ends and students will proceed to their first period class. At 2:55 p.m. 8th period ends. End of school day announcements will be made at this time. Dismissal will be at 3:00 p.m.

## **ASSEMBLIES**

Assemblies scheduled on a regular basis are an integral part of our total school program. Assembly programs may provide information, guidance, or entertainment and may be presented to the entire student body or to a particular segment thereof. During an assembly students should conduct themselves as ladies and gentlemen. Respect should always be shown for speaker, visitors, and performers.

## **ATTENDANCE POLICY**

Regular attendance at class is of utmost importance regarding satisfactory course completion and the awarding of credit for a particular subject. Excessive absenteeism from class extremely inhibits students from gaining information covered in class lectures and discussions and consequently can result in credit not being awarded for a particular course or courses. The following policy is currently in effect regarding absenteeism and course completion:

**I. ATTENDANCE** - The state law requires a written excuse when you return to school after being absent. These excuses for absence should be presented to the homeroom teacher in accordance with district attendance procedures. Students who report late for school must report to the office or they will be considered absent for the day. There are three *major* reasons for absence from school:

1. illness – Doctor's excuse
2. death in the immediate family
3. impassable roads

Unexcused absence from school (skipping) will result in suspension. Because of the required attendance laws of the Commonwealth of Pennsylvania, "skip days" of any type cannot be condoned. Any assigned work may not be made up if absence is unexcused or unlawful. Students may be excused from school for religious holidays.

**II. ABSENCE BY PARENT REQUEST:** Parents who wish to obtain the release of their child from school for family trips or business, or other family activities, must request prior permission from the principal. It is felt by the administration that family trips should be limited to five (5) school days. Such request must be made in person or in writing. Telephone requests will not be considered. Parents must define the nature of the activity, its duration, and its purpose.

**III. ABSENCE FOR MEDICAL/DENTAL APPOINTMENTS:** The administration strongly encourages parents to schedule doctor or dental appointments after school hours. When this is not possible, parents must submit notification in writing to the office prior to the appointment and the name of the doctor or dentist. Students should return to school as soon after their appointments as possible and bring with them notification from the doctor that the

appointment was kept and the time of departure from the doctor's office and submit same to the office upon return to school.

**IV. TARDINESS:** Parents/Students are responsible for being on time to school/class. Tardiness to school, as is in the workplace, is unacceptable (reasons as oversleeping, missing the school bus, preferring to ride with parent or friend are not acceptable reasons for tardiness). Excessive tardiness will result in notification of parents and/or disciplinary action.

**V. ABSENCE:** Parents are asked to call the school when their son/daughter is absent from school, however, this is *not* considered an excused absence. The only legal form of excuse is a doctor's excuse. Parents should call between 7:30 a.m. and 8:45 a.m.

**VI. REQUEST FOR EARLY DISMISSAL:** Any student wishing to be dismissed early **MUST** have an appointment card or doctor's/dentist's order or legal notification from a court such as a subpoena or criminal complaint form. Also, requests for death in the family will be honored. If none of these are available, the parent of the student **MUST COME IN** to the principal's office to sign the student out. Students **WILL NOT** be excused via telephone or note from parent or guardian.

**VII. CHRONIC, IRREGULAR ABSENCE:** After three (3) days of chronic, irregular absence, the school district may require a written excuse from a medical doctor as verification for any additional absence due to illness.

**VIII. ABSENCE AND RETENTION:** Excessive absence may necessitate retention in the present grade level and a repeat of all subjects. Students on homebound instruction are not considered absent.

**IX. ABSENCE AND EXTRACURRICULAR ACTIVITIES:** A student who is absent on any given day or part of a day shall not be permitted to practice or otherwise participate in any extracurricular or school-related activity without permission of the principal. Irregular attendance, or a regular pattern of absence, may preclude continued participation in any extracurricular activity.

**X. DISTRICT ATTENDANCE PROCEDURE:** Parents are required to submit a written explanation for the legal absence of their child within three school days from the day the child first returns to school. A student excuse card, available from the student's homeroom teacher, must be signed by the parent/guardian and returned. Failure on the parent's part to provide such a written explanation or the child to present such an excuse to the homeroom teacher, will result in the absence being declared unexcused or illegal. The fact that a parent provides a written explanation for his/her child's absence does not, in itself, qualify the absence as excused. The absence must be for the legal reason according to the law (i.e. medical, legal, etc. excuses.)

**XI. MEDICAL GUIDELINES:** The Carbondale Area School District had defined its requirements for what constitutes a legal excuse. In this area, the most common excuse is medical. The *S.T.A.R.S. Program* in conjunction with the Lackawanna County Medical Society had developed recommendations to assist the school districts to create an appropriate medical excuse format. The following is the format that should be used:

1. The excuse must be written on the Doctor's letterhead indicating the Doctor's name, office address and phone number.
2. The excuse must indicate the illness or reason for absence.
3. The excuse must indicate that the Doctor did in fact see the student and examined the student.

4. The excuse must indicate how long the student should be absent from school.
5. The excuse must relate to the illness claimed by the student.
6. The excuse must be signed and dated by the Doctor.

Carbondale Area School District indicated five (5) days or three (3) consecutive days of absence for illness requires a Doctor's or medical practitioner's written excuse to be given to the Attendance Officer within three (3) days after returning to school.

## **BULLYING**

### ANTI-BULLYING (PUPILS) POLICY

ADOPTED: FEBRUARY 22, 2008

REVISED: JUNE 20, 2012

### CARBONDALE AREA SCHOOL DISTRICT

1. **PURPOSE** - The Carbondale Area School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying. Carbondale Area School District recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.

2. **DEFINITIONS - Bullying** shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

1. **Physical** - the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. **Verbal** - includes taunting, malicious teasing, name-calling, and making threats.
3. **Psychological or Relational** - involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
4. **Cyber Bullying** - forms of verbal and psychological bullying may also occur on the Internet through email, instant messaging, or personal profile web sites such as My-Space. cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

**Bullying** shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term **bullying** and **cyber bullying** shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

3. **AUTHORITY** - It shall be a violation of this policy for any student to bully another student on district grounds, at any school activity, or on the way to or from school.

4. **DELEGATION OF RESPONSIBILITY** -- Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying. Each staff member shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber-bullying. Students shall be encouraged to report bullying or cyber bullying complaints to district employees. All employees who receive a bullying or cyber bullying complaint shall investigate to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, written documentation must be submitted to the Building Principal. The Building Principal or his/her designee will inform parents/guardians of the victim and person accused.

#### 5. **GUIDELINES INVESTIGATION PROCEDURES**

1. A student shall report a complaint of bullying or cyber bullying, orally or in writing, to the teachers, building administrator, or counselor.

2. The building administrator will investigate the alleged conduct that occurred.

3. The building administrator may ask assistance from other district employees in the investigation process.

4. After the investigation, the Building Principal or designee shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

**Consequences/Intervention Pol. 218, 233** -- Consequences for students who bully others will be subject to disciplinary options that may include counseling, a parent/guardian conference, detention, suspension or other consequences as provided in the Code of Student Conduct.

**Confidentiality 20 U.S.C. Sec. 1232g** -- The Carbondale Area School District recognizes that both the complaining student and the alleged bully/extorter have a strong interest in maintaining the confidentiality of the allegations and relation information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or his/her designee may inform the complaining student/parents/guardians of the outcome of the investigation.

**Reprisal** -- Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

#### **BUS RIDER RULES**

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the

school bus.

- Bus riders should never tamper with the bus.
- Do not leave books, lunches, or other articles on the bus.
- Do not throw anything out of the window.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Bus riders are expected to be courteous to fellow pupils and to the bus driver.
- Be absolutely quiet when approaching a railroad crossing.
- No profanity or obscenity is allowed on buses.
- No fighting will be tolerated on buses.
- No opened packages of food or beverages are to be brought or consumed on the bus.
- Please Note: Video and audio recordings are being utilized on random busses.

At dismissal, students are expected to report to their lockers and then go directly to their particular bus. No loitering will be tolerated. Failure to follow bus rider rules will be dealt with by the building principal or his/her designee and can result in a suspension of bus riding privileges.

The bus rules are necessary to ensure safe and pleasant transportation of students. All students are expected to abide by these rules.

### **CAFETERIA REGULATIONS**

Cafeteria conduct will be strictly enforced. Nonsense will not be tolerated. The following are suggestions for making the students' cafeteria a pleasant and comfortable place to eat lunch:

1. Students are responsible for returning all trays, dishes, and utensils to the dishwashing room.
2. When carrying trays, students are to keep their mind on what they are doing. Never hurry!
3. Students are responsible for cleaning up any spilled food or beverage.
4. No objects are to be thrown in the cafeteria.
5. All food is to be eaten in the cafeteria only. No eating will be allowed in any other area of the school.
6. No students are permitted to leave the school during a lunch period. They are only to report to the cafeteria during their lunch period.
7. Classes will be in session during the lunch period; therefore, it will be absolutely necessary for all students to remain in the cafeteria until the end of the period. Students will be allowed to use the lavatories during the cafeteria period.
8. Students are not to go to any other designation without permission or prior announcement.
9. Orderly lines are to be formed in the cafeteria. No cutting into the lunch line will be allowed. It is important that students have their money/ticket ready at the cashier's desk so the lines may move more quickly.
10. Noise will be kept at a minimum out of consideration for others. All exits are to be kept clear to ease the flow of traffic.
11. Under no circumstances will profanity, obscenity or fighting be allowed in the cafeteria.
12. **SMOKING IS NOT ALLOWED IN ANY PART OF THE BUILDING OR ON ANY PART OF THE GROUNDS.**



## **CAREER TECHNOLOGY CENTER**

### **ELIGIBILITY TO CONTINUE PARTICIPATION (INCLUDES STUDENTS WHO PARTICIPATED IN THE PROGRAM THE PREVIOUS YEAR(S)).**

1. Because career and technical training requires regular attendance for a student to reach full potential, students must have fewer than fifteen (15) total absences for the year (excluding school sponsored events.) When the limit has been exceeded the student will be dropped from the CTC program and be given a full-time schedule at Carbondale Area High School.
2. Student's discipline history will be reviewed periodically. Any out of school suspensions will result in an immediate administrative review of the CTC placement and possible removal from the program.
3. Each student must pass all subjects or make up failing grades in summer school in order to remain eligible for the CTC placement.
4. PM Career Technology students are required to attend afternoon sessions at Career Technology Center on days that Carbondale Area is scheduled for "early dismissal days".
5. All students will leave and arrive at Carbondale Area in their school uniform. Failure to do so may result in disciplinary action.
6. Students are not allowed to use their own vehicles to attend classes at Career Technology Center. They must use transportation provided by the Carbondale Area School District. Exceptions can be made at the request of CTC to meet job training requirements. Carbondale Area administration will make the final decisions.

Students with a history of excessive tardiness and/or absenteeism (15 days) will not be considered for enrollment in the *CAREER TECHNOLOGY CENTER* program. Once enrolled, regular attendance is required to remain in the program. Students *must* have fewer than fifteen (15) total absences for the year (excluding school sponsored events.) When the limit has been exceeded the student will be dropped from the *CTC* program and will be given a full-time schedule at Carbondale Area Junior-Senior High School.

### **CELL PHONES/ELECTRONIC DEVICES (POSSESSION AND USE OF)**

The use of cell phones on Carbondale Area School property during school hours is strictly limited. The possession of a cell phone/electronic devices on school property is not encouraged. However, in an effort to accommodate students involved in various *after school activities*, such as sports, plays, concerts, etc., possession of cell phones/electronic devices will be permitted under the following stipulations:

- The cell phone/electronic devices must remain inside the student's locker in the "off" mode.
- The cell phone/electronic devices must never be on one's person during the school day.

Cell phones/electronic devices found out of the lockers will be confiscated and taken to the office. Use of cell phones/electronic devices will be allowed before 8 a.m. and after 3 p.m. *ONLY*. The school's office phone will also be available and is strongly recommended as an alternative to private cell phone use.

When cell phones/electronic devices are confiscated the following return time frame will result:

- *FIRST TIME*: Returned at the end of the day to the student.
- *SECOND TIME*: Returned to the parent/guardian during school hours; parent *must* come in.
- *THIRD TIME*: Returned to student or parent at the end of the school year in June.

### **CHEATING**

Any student caught cheating or trying to gain an unfair advantage will receive a "zero" for the test or project.

### **CHILD FIND**

The Carbondale Area School District in order to fulfill the obligation of the individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act is required to inform and provide full educational opportunities to all individuals with disabilities through age twenty-one.

The Superintendent of the Carbondale Area School District needs your assistance to identify, locate and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the Carbondale Area School District, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of the district.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call the School District at 570-282-5656 Ext.2105.

### **NOTICE OF NON-DISCRIMINATION**

In compliance with SECTION 504 of the REHABILITATION ACT and the AMERICANS WITH DISABILITIES ACT, the Carbondale Area School District hereby provides the following public notice:

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Carbondale Area School District are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact

the Carbondale Area School District superintendent's office.

### **CLASS RANK AND GRADING SYSTEM**

Class rank is cumulative, weighted, and is based upon all full credit courses taken in grades 9-12. *Advanced Placement* courses in Chemistry, English, Math, and American History, all Honors Courses, Advanced Biology, and Physics are weighted by a factor of +4. All full credit courses are given a number grade. Letter and grade point average conversions are listed below:

#### **GRADING SYSTEM**

99 - 100%	A+	3.9 - 4.0
95 - 98%	A	3.5 - 3.8
93 - 94%	A-	3.3 - 3.4
91 - 92%	B+	3.1 - 3.2
87 - 90%	B	2.7 - 3.0
85 - 86%	B-	2.5 - 2.6
83 - 84%	C+	2.3 - 2.4
77 - 82%	C	1.7 - 2.2
75 - 76%	C-	1.5 - 1.6
70 - 74%	D	1.0 - 1.4
0 - 69%	F	0

**High Honors — 93-100%**

**Second High Honors — 87-92%**

\*A student who transfers to Carbondale Area School District will be assigned a class rank after being enrolled for at least 2 (two) semesters. A student transferring as a senior will not be ranked. A student must be enrolled in the district for 3 (three) full years to be considered Valedictorian, Salutatorian, or Class Poet.

#### **DETENTION**

All detentions mentioned in this procedure will be on Monday, Tuesday, Wednesday, Thursday, and Friday afternoons from 3:05 p.m. to 4:05 p.m. Twenty-four (24) hour notice must be provided if the student uses school transportation. Saturday detention will be held from 8:00 a.m. to 12:00 p.m. **DETENTION SUPERSEDES ALL OTHER SCHOOL ACTIVITIES.**

#### **DISCIPLINE GUIDELINES OF CARBONDALE AREA JUNIOR-SENIOR HIGH SCHOOL**

The following are general disciplinary guidelines which will be in effect at Carbondale Area Junior-Senior High School, including school property, school grounds, and school functions during the current school term. The purpose of the guidelines is to develop an environment in

which effective education will take place giving due concern to the safety and well being of the students of this school. Final disciplinary action is up to the discretion of Administration.

1. **VIOLATION** — Smoking and/or (possession) use of tobacco products.

**DISCIPLINARY ACTION:**

Follow Pennsylvania State laws in accordance with PA Criminal Code Title XVIII 6306.1A

2. **VIOLATION** — Out of building without permission

**DISCIPLINARY ACTION:** *1st offense* — Saturday detention; *2nd offense* — 3 day suspension

3. **VIOLATION** — Showing disrespect to school employees and/or profanity

**DISCIPLINARY ACTION:** *1st offense* — 3 day suspension; *2nd offense* — Suspension

4. **VIOLATION** — Repeated disruption in a class or study hall

**DISCIPLINARY ACTION:** Teacher discretion

5. **VIOLATION** — Throwing objects in class, study halls, cafeteria or on any of Carbondale Area's school property.

**DISCIPLINARY ACTION:** Detention

6. **VIOLATION** — Being in halls, lavatories, locker rooms, gym or other unsupervised area without a hall pass

**DISCIPLINARY ACTION:** *1st offense* — 1 day detention; *2nd offense* — three (3) day suspension; *3rd offense* — Suspension

7. **VIOLATION** — Destroying and/or defacing school property

**DISCIPLINARY ACTION:** *1st offense* — three (3) to ten (10) day suspension; Notification of Magistrate; filing of charges

8. **VIOLATION** — Being late to school (for the current school year)

**DISCIPLINARY ACTION:** *Three (3) times tardy* — Detention; *6 times tardy* — Saturday detention; *7 times tardy* — Suspension

9. **VIOLATION** — Leaving school without permission

**DISCIPLINARY ACTION:** *1st offense* — Saturday detention; *2nd offense* — Suspension

10. **VIOLATION** — Misbehaving at athletic events, dances, and/or school-sponsored events

**DISCIPLINARY ACTION:** Loss of privilege to attend

11. **VIOLATION** — Losing books, materials, and other school property, including fundraiser monies

**DISCIPLINARY ACTION:** Restitution; report card withheld; loss of privileges

12. **VIOLATION** — Use of and/or possession of dangerous weapons or explosive devices such as fire crackers or more dangerous devices

**DISCIPLINARY ACTION:**

In accordance with Act 26 of 1995 (the Safe Schools Act) — Act 26 creates a mandatory one year expulsion for the possession of weapons on school property, including buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child has previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

Law enforcement officials will be immediately notified.

13. **VIOLATION** — Fighting

**DISCIPLINARY ACTION:** *1st offense* — Three (3) day suspension;

*2nd offense* — Three (3) to Ten (10) day suspension

14. **VIOLATION** — Cutting class or assemblies

**DISCIPLINARY ACTION:** *1st offense* — Three (3) day detention;

*2nd offense* — Saturday detention; *3rd offense* — Three (3) day suspension

15. **VIOLATION** — Being truant

**DISCIPLINARY ACTION:** Follow Pennsylvania State laws

16. **VIOLATION** — Entering lockers of other students without permission

**DISCIPLINARY ACTION:** Suspension

17. **VIOLATION** — Forging parents' or teachers' names on school related documents

**DISCIPLINARY ACTION:** *1st offense* — Three (3) day detention;

*2nd offense* — Notification of parents; *3rd offense* — Suspension

18. **VIOLATION** — Failure to go to detention and/or failure to go to Saturday detention

**DISCIPLINARY ACTION:** Suspension

19. **VIOLATION** — Lighting matches, lighters, setting fires, in or around school building or on school buses

**DISCIPLINARY ACTION:** Suspension; notification of authorities

20. **VIOLATION** — Assaulting other students or any employees of the school

**DISCIPLINARY ACTION:**

Suspension; notification of authorities

21. **VIOLATION** — Attempting personal gain through intimidation of others

**DISCIPLINARY ACTION:** Suspension; notification of authorities

22. **VIOLATION** — Performing actions which constitute hazard to self or others

**DISCIPLINARY ACTION:** Suspension

23. **VIOLATION** — Reporting by telephone, in writing or in person, a threat known to be false and/or threat made to other students or employees to do bodily harm or act of violence against personal property

**DISCIPLINARY ACTION:** Suspension; notification of authorities

24. **VIOLATION** — The use of electronic devices, such as radios, tape players, beepers, portable telephones, headphones, and other portable entertainment devices, will not be permitted during school hours.

**DISCIPLINARY ACTION:** The device is confiscated to principal's office and returned to the student at the end of the school year.

25. **VIOLATION** — A student's dress/actions (including display of public affection) or clothing accessories that are suggestive, obscene or vulgar, contain tobacco, alcohol or other drug-related messages and/or disrupt the educational process, or constitute a health or safety hazard.

**DISCIPLINARY ACTION:** Detention

26. **VIOLATION** — A student is found to be in possession, use, or under the influence of drugs, mood altering substances or alcohol when attending school or school-sponsored functions.

**DISCIPLINARY ACTION:** Suspension; notification of authorities

**All disciplinary actions may be supplemented by additional actions at discretion of the administration. Repeated, temporary, or full suspensions may be taken before the board of education for expulsion.**

The administration will, when the situation warrants, enact regulations, which are necessary for the effective functioning of Carbondale Area Junior-Senior High School. These may be considered as additions to the present guidelines.

**DRESS**

**CARBONDALE AREA JUNIOR-SENIOR HIGH SCHOOL**  
**DRESS CODE POLICY**

Student dress is the responsibility of the students and their parents. In cases where student's clothing or appearance is judged to be detrimental to the education process, a safety or health hazard or not suitable for the school environment, parents will be called and requested to bring a change of clothing for their child.

A student's dress or clothing accessories should not be suggestive, obscene or vulgar, contain tobacco, alcohol or other drug-related messages and/or disrupt the educational process, or constitute a health or safety hazard.

Shorts of an **APPROPRIATE** length (no more than three inches above the knee) may be worn from the start of school until September 30th and again from May 1st until the end of the school year.

The educational atmosphere in the school is affected by what students wear. Appropriate clothing for students contributes to appropriate student's behavior. Articles of clothing or jewelry, which distract from the educational process or present a health or safety hazard are not permitted and are inappropriate in an educational setting.

It is the responsibility of the school to prepare students for their role in society. Whether a student begins work or goes on to some form of higher education, their appearance plays an important role in securing those positions. Therefore, establishing good grooming and appearance habits should be developed throughout a student's year in school. To ensure that both the home and school can take pride in the appearance of students, all students are expected to be appropriately dressed, well groomed, neat and fully clothed. Below is a copy of the most recent edition of the CASD Uniform Policy:

**CARBONDALE AREA JR.-SR. HIGH SCHOOL HIGH SCHOOL UNIFORM POLICY**  
**(Approved May 21, 2003)**  
**UPDATED NOVEMBER 2009**

The Carbondale Area School District in its efforts to provide for the safety and security of all students enrolled in their schools has adopted the following **UNIFORM POLICY** for students enrolled in grades 7 through 12 at the Carbondale Area Jr.-Sr. High School. The uniforms may be worn in any combination. School uniforms are mandatory and the **UNIFORM POLICY WILL BE STRICTLY ENFORCED PURSUANT TO THE ATTACHED DISCIPLINE GUIDELINES.**

1. All students must attend school each day in uniform.
2. All uniform pieces must be appropriately sized for the student. **EXTRA WIDE, EXTRA**

**FULL, EXTRA LONG, BAGGY, OR SAGGING PANTS AND SHORTS ARE NOT ACCEPTABLE. PANTS ARE NOT ALLOWED TO BE “ROLLED” AT THE LEG OR THE WAIST.**

3. All uniform colors must be solid, that is, without patterns, designs, checks, etc.
4. Uniforms may not be embellished in any way, including adding or changing buttons or pins. Also, students are not allowed to alter their uniforms in any way including the use of elastic bands, clips, knots, or other methods.
5. No visible emblems, tags, or logos are allowed on uniform clothing except for the District monogramming/embroidery.
6. All tops must be monogrammed/embroidered with “*Carbondale Area*” on left chest.
7. Embroidery color must be navy (on white, red, or light blue) or white (on navy.)
8. **NO LOGO T-SHIRTS CAN BE WORN UNDER ANY TYPE OF UNIFORM SHIRTS. COLOR T-SHIRTS (WHITE, RED, OR BLUE) WITH NO LOGO CAN BE WORN UNDER UNIFORM POLO/GOLF TYPE SHIRTS OR OXFORDS.**
9. Uniforms may be purchased at the store/vendor of choice, as long as they conform to this Uniform Policy. Any “equal” must be pre-approved by the building principal.
10. Shoes must be worn at all times.
11. Any shoe that poses a safety hazard is not permitted (for example – “flip flops” – shower shoes and any rubber soled open shoe.)
12. Shoes with laces *must be tied*.
13. Socks, tights, or stockings must be worn at all times. Socks with offensive designs are not acceptable. Tights or leggings can be worn under “skorts” and skirts they must be school colors (white, navy, red, or light blue.) *Thigh highs* are not permitted.
14. Only school uniform sweaters or sweatshirts (without hoods) with the “**CA**” school logo embroidery may be worn over other uniform tops. Other sweaters or sweatshirts may not be worn under uniform tops while in school. Any sweater or sweatshirt that does not have the logo will not be allowed. **NO HOODED SWEATSHIRTS ARE ALLOWED.**

\*\*Any apparel that is judged to be unhealthy or unsanitary (e.g. clothing that is dirty and/or gives off a foul odor) is not permitted. Each student is expected to maintain good personal hygiene. The Carbondale Area School Board of Education and Administration **MUST** approve all changes to this Uniform Policy.

**EXAMPLES OF NON-COMPLIANCE ARTICLES OF CLOTHING**

1. Low cut or “hipster” pants or shorts.
2. Cargo pants or shorts.
3. Baggie/skateboard pants.
4. Denim jeans/skirts.
5. Spandex pants, Spandex shorts, Stirrup pants.
6. Cut off shorts, pants or sweatpants.
7. Sweatpants, tie front pants or pajama style (sweatshirt material/fleece/flannel) tops or pants.
8. Short skirts (micro-miniskirts, which are more than 3 inches above the knee.)
9. Midriff shirts or midriff exposure – shirts must be long enough to tuck into pants.
10. Tee-shirts of any style or design.
11. Tank tops, tube tops, or halter tops.

12. Off-the-shoulder garments.
13. Strapless dresses.
14. Sheer torso clothing.
15. Coats, sweaters (other than approved uniform sweater) and shawls any length.
16. Coats, jackets, vests (other than approved uniform vest.)
17. Hats/Caps, hand-kerchiefs, bandanas, headbands or other head coverings while inside the building.
18. Garments with advertisements, or written pictorials with reference to celebrities, musicians, drugs, alcohol, tobacco, sex, suicide, condoning violence, or with any kind of vulgar or disrespectful reference.
19. Garments that contribute to indecent exposure.
20. Chains worn on clothing, spiked bracelets/necklaces, or dog collars.
21. Visible thongs, boxer shorts, underwear, or undergarments.
22. Torn clothing.
23. Fishnet stockings, flamboyant accessories, sunglasses.
24. Body piercing, such as tongue, nose, eyebrow, or lip. Earrings worn in the ear are acceptable.
25. Excessive make-up, inappropriate hair colors.
26. No hairstyles or unnatural hair color will be allowed that may be a distraction to the learning process.

## **EXAMPLES OF ARTICLES OF CLOTHING IN COMPLIANCE**

### **GIRLS' TOPS**

1. Standard golf shirt, long or shirt sleeve (with not more than the top two buttons opened) in colors white, navy, red and light blue, (with Carbondale Area emblem).
2. Standard oxford style, button down collar, long or short sleeve (with not more than the top two buttons opened) in colors white or light blue (with Carbondale Area emblem).
3. Standard turtleneck or mock turtleneck (can only be worn under the uniform shirt, sweater, or vest) in colors white, red, or navy.

### **GIRLS' BOTTOMS**

1. Long pants, twill, or corduroy (must be waist high) with pleated or plain front, with plain or cuffed bottoms in **navy or khaki**. **NOT ALLOWED**: cargo pants, denim, drawstring waist, stretch pants or faded/worn appearance.
2. Standard shorts (no shorter than three inches above the knee), twill (must be waist high) with pleated or plain front, plain or cuffed bottoms in navy or khaki. **SHORTS MAY ONLY BE WORN FROM MAY 1<sup>ST</sup> TO SEPTEMBER 30<sup>TH</sup>**. **NOT ALLOWED**: cargo style, denim, drawstring waist, or faded/worn appearance.
3. Standard skirt/skort (no shorter than three inches above the knee), twill (must be waist high) in **navy or khaki**. **NOT ALLOWED**: mini-skirts, floor length skirts, cargo style, drawstring waist, or faded/worn appearance.
4. Capris, (must be waist high) with pleated or plain front and plain or cuffed bottoms in **navy or khaki**. **NOT ALLOWED**: cargo style, denim, drawstring waist, or faded/worn appearance.



5. Jumper (no shorter than three inches above the knee), twill in **navy or khaki**. **NOT ALLOWED**: mini or floor length, cargo style, denim, or faded/worn appearance.

### **BOYS' TOPS**

1. Standard golf shirt, long or short sleeve (with not more than the top two buttons opened) in colors white, navy, red, or light blue (with Carbondale Area emblem).
2. Standard oxford style, button down collar, long or short sleeve (with not more than the top two buttons opened) in colors white or light blue (with Carbondale Area emblem).
3. Standard turtleneck or mock turtleneck (can only be worn under the uniform shirt, sweater, or vest) in colors white, red, or navy.

### **BOYS' BOTTOMS**

1. Long pants, twill, or corduroy (must be waist high) with pleated or plain front, with plain or cuffed bottoms in navy or khaki. **NOT ALLOWED**: cargo pants, denim, drawstring waist, or faded/worn appearance.
2. Standard shorts (no shorter than three inches above the knee), twill (must be waist high) with pleated or plain front, plain or cuffed bottoms in navy or khaki. **SHORTS MAY ONLY BE WORN FROM MAY 1<sup>ST</sup> TO SEPTEMBER 30<sup>TH</sup>**. **NOT ALLOWED**: cargo style, denim, drawstring waist, or faded/worn appearance.

**BOYS' AND GIRLS' OPTIONAL ATTIRE:** Crewneck or v-neck sweater, embroidered with the **CA** logo in navy; standard cardigan or vest, embroidered with the **CA** logo in navy; crewneck sweatshirt, embroidered in navy. **NOTE:** All of these items **MUST** be worn with the turtleneck, mock turtleneck, oxford, or golf shirt underneath. Stockings/socks or nylons are allowed in the following colors: natural, black, navy blue, or white.

### **PHYSICAL EDUCATION UNIFORMS**

1. Uniform T-shirt in white, blue, red, with the "**CA**" screen print logo. (This uniform t-shirt may be used in the swimming pool to be worn over swim attire.)
2. Gym shorts worn in red or blue; nylon, nylon mesh with the "**CA**" logo.
3. Sweatpants in blue or red with the "**CA**" screen print logo.

\*\*Used and outgrown uniforms that are cleaned and in wearable condition will be collected by the Carbondale Area Life Skills class. If any student has outgrown his/her school uniform, and it is in good condition and clean, you may send it into the Carbondale Area Junior-Senior High School. Also, if any student is in need of a uniform, you may contact the school with your name, phone number, and the size of the uniform that you will need. This ongoing program is conducted on a first-come, first-serve basis. Thank you for your help and generosity.

### **UNIFORM COMPLIANT DISCIPLINE POLICY**

Any student arriving to school without the mandated school uniform will be subject to an "in-school" suspension until the uniform is worn or for a period of up to three (3) school days. New transfer students will be allowed ten (10) school days to comply. In the event non-compliance continues following the three (3) day suspension period, the student will then be subject to an "out-of-school" suspension for three(3) days or until the uniform is worn. After this three (3) day period, both parent and student are subject to prosecution in the court system

for violation of School Attendance Laws. The “S.T.A.R.S.” truancy program, developed through the Lackawanna County Court system, will be contacted regarding any truancy.

### **EXTRACURRICULAR POLICY**

Permission to represent the school in any activity is a privilege rather than a right. Academic achievement, as well as good citizenship, is necessary for participation in any extracurricular activity. Teachers recognizing a participant’s deficiency (failing grade or working well below potential) will be responsible to first contact the Athletic Director or advisor of the activity. The Athletic Director or advisor will strongly encourage the correction of the deficiency by the participant. If within a reasonable amount of time determined by the teacher, there is a continued negligence or responsibility, the teacher will submit to the principal a written report of the complaint. The principal may require a conference with the student, the student’s parents or guardians and the student's counselor to reinforce the need for correction.

### **FIRE DRILLS**

Fire drills are conducted regularly throughout the school year. The fire alarm signal is the continuous ringing of the fire alarm bells. Fire drill routes are posted in each room.

At the direction of the teacher, students will leave the classrooms when the alarm is sounded and exit the building via the route designated. Students must proceed far enough away from the building so that fire apparatus may function if necessary.

Teachers will direct students to return to class once the clear signal is sounded. Students are fully expected to proceed quickly, quietly, and in an orderly fashion.

### **HALL PASSES/TRAFFIC**

The student hall pass and teacher pass is official evidence that the student has received permission to be in a scheduled place for a legitimate reason. Students ***MUST HAVE BOTH PASSES*** (student pass and teacher pass) in their possession to be in the halls or any areas of the building requiring such. Misused passes will result in the denial of future passes being issued.

### **HARASSMENT (UNLAWFUL) POLICY**

#### **DISCIPLINE**

A substantiated charge against a Carbondale Area School District staff member shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a District student shall subject such student to disciplinary action consistent with the student discipline code and may include educational activities and/or counseling services related to lawful harassment. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

#### **APPEAL PROCEDURE**

1. If the complainant or accused is not satisfied with the principal’s decisions, she/he may file a written appeal with the Superintendent.
2. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. She/he shall prepare a written response to the appeal. Copies of the

response shall be provided to the complainant, the accused, building principal, and others directly involved, as appropriate.

## **UNLAWFUL HARASSMENT**

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

The Carbondale Area Board of Education prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Carbondale Area Board of Education encourages students who have been harassed to report promptly such incidents to the designated employees.

The Carbondale Area Board of Education directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

The Carbondale Area School District shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment of students will not be tolerated, by means of one or more of the following: distribution of written policy, publication in handbooks, presentation at an assembly, posting or notice/signs.

The district shall provide training for students and staff concerning all aspects of unlawful harassment.

The term *harassment* includes but is not limited to 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.

**Ethnic harassment** includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment.

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

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

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

Each staff member shall be responsible to maintain an educational environment free from all

forms of unlawful harassment.

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

Students may report harassment complaints to building principals, teachers, counselors, nurses, or administrators.

All employees who receive harassment complaints from a student shall report such to the building principals.

If the building principal is the subject of the complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

When a student believes that she/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.

### **COMPLAINT PROCEDURE**

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent, and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the Carbondale Area School District shall take prompt corrective action to ensure the harassment ceases and will not recur.

### **HEALTH SERVICES**

Students requiring the services of the nurse will adhere to the following guidelines:

1. **Students are prohibited from going to the health room without a pass issued by the classroom teacher.** The only exceptions are accidents and the acutely ill. Students may not go to the health room between classes.
2. **The health room functions primarily as a health-screening area, and as such will not provide daylong care for students.** After initial care, the student who cannot return to class will remain in the health room while a parent/guardian is located. Students may only phone the individuals whose names appear on their data cards, and in the order in which they appear.
3. **A student receiving any medication during school hours must have a note from the physician.** Medications will not be given without a doctor's note. Certain students may be in possession of an inhaler or a bee sting preventative.
4. **Parents/Guardians picking up an ill student** must sign him/her out in the health office.

5. **Students may go to the health room** for Band-Aids, passes or other incidentals between 8:30 a.m. and 9:00 a.m.

The purpose of the school health program is the attainment of optimum of health for all children through joint efforts of the home, school, and community.

### **PRIVACY OF STUDENT HEALTH INFORMATION**

The Family Education Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) govern all student health records in public school districts. They provide adequate security and privacy of health records, as well as allowing appropriate sharing of information “for legitimate educational purposes.” Certain health related information contained in your child’s health record may be shared with school personnel on a “need to know” basis, as necessary for the health and safety of your child. Some examples may include bee sting allergies, seizures, and diabetes. If you have any concerns or questions, please notify the school nurse as soon as possible.

### **Health services include the following:**

1. The Parent/Guardian is notified if the school nurse suspects a health problem that requires attention.
2. Health screenings are performed annually in specified grades:
  - a. Dental Screening: Grade 7 and age appropriate Special Education.
  - b. Hearing Screening: Grades 7, 11, and Special Education, and students with problems that affect hearing. (May be requested by parent or teacher at any time.)
  - c. Height, Weight, and BMI (Basal Metabolic Index): All grades.
  - d. Physical Examinations: Grade 11 and age appropriate Special Education.
  - e. Scoliosis Screening: Grade 7
  - f. Vision Screening: All grades. (Performed by school nurse)

Screening data and health related information are kept in ongoing individual records.

### **Parental Responsibilities:**

1. The school nurse should be notified of any chronic health conditions a child may have or any impairment which can adversely affect his/her academic performance.
2. Since exclusion from school is mandated by law for several illnesses, a parent **MUST** inform the school nurse if the child has any of the following contagious illnesses:
  - a. Acute contagious conjunctivitis (pink eye).
  - b. Ringworm.
  - c. Impetigo.
  - d. Head lice. (Carbondale Area has a “no lice/no nit” policy.)
  - e. Scabies.
  - f. Tonsillitis.
  - g. Strep infection, including scarlet fever.
  - h. Chicken pox (a child with chicken pox **MUST be excluded for SIX DAYS** after the last vesicular eruption.)
  - i. Measles.
3. All children must receive the vaccinations mandated by the *Department of Health*.

4. If your child has allergies such as bee sting or peanuts, that may require Benadryl and/or an EpiPen for emergency treatment, please obtain a prescription from the doctor for the emergency medication, complete the parental portion of the medication form and bring the ordered medication to the school nurse.
5. If your child is an asthmatic, please consider keeping a rescue inhaler with the school nurse for emergency use. Obtain a prescription for the inhaler from the doctor, complete the parental portion of the medication form and bring the ordered inhaler to the school nurse.
6. If your child sustains an injury or has a medical restriction for participating in gym activity, sports, or swimming, requires a cast or crutch walking, please obtain an order from your child's physician with specific date and times of restrictions, ordered activity levels. A copy of the physician's order must be forwarded to the school nurse. Physician's orders for long term restrictions must be renewed and placed on file each school year.

### **Policy for Medication Use in School:**

A policy governing student use of medication in school has been adopted as follows:

- Only medication ordered by a doctor may be taken in school, including OTC (over the counter medication) such as Tylenol, etc. The doctor's prescription must be given to the nurse.
- Whenever possible, medications should be given to the student at home.
- Medication **MUST** be delivered to the school by an adult. **DO NOT** allow the child to carry any medication to school.
- Medication **MUST** be in the original pharmacy container; a maximum one month supply of medication may be kept in the nurse's office.
- Written parental request for the student to take medication in school must be on file.
- Medication orders are good for one school year.
- Medication must be picked up by an adult at the end of the school year.

In the event that the school nurse is not available to administer the medication, the student, with his parent's approval, will self-administer under the observation of the principal or his designee. If the parent does not approve of self-administration by the student, the parent or his designee will need to administer the medication at the school.

### **HOMEWORK POLICY**

**HOMEWORK** — "Any work planned or approved by the teacher to be completed by the student outside of the regular classroom without immediate and direct supervision of the teacher."

Homework:

1. Promotes good study habits.
2. Develops a sense of responsibility and independence.
3. Helps the student master a skill.
4. Enhances and stimulates the student's creativity.
5. Make sure the student understands what has been taught.
6. Informs parents of what students are learning in the classroom.

Homework must be looked upon as important and necessary. Cooperation and communication between home and school are essential if home assignments are to make a

significant contribution to a student's educational program, and therefore, part of his/her nine-week grade. The amount of homework assigned and the individual teacher will determine its effect on the student's grade.

The counselor will be notified of the names of students who are not submitting homework assignments on a regular basis. Students who neglect homework assignments may be assigned detention at the discretion of the administration.

For student and parent convenience, daily homework assignments are posted on the school Website.

## **INTERNET USE POLICY OF THE CARBONDALE AREA SCHOOL DISTRICT**

### **ACCEPTABLE USE OF INTERNET/COMPUTER NETWORKS:**

**1. Purpose:** The Carbondale Area School Board of Directors (Board) supports use of the Internet/Computer Networks in the Carbondale Area School District's (CASD, or district) instructional and operational programs in order to facilitate learning, teaching, and daily operation through interpersonal communications and access to information, research, and collaboration.

For instructional purposes, the use of Internet/Computer Network facilities shall be consistent with the curriculum adopted by the CASD as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

**2. Authority:** Protection of the student is the overriding concern of the Carbondale Area School District. Most of the policy set forth in this document deals with providing a positive and wholesome educational experience for students. The Board also has a fiduciary responsibility to the taxpayers of the Carbondale Area School District. As a result, this policy involves rules for protection of district property, and adherence to federal, state, and local laws.

It is often necessary to access user accounts in order to perform routine maintenance and security tasks. Network storage areas are not private property. User accounts are therefore the property of the CASD. The district reserves the right to log Internet/Computer Network usage, review files and communications and monitor fileserver space utilization by users while respecting the privacy rights of users, for the purpose of upholding this policy and maintaining system integrity.

Under no circumstances shall the district be liable to any user for any damages, whether direct or indirect, special or consequential, arising from the use of the Internet/Computer Networks, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of the Internet service provider is providing access to the Internet. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

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

The building administrator shall have the authority to enforce the consequences for violation of this policy.

**3. Delegation of Responsibility:** The district shall make every effort to ensure that students and staff use this resource responsibly.

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

Users have the responsibility to respect and protect the rights of every other user in the district and on the Internet/Computer Networks.

The Superintendent or his/her designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or this polity. The procedure shall include, but not limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access to certain visual depictions that are obscene, pornographic, or otherwise harmful to minors, or determined as inappropriate content.
2. Maintaining and securing a usage log.
3. Monitoring online activities of users.

**4. Guidelines:** Before any student is allowed to use the Internet/Computer Network, s/he shall first submit a fully completed and executed Acceptable Use Permission Form. Only the authorized account holder shall use Internet/Computer Network accounts for its approved purpose. All communications and information accessible via the Internet/Computer Network should be assumed to be confidential and shall not be disclosed except for district purposes consistent with the objectives of these policies. Users shall respect the privacy of all other users on the system.

**5. Prohibitions:** Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal, state, and local laws. Specifically, the following uses are prohibited:

1. Engaging in illegal activity.
2. Using systems for commercial or for-profit purposes.
3. Using systems for non-work or non-school work.
4. Using systems for political lobbying.
5. Using systems to disseminate hate mail, discriminatory remarks, offensive or inflammatory material.
6. Installing, distributing, reproducing, or using unauthorized or illegal materials.
7. Transmitting inappropriate language or profanity.
8. Transmitting material likely to be offensive or objectionable to recipients.
9. Intentionally obtaining or modifying files, passwords, and data belonging to other users.
10. Impersonating another user and/or using anonymity by any means.
11. Copying, communicating, or modifying materials in violation of copyright laws.
12. Accessing obscene or pornographic material.
13. Loading or using unauthorized games, programs, files, or other electronic media.
14. Disrupting the work of other users.
15. Adding, changing, deleting, or accessing network software and files, unless authorized by appropriate administration.



16. Destruction, modification, or abuse of computers, printers, or network hardware.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Using interactive Chat, except when approved by the principal for authorized instructional purposes.
19. Moving, repairing, reconfiguring, modifying, damaging, or attaching external devices to any network equipment.
20. Installing software on any CASD computer that has not been legally obtained through the purchasing office of the CASD.
21. All storage media (e.g. diskettes, CD/DVD ROMS, etc.) not purchased directly by CASD may not be inserted into any CASD computer unless scanned by an employee trained and authorized by the administrator in charge of technology.

**6. 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 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 Internet/Computer Network.

**7. Consequences for Inappropriate Use:** The Board establishes that Internet/Computer Network use is a privilege and not a right. Any student failing to sign and submit an Acceptable Use Permission form shall be denied Internet/Computer Network access. General rules for behavior and communications apply when using the Internet/Computer Network, in addition to the stipulations of this policy. Inappropriate, unauthorized, and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

Vandalism will result in cancellation of access privileges. **VANDALISM** is defined as any malicious attempt to harm or destroy data of another user, or Internet/Computer Networks. This includes, but is not limited to uploading or creating computer viruses.

All users shall be responsible for damages to equipment, systems, or software resulting from deliberate or willful acts of negligence and destruction, from the failure to follow specified procedures, from engaging in listed prohibitions, or from any other conduct prohibited by this policy. Violators shall be subject to disciplinary action and liability for any costs, expenses, damages, claims, demands, or actions, which may result from said conduct, including statutory damages, punitive damages, and criminal prosecution.

**8. Copyright:** The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the Internet/Computer Network shall be subject to fair use guidelines.

**9. Safety:** In compliance with the Children's Internet Protection Act (CIPA), the Carbondale Area School District will implement filtering and/or blocking software to restrict access to Internet sites containing materials that are inappropriate for school use. No software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such

materials. A user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, s/he should notify a teacher or supervisor immediately.

In compliance with CIPA, the CASD and its representatives will implement a mechanism to monitor all student and employee online activities, including website browsing, e-mail use, chat room participation, and other forms of electronic communications. Such a mechanism may lead to discovery that a user has violated or may be violating this policy, the appropriate disciplinary code, or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the Board of School Directors. The CASD reserves the right to monitor all users' online activities, and to access, review, copy, store, or delete any electronic communications or files and disclose them to others as it deems necessary.

To the greatest extent possible, users of the Internet/Computer Network will be protected from harassment and unwanted or unsolicited communication. Any Internet/Computer Network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator.

Internet/Computer Network users shall not reveal personal information to other users on the Internet/Computer Network by any means.

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

Internet/Computer Network safety measures shall effectively address the following:

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

### **LIBRARY**

Library regulations are designed to enable the library to function effectively and provide the best possible service for the greatest number of people. **PLEASE do not use the library for textbook study or work which does not require use of library resources.** Because of the limited facilities, students may utilize the library in the following order of preference:

1. ...from study hall with a pass signed by the subject-area teacher to do research, reports, etc.
2. ...from study hall with a pass signed by the study hall teacher.

### **LOCKER WAIVER POLICY**

Students at the Carbondale Area Junior-Senior High School will be able to use both a school hall locker and physical education department locker. The use of these lockers does not guarantee any privacy and unannounced locker inspections will be held during the school year.

**PARKING REGULATIONS**  
**DRIVING TO SCHOOL IS A SENIOR PRIVILEGE**

1. Seniors are not allowed to use the parking lot unless a parking sticker has been assigned by the administration. Applications are available at the principal's office.
2. Motorcycles **MUST** be registered.
3. Students driving to school will park their cars in an **assigned student parking space**. No student shall park in the handicapped areas or any other designated signed parking areas.
4. Parking in front or rear of the school is not permitted.
5. No squealing of tires. Reckless drivers will be prosecuted.
6. Maximum speed 5 mph while on school grounds, 15 mph on the highway governed by the school zone signs.
7. Smoking in cars on school property is not permitted.
8. Students must have a hall pass to leave the school to go to their car during the school day. Students who have driving privileges are not to permit other students to be in their car during the school day.
9. 3:00 Dismissal — Students may not drive out of the parking lot before the school buses start moving, and not while the buses are pulling out.
10. If students are noticed arriving tardy frequently, their parking privileges will be revoked.
11. Students may not remain in cars; as soon as you arrive you must exit the car and come into school.
12. Students who violate any of the above school regulations will have their parking privileges revoked.

**WARNING: Upon entering this parking lot, all vehicles are subject to search on cause.**

**PARTNERSHIP FOR SAFE SCHOOL POLICY**  
**CARBONDALE AREA SCHOOL DISTRICT & THE DISTRICT ATTORNEY'S OFFICE**

**I. PREFACE:** In accordance with the Memorandum of Understanding previously signed by the School District and local law enforcement agencies, the District may request the assistance of law enforcement officials at any time in the implementation of District policy. The District will notify law enforcement officials of any violation of this policy as noted below.

**II. STATEMENT OF POLICY:** This School District recognizes that the twin problems of in-school violence and drug abuse may threaten the safety and education of every student in this School District. The District's over-riding policy is to provide every student with a safe place for learning. Any weapons on school property, or threat of violence by or against students, take away from every student the sense of safety which is necessary for effective learning. Likewise, the presence of illegal drugs and paraphernalia poisons the clean atmosphere, which is necessary for our students to do their best.

The School District wishes to establish and maintain conditions, which will deter students from using school facilities, grounds, and activities as a center for any manner of drug or alcohol abuse. Likewise, the School District wishes to maintain the safest possible facilities, free from weapons, violence, or the threat of violence. Although the District will make every effort to develop and implement programs aimed at prevention, decisive corrective actions will be taken when necessary.

The District publicly acknowledges and accepts its leadership responsibility in addressing and opposing the epidemic of dysfunctional or self-destructive behaviors which block growth and inhibits learning. The District further acknowledges the establishment of prevention programs and services within the School District that will formally establish our commitment to the prevention of teenage suicide. Through curriculum, classroom activities, community support and resources, Student Assistance Programs, and strong and consistent administrative and faculty effort, the School District will work to educate, prevent, and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by the entire student population. The School District pledges cooperation with all law enforcement agencies to keep our schools safe from weapons, violence, or the threat of violence.

The primary purpose for any action on the part of the school staff is the protection of the health, safety, and welfare of students, staff and school property.

### **III. DEFINITIONS:**

**Contraband:** any controlled substance, drug, inhalant, cosmetic, weapon, or any other object deemed prohibited by the school, which is possessed by any person not entitled to possess that item.

**Distribution:** actual or attempted transfer from one person to another of a controlled substance or other drug. Distribution includes the delivering, selling, passing, sharing, or giving any drug from one person to another.

**Drug/Mood Altering Substance/Alcohol:** any alcohol or malt beverage, any drug listed in Controlled Substance Drug Device and Cosmetic Act, as amended, as a controlled substance, chemical, abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter the mood.

Examples of the above include but are not limited to beer, wine, liquor, cocaine, crack cocaine, heroin, hallucinogens (LSD, mushrooms), marihuana, anabolic steroids, hashish, chemical solvents, inhalants, glue, counterfeit substances, and any capsules or pills not registered with the school nurse, annotated within the student's health record and given in accordance with the School District's policy for the administration of medication to students in school.

Counterfeit substances are any substances which, in their overall finished appearance, are substantially similar in size, shape, color, marking, or packaging to a specific controlled substance.

**Drug Paraphernalia:** all equipment, products, and materials of any kind which are used, intended for use, or designed for use in manufacturing, converting, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Drug paraphernalia include any utensil or item that, in the school's judgment, can be associated with the use of drugs, alcohol, or mood altering substances. Examples include, but are not limited to, roach clips, pipe, bowls, cigarette rolling papers, etc.

**Furnishing:** supplying, giving, providing, or allowing possession of an item on school property or on any location under the jurisdiction and control of the School District.

**Jurisdiction and Control of the School District:** school buses, school grounds, and the site of any athletic, social, educational, or any other function sponsored in full or in part by the school, whether or not held on school property.

**Manufacture:** production, preparation, propagation, compounding, conversion, or processing of a controlled substance, other drug or the packaging or repackaging of such substance or article, or the labeling or re-labeling of the commercial container of such substance or article.

**Notification:** parental notification — includes, at a minimum, immediate personal contact by the principal or his/her designee of the parent(s) or guardian. At the discretion of school officials, parental notification need not precede nor supersede investigative actions. (Contact by U.S. mail is generally insufficient to constitute parental notification, but may be required because of extenuating circumstances.)

**Law Enforcement Notification:** includes the immediate contact by the principal or his/her designee of the local police department(s) for the town in which the school is located or in which the off-campus incident occurs. If the police department cannot be contacted or cannot respond, the principal shall immediately contact the Lackawanna County District Attorney's Office.

**Personal Property:** items that are in the actual or constructive possession of people enrolled in or employed by the School District. Personal property includes, but is not limited to, all backpacks, book bags, gym bags, purses, clothing, or any other items that are used for the purpose of storing or transporting personal property.

**Plain View:** the observance of any item which can be seen by a school official while on school property or any property under the jurisdiction and control of the School District. As an example, any item seen in an open locker by a teacher standing in a common area, such as a hallway, is in plain view.

**Possession:** holding, without any attempt to distribute, any alcohol, drug, or mood altering substances determined to be illegal or as defined by this policy.

**Probably Cause:** specific articulable facts and circumstances that would lead a reasonable person to believe that the item sought is at a particular location and will be found if that area is searched.

**School Official:** a school employee or any person authorized by the School District to act under these provisions.

**Reasonable Suspicion:** a belief, based on articulable circumstances, that a violation of the law or of school rules has occurred, and that a search will turn up evidence of that violation.

**School Property:** building facilities and grounds, school campus, school parking areas, and any facility being used for a school function or school sponsored trip. All lockers shall remain the property of the School District and may be entered at any time by District officials.

**Weapons:** any item used to injure another person or to destroy property. Weapons include, but are not limited to, knives, cutting instruments, nun chuck sticks, mace, firearms, (handguns, rifles, shotguns), and BB/pellet guns. Weapons may also include counterfeit or replicas, whether or not they are operable.

#### **IV. PROHIBITED CONDUCT:**

A. The following acts and/or the causing thereof by a student while on school property or while under the jurisdiction and control of the School District or its authorities are hereby prohibited:

1. The possession of any weapon, as defined in Section III above, by a student on school property or at a school-sponsored event.

2. The threat of violence, by or against any student on school property or at a school sponsored event. This prohibition includes situations where either the threat or the threatened violent act occurs at school or at a school-sponsored event.
3. Any act of violence by or against a student on school property or at a school-sponsored event.
4. Being under the influence, or having consumed, injected, or ingested any controlled substance, alcohol, non-controlled substance, marijuana, including prescription drugs not registered with the school nurse as required in Section VI.
5. The manufacture, sale or delivery, holding, offering for sale, soliciting to possess, or possession of alcohol, marijuana, any controlled substance, or other drug, including prescription drug.
6. The use or possession of drug paraphernalia for the purpose of manufacturing, packing, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.
7. The manufacture, sale, or delivery, holding, offering for sale, or possession of a non-controlled substance that has a stimulant or depressant effect on humans, other than a prescription drug, which, or the label or container of which, substantially resembles specific controlled substance.
8. The sale or delivery, holding, offering for sale, or possession of non-controlled substance upon the express or implied representation that the substance is a controlled substance; or upon the express or implied representation that the recipient, in turn, will be able to distribute or sell the substance as a controlled substance.

B. Suspected or possible violations of the above stated conduct will have consequences as set forth in Section V.

## **V. CONSEQUENCES OF PROHIBITED CONDUCT:**

- A. Any student found by the principal or his/her designee to be in violation of the policy set forth herein shall be subject to the following guidelines.
- B. Situation Guidelines
  1. The possession of a weapon by a student on school property or at a school-sponsored event is suspected based upon uncorroborated information from reliable sources, but there is no direct observation by a school official of a violation of the law or of school regulations:
    - a. Immediate action: School officials investigate information to confirm the presence of a weapon. No steps will be taken which could or will endanger either the suspected student or other students in the area.
    - b. Investigation: At the discretion of the senior school official present. School officials may request law enforcement assistance.
    - c. Parental notification: Parents of suspected student will be notified. Investigation will not be delayed pending parental notification.

- d. Law enforcement notification: Not required. Law enforcement officials may be notified and their assistance requested by the senior school official present based upon the credibility and seriousness of the threat.
    - e. Consequences: At the discretion of school officials.
  2. School officials confirm the presence of a weapon on school property or at a school-sponsored event.
    - a. Immediate action: School officials will take immediate action to isolate and protect students from the weapon. School officials will remove all students and staff to a position of safety away from the weapon. If the weapon is in the possession of a student or other person, school officials will attempt to isolate that student or person from the rest of the student body and staff. The safety of all students and staff is paramount. School officials must request assistance from local law enforcement authorities immediately. On arrival at the scene, law enforcement officials will immediately take control to the extent necessary to protect students and staff.
    - b. Investigation: School officials will request immediate assistance from local law enforcement officials to investigate the weapon and the threat posed.
    - c. Parental notification: If the weapon is located in the possession of a student, that student's parents will be notified immediately. No actions designed to assure the safety of the student body will be delayed pending parental notification.
    - d. Law enforcement notification: Immediate.
    - e. Consequences: At the discretion of school officials except where investigation reveals a violation of the law.
  3. A threat of violence is made, in writing or verbally, by or against any student while on school property or at a school-sponsored event.
    - a. Immediate action: The senior school official present will isolate the person issuing the threat from the rest of the student body, particularly the object of the threat.
    - b. Investigation: The senior school official present will investigate the nature and seriousness of the threat. School officials may call upon local law enforcement officials for assistance in this investigation.
    - c. Parental notification: School officials will immediately notify the parents of any student issuing a threat against anyone on school property or at a school-sponsored event. No protective or investigative action will be delayed pending parental notification.
    - d. Law enforcement notification: At the discretion of the senior school official present, depending upon the nature and seriousness of the threat.
    - e. Consequences: At the discretion of school officials except where investigation reveals a violation of the law.
  4. A weapon is used by or against a student while on school property or at a school-sponsored event.

- a. Immediate action: The senior school official present will take immediate steps to protect all students and staff by isolating them from the weapon and the violent offender. School officials will notify law enforcement officials immediately. For the safety of all involved, law enforcement officials will take control of the scene immediately upon arrival.
  - b. Investigation: The use of a weapon is a violation of the laws of the Commonwealth as well as of school policy. Therefore, all investigation will be directed and conducted by law enforcement officials with the cooperation of school officials.
  - c. Parental Notification: School officials will immediately notify the parents of any student known to use a weapon on school property, as well as the parents of any student against whom a weapon is used. No protective or investigative action will be delayed pending parental notification.
  - d. Law enforcement notification: Immediate.
  - e. Consequences: Academic consequences at the discretion of the School\_District. Potential legal consequences at the discretion of law enforcement.
5. The possible use of drug/mood altering substance/alcohol by a student is suspected based on corroborated information from reliable sources but there is no direct observation by a school official of violation of awl or school regulation.
- a. Immediate action: The student is informed of available help and encouraged to seek assistance.
  - b. Investigation: Referral to Student Support Team.
  - c. Parental notification: Parents will be notified. (At the discretion of school officials parental notification need not precede nor supersede investigative actions.)
  - d. Law enforcement notification: Not required.
  - e. Consequences: At the discretion of the Student Support Team.
6. Based on direct observation by a school official, a student demonstrates symptoms of drug/mood altering substance/alcohol use such as staggering, slurred speech, dazed appearance, incoherence, inability to respond, and/or odor of alcohol. If this situation occurs off the school property, see Section V.B.4 (below).
- a. Immediate action: The person detecting the activity will summon the school nurse and the principal or his/her designee. If necessary, the student will be transported to a medical facility at parental expense.
  - b. Investigation: The principal or his/her designee will investigate the incident. This may include a search of the student, his/her locker, and other personal property.
  - c. Parental notification: Parents will be notified of the incident.
  - d. Law enforcement notification: Required.
  - e. Consequences: To be determined by school officials and local law enforcement officials.
7. A student possesses drug-related paraphernalia or counterfeit drugs and/or indicates the intention to sell or distribute counterfeit drugs.



- a. Immediate action: The person detecting the activity will secure the item and summon the principal or his/her designee, who will confiscate the paraphernalia or substance.
  - b. Investigation: The principal or his/her designee will search the student and his/her locker. The student's car and other personal property may be searched.
  - c. Parental notification: Required.
  - d. Law enforcement notification: Required.
  - e. Consequences: To be determined by school officials and local law enforcement officials.
- 8.** At a school-sponsored function, a school official observes a student demonstrating obvious symptoms of possible drug/mood altering substance/alcohol use.
- a. Immediate action: The parent will be notified. Students will be detained until parent arrives or parent makes arrangements for student. If necessary, student will be transported to a medical facility at parental expense. The chaperone/advisor will notify the principal or his/her designee.
  - b. Investigation: The principal or his/her designee will search the student and his/her locker. The student's car and other personal property may also be searched.
  - c. Parental notification: Required.
  - d. Law enforcement notification: Required.
  - e. Consequences: To be determined by school officials and local law enforcement officials.
- 9.** A student possesses, uses, or is under the influence of drugs/mood altering substance/alcohol.
- a. Immediate action: The person detecting the activity will summon the nurse and the principal or his/her designee.
  - b. Investigation: The student, his/her locker and personal property will be searched by the principal or his/her designee in the presence of the police.
  - c. Parental notification: Required.
  - d. Law enforcement notification: Required.
  - e. Consequences: To be determined by school officials and local law enforcement officials.
- 10.** A student is distributing a drug or controlled substance or is furnishing alcohol on school property or in a location in the jurisdiction and control of the School District.
- a. Immediate action: The person detecting the activity will summon the principal or his/her designee.
  - b. Investigation: The student, his/her locker and personal property will be searched by the principal or his/her designee in the presence of the police.
  - c. Parental notification: Required.
  - d. Law enforcement notification: Required.
  - e. Consequences: To be determined by school officials and local law enforcement officials.

## **VI. HANDLING OF CONFISCATED DRUGS, DRUG PARAPHERNALIA, ETC.:**

All drugs, drug paraphernalia, and/or alcohol found or confiscated on School District property will be turned over to the principal or his/her designee. In the case where an item is found in a location other than on school property, the item will be turned over directly to the Superintendent or his/her designee.

Confiscated material will be labeled with the following information: date found, place found, person confiscating or finding the item. The item should then be turned over to the appropriate local law enforcement officials on the same day when possible. When immediate turnover is not possible, the confiscated material will be stored in a secure location on school property.

## **VII. SEARCH POLICY:**

In certain situations, the District or an individual school principal may decide that circumstances warrant a generalized search of a school or an individual search of specific student(s). The United States Supreme Court and the Supreme Court of Pennsylvania have held that properly conducted searches in schools do not violate the United States or Pennsylvania Constitutions.

The Courts have held that students have a limited privacy interest while at school; that schools have a compelling interest in maintaining a safe and secure environment; and that a reasonably conducted search does not violate a student's limited privacy interest. Courts have held that a school search is reasonable if 1) it is justified at its inception, and 2) if the search is reasonably related in scope to the circumstances which justified the search.

The Supreme Court of Pennsylvania has held that a canine drug sniff constitutes a search and is limited by the Pennsylvania Constitution. The Court held that the use of a drug-sniffing canine requires a reasonable suspicion, the same justification required for any other search of a student by school administrative personnel. Finally, both Courts have held that school lockers are school property and are subject to search at any time by the District.

Books and lockers are to be considered property of the school district and are subject to search. A student is responsible not to harbor or possess any material, the possession of which is in violation of the law or which may be harmful to people or property.

### **A. BLANKET OR GENERAL SEARCH:**

1. Definition: search of the entire school, including student lockers, students, and their personal property which is on school property.
2. Justification: Reasonable suspicion that illegal activity or a violation of school rules is taking place or has taken place and that a search will yield evidence of that activity.
3. Example: A principal has the following information: information from students that illegal drug activity is taking place, observations from teachers of suspicious activity by students, such as passing small packages between themselves in the hallways, increased use of the Student Assistance Program, calls from concerned parents, students in possession of beepers in violation of state law, students in possession of large amounts of cash, increased use of pay phones by students. (Justification for reasonable suspicion does not require all the above and is not limited to the above. Reasonable suspicion may be based on any similar information indicating a violation of the law or of school policy.)

The principal may, with or without prior notice, search all student lockers. The principal may request the assistance of local law enforcement.

*Note: This example is taken from a search conducted at Harborcreek High School Erie County, Pennsylvania. The Pennsylvania Supreme Court held that search to be legal under both the United States and the Pennsylvania Constitutions. (Commonwealth v. Cass, 1998 WL 3264 (Pa) (January 7, 1998).)*

## **B. INDIVIDUAL SEARCH:**

1. Definition: Search of an individual student, his/her locker, and/or his/her personal property, which is on school property or under school district jurisdiction and control.
2. Justification: Reasonable suspicion that illegal activity or a violation of school rules is taking place or has taken place and that a search will yield evidence of that activity.
3. Example: A student is caught smoking in a restroom in violation of school rules. In searching for evidence relative to this violation, the principal or his/her designee may make a reasonable search of that student's possessions. The principal or his/her designee may properly find and seize evidence of further illegal activity, such as drug/alcohol possession or possession of weapons.

*Note: This example is taken from a search that was upheld by the United States Supreme Court. [New Jersey v. O.K., 469 U.S. 325 (1985)]*

4. Example: As a result of a school-wide locker search, drug paraphernalia is found in an individual student's locker. That student's personal property may be searched for further evidence of a violation of the law or school policy.

## **C. AUTOMOBILE SEARCH:**

A student's automobile is the vehicle that the student drove to school or to the school-sponsored event, regardless of whose name appears on the vehicle registration. A student's automobile parked on school property is considered that student's personal property and shall generally be subject to the same search standards as any other personal property; that is, subject to search under reasonable suspicion.

### **RECORDS /TRANSCRIPTS (STUDENT)**

When a student enters the Carbondale Area Schools, a cumulative record is developed from the date of entry. Due to the confidential nature of some of the material contained therein, the district will take all necessary measures to protect the privacy of parents as well as students in the collection, maintenance and distribution of student records.

Unless governed or permitted by law, student records will not be released to outside agencies, institutions, or individuals without parental consent. Student consent is sufficient where the age of eighteen (18) has been attained. Official transcripts will be mailed to any college or personnel office upon request. All such requests are made with the guidance office.

### **REPORT CARDS**

The school year is divided into four grading periods of 45 days each. At the end of each grading period, except for the fourth, report cards are distributed to the students. This usually occurs within a week of the end of each grading period. At the end of the fourth and final grading period, report cards are mailed to each student. It is *THE STUDENT'S RESPONSIBILITY* to make any necessary changes of his/her address throughout the school year with the guidance department.

## **SPECIAL EDUCATION**

### **INTRODUCTION**

The purpose of this section is to provide you with information regarding Special Education programs and services that are available through Carbondale Area School District. In addition, Parent's Rights, related to procedural safeguards are highlighted and obligations regarding Student Records are identified.

***“Every child can learn.. maybe not in the same way.. maybe not on the same day.. but, every child can learn.”***

### **WHAT IS SPECIAL EDUCATION?**

***Special Education is defined as specially designed instruction to meet the needs of an exceptional student.***

A student may be considered eligible for special education if he/she has one or more of the following disabilities:

1. Autism / pervasive development disorder
2. Emotional disturbance
3. Neurological impairment
4. Deafness / hearing impairment
5. Specific learning disability
6. Mental retardation
7. Other health impairment
8. Traumatic Brain Injury
9. Speech impairment
10. Blindness /visual impairment
11. Deaf-blindness
12. Orthopedic Impairment
13. Multiple Disabilities

\*If the IEP team, based upon recommendations of a multi-disciplinary evaluation, determines that a child is in need of special education. In addition, mentally gifted students are eligible for special education programming, if an IEP team concludes there is a need.

### **STUDENT RECORDS**

**Parents have the following rights related to their child's educational records:**

1. To access their child's records within 30 days of their request.
2. To request that information be amended
3. To include a statement commenting disputed information contained in their child's educational records.

**Local School Districts have the following responsibilities concerning students' records:**

1. Inform parents annually of the Family Educational Rights and Privacy Act.
2. Designate individual (s) to ensure the confidentiality procedures.
3. Train personnel regarding confidentiality procedures and policies.
4. Maintain a listing of personnel who have access to educational records.
5. Obtain written parental consent prior to release of educational records.
6. Notify parents when their child's records contain irrelevant information.

7. Furnish prior written notification of the destruction of irrelevant information and their right to obtain copies of such information.

### **PARENT RIGHTS:**

Parents of thought-to-be exceptional students have the right to fully participate as MDE and IEP team members. Moreover, it is important to note that initial evaluations, as well as special education placement, may not proceed without your written consent. A full explanation of Procedural Safeguards, including your right to a prehearing, must be provided to you, prior to one or more, of the following:

- The school district either proposes or refuses to conduct a multi-disciplinary evaluation, or...
- The school district either proposes or refuses to initiate or change the identification, evaluation, educational placement of an IEP of an exceptional student.

### **SPECIAL EDUCATION PLACEMENT OPTIONS:**

Depending upon the student's identified needs, the IEP team may recommend placement in one of the following:

- \* Supportive intervention in the regular classroom
- \* Supplemental intervention in the regular classroom
- \* Supplemental intervention in a special education resource room
- \* Part-time special education in a regular school
- \* Full time special education class outside of the regular school

These options represent a range of services from the least restrictive to more restrictive educational settings.

### **TO REQUEST FURTHER INFORMATION REGARDING SPECIAL EDUCATION PROGRAMS OR SERVICES CONTACT:**

Supervisor of Special Education  
Carbondale Area School District  
(570) 282-4500 Ext. 1197

Carbondale Area School District does not discriminate in any manner whatsoever in employment practices and is an equal opportunity employer.

### **STUDENT RECORDS**

The Carbondale Area School District aims at providing the best possible educational programs and opportunities for each pupil. To this end, the Carbondale Area School District must gather and use comprehensive information about individual pupils. The more accurate picture an educational institution has of a pupil, the better able it is to serve his/her educational interests.

In addition, the process of gathering information about pupils as individuals makes possible the compiling of data on groups of pupils. Such group information is necessary for curriculum study and district-wide program planning.

Since a child and his/her educational needs are understood best through a careful study of interrelated physical, intellectual, personal, social, and environmental factors, data gathered by an educational institution is of necessity excessive and varied.

The task of collecting, organizing, maintaining, and disseminating information about each pupil is an exacting and substantial one. Definite and adequate attention to obtaining the necessary information, recording and filing the data, and the formulating of policies and procedures for security and use of this data, are all integral phases of a Pupil Records Policy.

The educational philosophy on which the Carbondale Area School District Student Records Policy is based recognizes:

1. Each pupil is viewed as a developing person and is accepted as a unique individual to whom the educational institution has a particular responsibility.
2. Parents should be made aware of what is on record and what is being recorded.
3. Records should be safeguarded with someone in charge of said records.
4. Rules should be established for the collection and release of information except for in school use or use with the parent and child.
5. Records should be updated periodically with an eye towards the removal of data no longer of use in making educational decisions concerning the student.
6. Records should be restricted when such records would operate to the prejudice and impairment of the student's reputation and security.
7. State and Federal affirmatively require public schools to furnish certain student information to military recruiters. The student and/or the student's parents may request that this information not be provided without specific parent consent. This request must be put in writing and submitted to the Carbondale Area Jr.-Sr. High School Guidance Department.

### **SUMMER ENRICHMENT PROGRAM**

In order to properly remediate and prepare for the PSSA testing, Carbondale Area Junior-Senior High School has established a summer school program. If a student fails either Math, English, Reading or any combination of the three, he/she will be required to make these classes up in Carbondale Area's "Summer Enrichment" program. ***Private tutors will not be permitted for any of these subject areas.*** Failure to attend, successfully pass, or follow all rules will result in the student being retained in his/her present grade level and therefore having to repeat all appropriate grade level courses.

**Continuing this school year,** students will only be allowed to take one (1) Physical Education class per school year. If a student fails Physical Education he/she will be required to make-up the course in Carbondale Area's Summer Enrichment program. Failure to make-up the failed course will result in the child not having enough credits to graduate with his/her scheduled class and will lead to the child being retained in his/her present grade level.

If a student fails *Social Studies* or *Science* in grades 9 through 12 they will be required to make-up the course through "***V-Linc***", an on-line credit recovery program run in conjunction with N.E.I.U. 19. Private tutors will not be permitted for these subjects. Failure to complete and pass these "on-line" courses could result in the child not having enough credits to graduate with his/her class.

### **SUSPENSION - EXPULSION**

The Carbondale Area Board of Education supports all attempts to make it possible for students to graduate from public schools. Experience tells the board that some students, for

reasons of their own, have a need to disobey repeatedly the rules designed to operate an efficient school. Therefore, the board makes provisions for exclusion from school as means of aiding such students to change their behavior, or as a means to remove such students from school. Suspension from school results in suspension from school-sponsored activities. Exclusion from school may take one of three forms: temporary suspension, full suspension, or expulsion. Each form of exclusion shall be accomplished according to procedures outlined in this policy.

**Definitions:** “**Temporary suspension**” shall mean exclusion from the regular school program for a period not to exceed three school days, by the principal or his/her designee, and may take place in school or out of school.

“**Full suspension**” shall mean exclusion from the regular school program for a period not to exceed ten school days. A full suspension may follow a temporary suspension for the same offense if warranted by further investigation provided that such consecutive suspensions may not exceed a total of ten school days.

“**Expulsion**” shall mean exclusion from the school program by action of the board of school directors for a period exceeding any suspension period and may be for a school year or any part thereof, or permanent expulsion from the school rolls.

“**Student**” shall mean any person whose name appears on the student rolls of the school district, and, except where noted, shall include the emancipated student.

“**Emancipated student**” shall mean any student who is married, and any student who lives in an independent or semi-independent capacity apart from the home of his or her parents.

“**Parent(s)**” shall mean parent(s) by reason of birth, adoption, court-appointed custody, legal guardianship, or the parent surrogated(s) of a student by reasons of the student’s domicile.

## **PROCEDURES**

In the case of a temporary suspension the student shall be informed, in conference with the school principal or his/her designee, of the reason for the suspension and shall be given an opportunity to respond to these reasons. If the final decision, after the informal conference, is suspension, it may take effect immediately following the conference. Reasonable attempts shall be made to make verbal contact with the student’s parent(s) in order to inform them of the action taken. The parent(s) of a student on temporary suspensions shall be notified in writing of the reason for in duration of the temporary suspension. If the student on temporary suspension is an emancipated student who is married or an emancipated student who is beyond compulsory school age, only the suspended student need be notified. Students shall be permitted to make up exams and work missed while being disciplined by temporary or full suspension. It is the responsibility of the student, upon his/her return to class, to make arrangements with teachers to make up this work. Students serving a temporary suspension will be allowed three days to make up this work. A student on full suspension will be allowed ten school days to satisfy any academic obligations.

Before a full suspension may take effect the student and the student’s parent(s) must be offered an informal hearing before the principal or vice-principal. The principal may have presented any person who can present evidence in support of the accusation(s). All parties at the informal hearing shall be notified verbally, if agreeable to all, of the time and place for the hearing, which shall be held no later than the time limit of a temporary suspension.

Additionally, the parent(s) shall be notified in writing of the reasons for the suspension. If the student considered for full suspension is an emancipated student who is married or an emancipated student who is beyond compulsory school age, only the student need be notified of the reasons for suspension. The main purpose of the informal hearing shall be fact-finding. After presentation of the facts, rehabilitative procedures may be discussed. The major findings of the hearing shall be noted in writing, on a form provided through administrative regulations, before the hearing is adjourned, copies of which shall be given to the student and his or her parent(s). Upon return to the normal school program, a student on full suspension shall make up work and examinations missed while on suspension, according to administrative regulations.

The length of suspension to be imposed or any recommendation for expulsion by the administration will be based upon the severity of the offense(s).

When expulsion is being considered, a formal hearing may be held before the board school directors or a duly authorized committee of the board comprised of no fewer than three board members. The committee's decision on expulsion takes the form of a recommendation, which requires the approval of a majority vote of the entire board.

In all cases of expulsion, an informal hearing shall precede the formal hearing. The purpose of informal hearings is to enable the student to explain the circumstances surrounding the event for which he or she is being excluded, to demonstrate that there is possibly a case of mistaken identity, or to show that there is some compelling reason why he or she should not be excluded. In addition to the primary fact finding purpose of the informal hearings, they can serve rehabilitative and preventive purposes.

If an informal hearing indicates that a student's presence in school would constitute a threat to the health, safety, morals or welfare of himself/herself or of others, and it is not possible to hold a formal hearing within the period of a full suspension, the students may be excluded from school for more than ten days; by the principal and with the concurrence of the superintendent, provided the principal is making attempts to arrange a formal hearing as soon as possible. Any student so excluded shall be provided with alternative instruction in accordance with administrative regulations.

At the formal hearing for expulsion, due process shall be assured the student through the following provisions:

1. The student's parent(s), unless the student is an emancipated student who is married or an emancipated student who is beyond compulsory school age, and the student must be notified of the charges and of the time and place of the hearing by registered or certified mail, return receipt requested.
2. The hearing shall be public unless the student's parent(s) (or the student himself or herself in the event that he or she is an emancipated student who is married or an emancipated student who is beyond compulsory school age) requests that it be held in private or the board requests that it be held in private to protect the interest of all concerned.
3. The student shall have the right to an impartial tribunal and to be represented by counsel.
4. The student has a right to names of witnesses against him or her, to copies of affidavits of those witnesses, and to demand that any such witnesses appear in person and answer questions or be cross-examined.
5. If the student and/or his or her parent(s) are dissatisfied with the findings of the hearing, recourse can be had to the appropriate court.



6. A record must be kept of the hearing, either by a stenographer or through a tape recorder, and the student or his or her parent(s) is entitled, at the expense of the student or his or her parent(s), to a copy of the transcript.
7. If the student and/or his or her parent(s) are dissatisfied with the findings of the hearing, recourse can be had to the appropriate court.

It is recognized that students who are less than 17 years of age are subject to compulsory attendance laws and, even though expelled, must attend school. The responsibility for meeting this legal requirement rests with the student's parent(s), as outlined in School Laws of Pennsylvania, January 1974.

The board discourages permanent expulsion. Rather, expulsions shall be reviewed at least at the end of each school year, beginning with the school year when the expulsion takes effect. Such review shall include, with duly acquired consent of the parent(s), the judgment of other agencies and professionals who have provided service to the expelled student. The purpose of such review is to provide information to the board to decide by majority vote of the full board, whether the expulsion is to be continued, or whether the student is to be readmitted to school.

All exclusions from school must be reported to the superintendent of schools promptly.

### **TEXTBOOKS**

Students are expected to have their textbooks covered at all times. *Students are financially liable for lost or damaged books.*

### **TITLE IX – POSITION STATEMENT**

The Carbondale Area School District does not discriminate on the basis of race, color, national origin, sex, and handicap in its educational programs, activities, and employment practices. Alleged violations of the foregoing position statement will be referred directly to the superintendent of the Carbondale Area.

### **TOBACCO POLICY**

**RATIONALE:** The Carbondale Area School District strongly supports a “smoke-free” school campus for the benefit of its students, faculty, staff, and visitors. The use of tobacco/electronic cigarettes in any form by students, faculty, staff, or visitors to the school campus is strictly prohibited. Possession and use by students are prohibited to reduce the risks of fire, secondhand smoke inhalation, poor health, and further drug experimentation or use.

**DEFINITION:** For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe “bidi”, clove cigarette, and any other smoking product including electronic cigarettes, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

**CONTENT:** The Carbondale Area School District prohibits the use of tobacco in all forms by school staff, faculty, visitors, and students. Students are prohibited from using and/or possessing tobacco products on school grounds, at school sponsored activities, and in areas under school jurisdiction. Areas under school jurisdiction include, but are not limited to school buses, sporting events, field trips, bus stops, and parking lots.

**SECONDHAND SMOKE:** Because of the concerns for the safety of our school staff, students, visitors, and faculty, the Carbondale Area School District prohibits the use and/or

possession of tobacco products. Because of the risks associated with smoking and the effects of secondhand smoke, all use of tobacco products is prohibited on school grounds.

**PREVENTION EDUCATION:** In an attempt to help students realize the negative effects of tobacco products, all students in the Carbondale Area School District are educated on the dangerous effects of tobacco through the School District's K to 12 grades Health classes.

**ADVERTISING/SPONSORSHIP FOUNDATION:** The advertising or sponsorship of tobacco in any form is strictly prohibited on school grounds, school-related property, or at school-sponsored activities. Students, staff, faculty, and student visitors are prohibited from wearing attire that publicizes the use or possession of tobacco in any form. Faculty, staff, or students failing to comply with this requirement will be subjected to the appropriate measures contained within the Student Discipline Policy. Opportunities for tobacco cessation support will be made available to staff, students, and faculty found to be in violation of the district tobacco policy.

**SUPPORT PROGRAM:** The Carbondale Area School District realizes that tobacco addiction is a very powerful and difficult to overcome. Students and staff afflicted with tobacco addiction will be provided with information regarding cessation programs. Students in violation of the district tobacco policy will be referred to the *District Student Assistance program* and will be subjected to the *Student Discipline Policy*. The programs will provide the student with information related to tobacco risks and an opportunity to participate in a support group dealing with tobacco use. Staff and faculty members in need of help with tobacco addiction will be given information associated with local tobacco cessation programs and the Department of Health's Quit line.

**COMMUNICATION POLICY:** The Carbondale Area School District Tobacco Policy will be distributed to students and parents through the student handbooks which are received by Carbondale Area students at the beginning of each school year. All visitors are informed of the school district's policy through sign postings on the school campus.

**ENFORCEMENT:** Carbondale Area School District students who violate the district tobacco policy by possessing or using tobacco on school grounds, at school-sponsored activities or in areas under school jurisdiction will be subjected to the following consequences: **First Infraction:** parental Notification; citation filed with the District Magistrate; three (3) day *out-of-school* suspension; and Cessation program offered. **Second Infraction:** parental notification; citation filed with the District Magistrate; five (5) day suspension; and cessation program offered. **Third Infraction:** parental notification; citation filed with the District Magistrate; ten (10) day suspension; and cessation program offered. **Fourth Infraction:** parental notification; citation filed with the District Magistrate; suspended with parent conference; and cessation program offered.

Staff, faculty, and visitors who violate the Carbondale Area School District's tobacco policy will face the following consequences: citation filed with the District Magistrate; and an opportunity for tobacco cessation support made available to each staff, faculty member, or student found to be in violation of the district's tobacco policy.

**REVISION PROCEDURE:** The Carbondale Area School District Tobacco Policy will be reviewed on an annual basis by the district administration and "Safe and Drug Free School and Communities Committee." Any changes or revisions to this policy that meets with board approval will also be communicated in the manner set forth above.

### **TUTORING**

To ensure that students are given skills to succeed beyond graduation, Carbondale Area has implemented a mandatory “after-school” tutoring program for 12th grade students who scored below proficient on their 11th grade PSSA tests. Failure to attend 90% of the classes will result in the student being banned from participating in sports, trips, clubs, activities, as well as Graduation and Class Night exercises.

### **WITHDRAWAL (PROCEDURES)**

Any student moving to another school district and/or quitting school must complete a Student Withdrawal Form available in the main office. The student’s status must then be cleared with his/her teachers, the school nurse, the librarian and the main office. All books and equipment of the district must then be returned with payment for any lost or damaged property before a student is cleared. Students’ records or transcripts will not be released until all obligations have been met.