



**The Clarion-Limestone Elementary  
Parent-Student Handbook  
2022-2023  
Changing Lives**

APPROVED 04/20/2022; REVISED 05/11/2022;

## 2022-2023

REVISED 08/17/2022

This calendar is subject to change as necessitated by unforeseen events.

# Clarion-Limestone Area School District

JULY 2022					AUGUST 2022					SEPTEMBER 2022					OCTOBER 2022					
M	T	W	Tr	F	M	T	W	Tr	F	M	T	W	Tr	F	M	T	W	Tr	F	
				1	1	2	3	4	5				1	2	3	4	5	6	7	
4	5	6	7	8	8	9	10	11	12	<del>6</del>	6	7	8	9	10	11	12	13	14	
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	
25	26	27	28	29	29	30	31			26	27	28	29	<del>30</del>	31					
				0				0	0					18	18				21	39

  

NOVEMBER 2022					DECEMBER 2022					JANUARY 2023					FEBRUARY 2023					
M	T	W	Tr	F	M	T	W	Tr	F	M	T	W	Tr	F	M	T	W	Tr	F	
	1	2	3	4				1	2	<del>2</del>	3	4	5	6			1	2	3	
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	
14	15	16	17	18	12	13	14	15	16	<del>16</del>	17	18	19	20	13	14	15	16	17	
21	22	23	<del>24</del>	<del>25</del>	19	20	21	22	23	23	24	25	26	27	<del>20</del>	21	22	23	24	
<del>28</del>	29	30			<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>		30	31				27	28				
			18	57				17	74					21	95				20	115

MARCH 2023					APRIL 2023					MAY 2023					JUNE 2023					
M	T	W	Tr	F	M	T	W	Tr	F	M	T	W	Tr	F	M	T	W	Tr	F	
		1	2	3	3	4	5	6	<del>7</del>	1	2	3	4	5				1	2	
6	7	8	9	10	<del>10</del>	11	12	13	14	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16	
<del>20</del>	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23	
27	28	29	30	31						<del>28</del>	30	31			26	27	28	29	30	
			21	136				17	153					22	175				5	180

  Student First/Last Day    
   Teacher In-Service    
   School Closed    
   Act 80 Day    
   Snow Make-up/Vacation Day  
  Flex Day K-12

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>August 31 &amp; September 1, 2022 - In-service</li> <li>September 5, 2022-Closed: Labor Day</li> <li>September 6, 2022 - Students First Day</li> <li>September 30, 2022 - Closed: ALF Day</li> <li>November 4, 2022 Flex Day - Early dismissal K-12</li> <li>November 7, 2022 - In-service (K-12)</li> <li>November 24 &amp; 25, 2022 - Closed-Thanksgiving break</li> <li>November 28, 2022 - Closed: Buck Day</li> <li>November 29, 2022 - Act 80 Day</li> <li>December 26, 2022 - January 2, 2023- Closed; Winter Recess</li> <li>January 16, 2023 - Act 80 Day</li> </ul> | <ul style="list-style-type: none"> <li>March 17, 2023 - School Closed or Make-up Day</li> <li>March 20, 2023 - School Closed or Make-up Day</li> <li>March 24, 2023 Flex Day - Early Dismissal (K-12)</li> <li>April 6, 2023- School Closed or Make-up Day</li> <li>April 7, 2023 - Closed; Spring Break</li> <li>April 10, 2023 - Closed; Spring Break</li> <li>May 19, 2023 - Flex Day - Early Dismissal (K-12)</li> <li>May 29, 2023 - Memorial Day</li> <li>June 6, 2023 Students Last Day</li> <li>June 7, 2023 - Act 80 Day</li> <li>June 7, 2023 - Graduation Ceremony - tentative</li> </ul> |
|--|--|
- Snow days may be made up in this order: March 17 & 20 and April 6, 2023. Additional days will be added at the end of the school year.
- Early dismissal for grades K-12 on the last day prior to Thanksgiving, Winter Recess and Spring Break.
- June 6, 2023 Students Last Day
- June 7, 2023 - Act 80 Day - Staff report

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**CLARION-LIMESTONE ELEMENTARY**

**4091 C-L School Road**

Strattanville, PA 16258

Phone: Elementary Office 764-6006

Superintendent's Office and High School 764-5111

**SCHOOL MASCOT**

LION

**SCHOOL COLORS**

NAVY BLUE & VEGAS GOLD

**CLARION-LIMESTONE MISSION STATEMENT**

*The Clarion-Limestone School community is committed to providing students with a quality education in preparation for success in a diverse world.*

**ELEMENTARY VISION:**

Increase students' depth of knowledge by using curriculum and instruction that is engaging and thought-provoking.

## PERSONNEL DIRECTORY

LOCATION	EMPLOYEE
KDG. A	TERESA MCBRIDE
KDG. B	ABBY MACBETH
KDG. C	TIFFANY JACKSON
KDG. D	JOLENE PRIEST
1A	MEGAN DRAYER
1B	TERESA CYPHERT
1C	RHONDA SHOOK
1D	JAMIE EMINGS
2A	BECKY WHITLING
2B	NICOLE PAINTER
2C	ALYSSA SWARTZFAGER
2D	KELLI HUMMELL
3A	STEPHANIE KALINOWSKI
3B	DIANE RINKER
3C	KIMBERLY BURKHART
4A	WENDY FERGUSON
4B	JAMIE GRACE
4C	CHRISTINA BEST
5A	JORDAN JOHNSTON
5B	LYNNE KEPLER
5C	KIM IRWIN
6A	CHARLES TURNBULL
6B	BRAD FRAZIER
6C	NICOLE OAKES
ART	LIZ HUWAR
LIBRARIAN	PETE BESKID
MUSIC	EMILY COULSON
PHYSICAL EDUCATION	TRACEY JOHNSTON
TECHNOLOGY	MEGAN STAAB
INSTRUMENTAL MUSIC	JENN HUBLER
GIFTED	JESSICA CRAIG

SPEECH  
LEARNING SUPPORT  
LEARNING SUPPORT  
LEARNING SUPPORT  
TITLE  
TITLE  
TITLE  
NURSE  
PRINCIPAL  
OFFICE SECRETARY  
OFFICE CLERK  
PARAPROFESSIONAL  
PARAPROFESSIONAL  
PARAPROFESSIONAL  
PARAPROFESSIONAL  
PARAPROFESSIONAL  
PARAPROFESSIONAL  
PARAPROFESSIONAL  
PARAPROFESSIONAL  
PARAPROFESSIONAL  
PARAPROFESSIONAL  
SCHOOL POLICE  
OFFICER  
DIR. SP ED.  
SCHOOL PSYCHOLOGIST  
SP. ED. CLERK  
BEHAVIORAL  
SPECIALIST

KELLY SMITH  
KARLY GILBERT  
ANGEL LACOMBE  
MEGAN MATTHEWS  
ROBIN CMPSTON  
CHRISTY RUNYAN  
BRIDGETTE WAGNER  
GRETA EDMONDS  
JONATHAN QUINN  
KRISTINA HAMILTON  
TAMMY WAGNER  
TIFFANY MACK  
KIM GLENN  
AUTUMN GRAYBILL  
SHELLY HUNTER  
JILL ORCUTT  
MADISON WILLIAMS  
RACHEL MATUS  
BRENDA SELKER  
KAREN WILLIAMS  
DORIS WONDERLING  
  
Rex Munsee  
JASON EDMONDS  
ALEX GRAY  
LORI RAWSON  
  
GRACIE WILES

## **GREETINGS FROM THE PRINCIPAL**

Dear Parents, Guardians, and Students,

As the elementary principal of Clarion-Limestone Area School District, it is my honor and privilege to welcome you to our school. We have an amazing faculty and staff who are extremely dedicated to our students and have established a reputation for high achievement. Teaching young children is an awesome responsibility and we need your help every step of the way. You know your children best, and your communication with your children's teachers is essential. We encourage you to keep in touch with your school, and to share any concerns that you may have. When schools and families work throughout the school year via emails, letters, phone calls or text messages. If you have any questions or concerns please contact the school as well. We also encourage attendance and active participation in all of our school events. The Parent-Student Handbook will give you beneficial and useful information about the practices, routines, procedures and policies of our schools. We recommend that you keep this handbook available for reference during the school year. It is our expectation that you will reinforce the student code of conduct contained in the Discipline section of the handbook. New information for this school year will be highlighted and underlined Please sign form to your child's teacher by the beginning of the second week of this school year. I look forward to working with you for your child's success. Please visit our website for more information at [www.clasd.net](http://www.clasd.net). Have a great school year!

Sincerely,  
Mr. Jonathan Quinn  
Elementary Principal

To unconditionally nurture our students to be successful, proud, and prepared  
to thrive! -The Clarion-Limestone Mission Statement



## CHAIN OF COMMAND

This step-by-step method is to be followed when there is a problem or a potential problem.

1. *The first step in dealing with a question or a problem is to talk directly to the classroom teacher, the secretary, maintenance and/or janitorial staff. As a rule, 99.9% of the problems are solved by this method. It usually involves a breakdown in communication.*
2. The second step is to contact the administrator. This could be the principal, or the superintendent of grounds.
3. The third step is to contact the superintendent of schools.
4. If the problem hasn't been resolved, the next step is to contact the board of directors.

In all cases the Chain of Command must be followed. You will be asked this question: Did you follow the Chain of Command? If not, you will be directed to do so.

## VISITORS

Remember to always sign in at the office and receive a visitor's tag. This is for the safety of the students and security of the building. Parents, agency personnel or other visitors who wish to observe a classroom must receive permission prior to the visit from the classroom teacher and office. **For the safety of our students and staff, adults may not go directly to the classrooms for ANY reason. All visitors to the building MUST sign in at the office and await further instructions. (For example, if you are bringing a child's homework, lunch, backpack, snack, etc., you will be asked to give your child's name, and leave it in the office for a staff member to deliver.)** A special note to parents, especially during hunting season; please make sure you do not have weapons or look-alikes on your person while entering the building, or in your vehicle as weapons on school grounds is a criminal offence and the matter will be referred to our School Resource Officer.

## PETS/ANIMALS

For the health and safety of our students, pets and/or animals are not permitted in the building unless prior permission is granted from the principal. Certified therapy dogs will visit the school and interact with students throughout the year. There is a release form included in the beginning of the year paperwork.

## **STUDENT DRESS GUIDELINES**

(Ref. Policy #221)

Students are expected to exercise prudent judgment in the selection of appropriate attire for school. Paramount to proper dress is good personal hygiene. All students are expected and must come to school clean and well groomed. Like all aspects of our educational program, the dress code that follows is meant to be a learning experience that will prepare our students to be contributing and productive members of society. Personal hygiene, proper dress, and a good education will lead to success. The following are specifics to the dress code for Clarion-Limestone School District.

### **FOR SAFETY REASONS:**

1. Appropriate footwear must be worn and provide for safe and sanitary conditions. Examples of unacceptable footwear include slippers and loose fitting footwear that cannot safely and securely remain on the student's feet. Flip flops, beach shoes/shower thongs, Heelys, and bare feet are not permitted in the building.
2. Spiked jewelry, chains, or any jewelry that may cause injury or constitute a hazard are not permitted.
3. No wallet chains.
4. Length of pants must not go beyond the sole of the shoe and the bottom of pant leg is a maximum of 26 inches in circumference.
5. Baggy or excessively layered clothing that can conceal items and/or poses a safety hazard is not permitted.

6. Long hair and loose clothing needs to be secured while working near machinery and lab situations.
7. Anything else that can be deemed a safety hazard.

#### OTHER GUIDELINES FOR ATTIRE:

1. Common courtesy dictates that hats, head coverings, bandanas, sweatbands, and sunglasses not be worn inside the building.
2. Shirts and tops must have high enough necklines to cover all cleavage. Sleeveless shirts which completely cover the area from the base of the neck to the top of the arm, do not have oversized armholes or open sides and which do not expose undergarments or skin under the arm are acceptable.
3. Lower garments are to be worn at the appropriate level and cannot drag on the floor.
4. No skin should be visible between a student's top and bottom garment when the student sits, stands, raises his/her hand or bends over.
5. Torn or tattered clothing is not to be worn.
6. Patches, insignias, buttons, jewelry, clothing, or other items that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable. Items of clothing that belittle others may not be worn (i.e., race, religion, gender, etc).
7. Coats, jackets or garments designed for protection from the weather are not to be worn in school.
8. The top of the slit in all shorts, skirts, and skorts must touch the bottom of the fingertips with arms fully extended.
9. Book bags are permissible to carry to school but shall be stored at the coat racks during the school day. Book bags are not permitted to be taken from class to class, cafeteria, or any other areas of the school building during the school day.
10. Body piercing other than ears is not permitted to be worn in school.

11. 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.
12. Each student is to maintain good personal hygiene.
13. No mesh / see-through tops unless a shirt is worn underneath.
14. All shirts must cover the shoulder. This pertains to male and female. No halter-tops, spaghetti straps, muscle shirts, tube tops, or other skimpy attire is permitted. No midriffs are to be exposed in the standing or sitting position. Sleeveless shirts and dresses are permitted if shoulders are covered by clothing of at least 3 inches in width (at its narrowest point). Bra straps should be covered at all times. No body suits, spandex or skin-tight outfits of any kind unless covered with another layer of non-forming fitting clothing.

Any District personnel can address the dress code with the student and will send the student to the office if a final judgment is to be made by the principal. Parents will be called immediately to deliver clean and/or appropriate clothing and/or footwear for the remainder of the day.

However complete these rules may be, they can never cover all possible situations that may arise. If a matter cannot be resolved by interpreting the rules above to the letter, then the solution to be adopted by those responsible shall lie in a principle which follows as nearly as possible to the spirit of the rules.

## **ATTENDANCE**

(Ref. Policy #204)

Attendance in school is a good example of the connections of time and learning. Just as homework exemplifies learning, regular attendance exposes students to a greater amount of academic content and instruction. Research shows that poor school attendance usually reflects poor job attendance in the future. Studies have shown that too many missed days of school result in too many missed opportunities to learn, and can result in failure, dropping out, or both.

## ABSENCES

The district will adhere to the truancy protocol established through the court system in Clarion County. Following are updated procedures according to the protocol. Excuses may be emailed directly to our Attendance Clerk Mrs. Tammy Wagner at [twagner@clasd.net](mailto:twagner@clasd.net).

### IF YOU ARE ABSENT OR LATE:

A student has **3 days** to bring in an excuse card signed by their parent/guardian. Yellow excuse cards are provided by the school homeroom teacher, office, or may be printed from the school's web site. Each excuse is evaluated and a decision is made as to whether it is excused or unexcused. Excused reasons include: personal illness, medical appointments, family emergencies, impassable roads, or death in the immediate family.

### WHAT CONSTITUTES ½ DAY?

Arriving after 11:00 a.m.

Leaving before 2:00 p.m.

Absent during school day for more than 2 hours

### IF YOUR ABSENCE INDICATED A PATTERN/EXCESSIVE ABSENCES:

Over 8 days – a warning letter will be sent home.

After 10 days – you will be required to submit a doctor's excuse for each absence. Each day of absence without a doctor's excuse is determined to be unexcused.

### WHAT HAPPENS IF YOU GET AN UNEXCUSED ABSENCE?

Each student is allowed 3 unexcused/personal days per year.

These are for reasons not judged to be excused. These 3 days of absence will have no effect on grade or homework.

### WHAT HAPPENS IF YOU GET MORE THAN 3 DAYS OF UNEXCUSED/ILLEGAL ABSENCE?

The student will receive a "zero" for any work missed on the day of absence and the District will exercise the following actions:

1. On the **first** day of the unexcused/illegal absence, a warning letter will be mailed to your parents/guardian.

2. On the fifth day of the unexcused/illegal absence, a warning letter will be mailed to your parents/guardian advising them that the next unexcused (illegal) absence will result in notice to the magistrate. Parents will be asked to attend an Attendance Improvement Conference.
3. On the sixth day of the unexcused/illegal absence, a letter will be mailed to your parents/guardian advising them that magistrate will be notified of the unexcused/illegal absence. Notice which will result in an appearance before the magistrate with the accompanying fine. Referral will be made to Children and Youth.

### **HOMELESS & FOSTERCARE POLICY**

Homeless children and youths shall have equal access to the same educational programs and services provided to other district students. The Board, authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths. It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status. The board designated the Superintendent to serve as the district's liaison for homeless children and youths.

\*See complete policy for more information.

#### **Educational Stability for Children in Foster Care**

Ref. Policy #255

To ensure the educational stability of children in foster care, the Board requires the district to collaborate with the local children and youth agency and other school districts. The Board designates the Superintendent to serve as the district's point of contact for children in foster care.

A child in foster care shall continue to be enrolled in his/her school of origin unless there is a determination that it is not in his/her best interest to attend the school of origin.

\*See complete policy for more information.

## **MAKEUP WORK**

Students perform better academically when they are in school. However, we understand that there are occasions when an absence is necessary. Students with excused absences will be given the same number of days as their absence to make up missed assignments. After the allotted time, the assignments will be counted as late.

## **DAILY SCHEDULE**

The school day for pupils in grades K-6 will begin at 9:10 a.m. and will close at 3:40 p.m.

Parents who drive students to school or pick them up at dismissal time should use the side parking area. For the safety of the students, parents are restricted from parking in the van lanes, the traffic lanes, or near the sidewalk in front of the building. These areas are reserved for the vans and buses. Parking in front of the high school from the hours of 2:00–3:00 p.m. is also prohibited.

Elementary pupils will not be admitted before 8:45 a.m. as there is no morning supervision for students until that time. Parents/ guardians are not permitted in homerooms in the morning unless you have pre-scheduled appointment with a teacher. This time is scheduled for planning and meetings. Students that are being dropped off in the morning, must enter through the side door after 8:45 a.m. Adults must enter through the front door and report directly to the office.

## **DISMISSAL PROCEDURES**

At the end of the day, students who are transported by their parents/guardians (those who do not ride the bus) will be called to the side doors at 3:30 PM. After the vans have safely loaded and exited, pickup students will be released by monitor. "Parent Pickup" students will line up inside the doors until the monitor dismisses them. The monitor will not release a student unless a note has been provided by the parent/guardian. Parents: Please do not call the school for last-minute changes to your child's transportation after 3:00 PM. The phones lines are usually very busy at the end of the day and oftentimes, a message may not be received by the office and/or teacher.

### **AFTER SCHOOL HOURS**

Students who forget an assignment or book at school will only be allowed back in the building until 5:00 p.m. For safety measures, the maintenance staff will be instructed not to allow anyone into the building after 5:00 p.m.

### **TARDINESS**

If a student arrives to school after 9:15 a.m. three times in a nine-week period without a proper excuse, the office is required to notify Children and Youth Services. Any student who enters school late due to illness must be accompanied by an adult to the nurse's office. After a brief evaluation, the school nurse will determine if the student may remain in school for the day.

### **LEAVING EARLY**

Students leaving after 2:00 p.m. will be excused with no penalty of absence for: vision, dental, medical, counseling appointments, or bereavement. Parents are highly cautioned about picking children up early for "other" reasons. (NOTE: The principal must approve these.) The last two periods of the day are very important for the students. Therefore, it is imperative that they are here.

We are very proud of our project-based educational programs. We enjoy having parents and grandparents come into the school for our special projects, however, a problem exists when parents ask to take the student and the older/younger siblings home after the program. It is imperative that siblings stay and complete the entire school day. It is also the law. No student or their younger or older siblings will be excused from school after the program. The teacher will be including this note on the handout that is sent home.

### **LEAVING SCHOOL**

Students must present a note from parents/guardian in the morning requesting dismissal, giving time of departure and



reason. Students are not permitted to leave school without gaining permission from the nurse or office. Doing so would be considered as leaving school without permission. When a student is leaving early the parent/guardian must first come to the office for security purposes. The office staff will then call the classroom and instruct the student to report to the office for dismissal with the parent/guardian.

Elementary students who are attending sporting events elsewhere on campus after school will need to be picked up by a parent and taken to the event. The student must present a note to the office the day of the event,

When a student returns to the school from an appointment, he/she must report to the office to notify of his/her return with their parent/guardian.

### **SNOW DAYS OR DELAYS**

Cancellation of school or delaying the start of school may happen due to inclement weather or an emergency situation. Parents/Guardians, please refrain from calling the school during these kinds of situations. The information you need is available through our district's School Messenger automated phone messaging system, on your local radio and television stations. With a one-hour delay, school starts at 10:05 a.m. The bus will pick your child up one hour later than normal. With a two-hour delay, school starts at 11:05 a.m. The bus will pick your child up two hours later than normal. The district requests that you give yourself and the bus driver a few extra minutes. Remind your child to listen to the bus driver. The bus driver needs their attention on the roads; they are carrying precious cargo. Additionally you will not be permitted to drop your child off early on delay days, there is no supervision.

### **RECESS**

We recognize that recess is an important break in our students' day. There is time in the daily schedule for recess – either inside or outside. Please dress your child according to the weather as all efforts to go outside will be attempted when it is a minimum of 40 degrees at the teacher's discretion. The local weather forecast, playground conditions, and various other

factors will be considered regarding outdoor recess as the safety and wellbeing of our students is paramount.

### **SPECIAL EVENTS**

There are many times throughout the school year that friends and family are invited to the school for special events. This is a wonderful opportunity for the children to show off their work and their classrooms. For special events-If your child's grade or class has a special event on a day, you may sign your child out after the event. Siblings may NOT be signed out early on these days.

NOTE: On the Track Meet and 6<sup>th</sup> Grade Celebration days, participating students are not permitted to leave before 3:00 pm, and must be signed out by a parent or guardian on the sheets provided by the office. On these days if it is necessary for students to retrieve their belongings from the classrooms, they may do so after 3:00 pm.

### **AUTOMATED PHONE MESSAGING SYSTEM**

As a courtesy to parents, important notifications, such as a school cancellation, may be announced by the district through an automated voice messaging system. If you do not wish to participate, please notify the central office at 814-764-5111 x312.

### **HOMEBOUND INSTRUCTION**

(Ref. Policy #117)

Homebound education is carrying the public school program over into the home through the visiting teacher. The primary purpose of the program is to help the physically handicapped children and those absent on account of illness to keep up with their regular work.

Homebound instruction will be provided to a child whose absence exceeds twenty (20) successive days or to a child who, because of the nature of the injury or illness, is expected to be absent from school for a period in excess of twenty (20) days.

Instruction shall begin as soon as a doctor provides a diagnosis, which meets the requirements of the Department of Education pertaining to acceptable reasons for providing homebound instruction.

Regular instructional employees of the district or any person, certified to teach in the Commonwealth of Pennsylvania, may be employed to provide homebound instruction, at a rate to be established by the Board, not to exceed five (5) hours per week.

### **ADDITIONAL INSTRUCTIONAL MATERIALS FOR HOME USE**

If a parent/guardian requests a book or support materials for working with a student at home, the office will notify the parent/guardian of the price of the materials. A check must be made payable to the school for the quoted amount before the book is sent home. When the materials are returned, the check will be given back. If the materials are not returned by the end of the school year in which it was requested, the check will be given to the business office.

### **OUTSIDE SOURCES**

All outside information or handouts to be distributed to students must be approved by the principal. The school will not copy any handouts. Although the school is a partner with the community, we will not endorse any business for the reason of increasing the business. In most cases the request will be granted as long as it supports the educational program at the school.

### **ELECTRONIC DEVICES-CELL PHONES**

(Ref. Policy #237)

In order to provide students with a distraction-free environment for education, minimize academic dishonesty and cyber bullying, the teachers and administration will prohibit the use of cellular phones during school hours. As stated in the policy #237, there are medical issues that will be approved. The building principal may impose additional restrictions on cell phone use and/or availability to ensure that the educational process is not impeded.

The regulations of electronic devices include the following:

- Cellular phones are to be turned off and not visible upon arriving on school grounds.
- Cellular phones must be kept out of sight in the student's purse or backpack throughout the school day.
- Emergency phone calls can be made in the office during school hours. To make phone calls home, go to the office. Also, parents can leave messages for students with the office staff.

### **SURVEILLANCE** (Ref. Policy #810.2)

The use of video and audio recording equipment has been installed and may be in use inside the buildings, on school grounds, and on school transportation. This has been done to support efforts to maintain discipline and monitor activity and determine the appropriate course of action.

### **HOME-SCHOOLED STUDENTS**

(Ref. Policy #137)

Home-schooled students may elect to participate in the interscholastic athletic and extra-curricular programs of Clarion-Limestone District according to the following procedures.

1. Home-schooled students electing to participate in athletic and/or extra-curricular programs grades K-12 (including intramurals, after school programs, clubs, etc.) are required to abide by all guidelines and regulations as public school students. Eligibility requirements may differ between the elementary and secondary extra-curricular programs. The guidelines and regulations will include, but not be limited to the following requirements for home-schooled students.
  - a. Where applicable, regular academic eligibility determinations are similar to that required of the students within the Clarion-Limestone School District. The parent/guardian will submit weekly written progress reports to the building Principal at the end of every week and marking period. Failure to submit these reports

- will make the student ineligible until the next required reporting period.
- b. Compliance with disciplinary policy and any regulations or instructions of administrators, professional employees, coaches or advisors of the district is required. Failure to do so may lead to termination of the home schooled student's participation in activities.
  - c. Transportation to and from the school for home-schoolers is the sole responsibility and expense of parent/guardian.
  - d. Home-schooled students are subject to the same eligibility and try-out criteria as other students who compete for positions on teams, squads, casts, or membership.

***It is the parent/guardian/student's***

- e. responsibility to keep abreast of available activities, schedules and/or schedule changes. The district assumes no responsibility to inform parent/guardians of the home-schooled student regarding the availability of extracurricular activities or changes in schedules.
- f. Some extra-curricular activities require all participating students to provide proof of personal injury medical insurance coverage and medical certification of fitness.
- g. The home-schooled student is also subject to pay any cost or fee associated with the extra-curricular activity as is paid by the non-home-schooled student.

Home schooled students who transfer in from another school district shall have the same residency rules apply to them as does the public school student enrollee.

**HOME-SCHOOLED STUDENT TESTING**

Home-schooled children taking the end of the year assessment will be taking the test on the week of make-ups. This will

insure that the teacher can answer any questions that the child may have during the exam. Parents will need to call the principal and set an appointment for the testing to be completed.

### **EDUCATIONAL TRIPS**

Students are permitted up to 2 educational trips per year. The number of days is not to exceed 7 per year.

Educational trips are granted by the principal. A letter with the dates of absence must be addressed to the principal and delivered to the office *prior* to taking the days for vacation. These missed days will be treated as excused absence and students will be permitted to make up any missed work/tests, if the trip was approved, up to 3 days upon return. If a parent/student applies for an educational leave after the fact, their days will be considered as unexcused/illegal. Please do not schedule educational trips during the week of PSSA state assessments (see PSSA calendar).

### **FIELD TRIPS**

(Ref. Policy #121)

All students in grades K-6 may take a field trip. These trips are educational and are based on curriculum for that grade level. If a student exceeds five (5) days of absence (excused or unexcused) immediately prior to a field trip, they may be denied leaving school for a field trip. Permission slips must be signed by parent/guardian before a student is permitted to leave for a field trip. Tickets for field trips are purchased months ahead of time; therefore there will be no refunds. Parents are reminded to be on time when picking students up after school hours. If a student requires medication on a daily basis, the teacher must be notified.

1. Parents may not leave with a child from the field trip site.
2. Upon return, a student shall be released from the school only to their parents or to persons authorized by their parents.
3. In case of illness it shall be determined that the parent or reliable adult is at home before the student is sent home.

4. The parent should be notified before any student is released to a police or court official during school hours.

## **VOLUNTEERS**

Volunteer - is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the Clarion-Limestone Area School District without receiving compensation from the Clarion-Limestone Area School District. A volunteer is not a district employee.

The two (2) classifications of volunteers are:

1. Position Volunteer - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperons, tutors, coaches, activity advisor, or recess etc.
2. Guest Volunteer - an adult who voluntarily provides a service to the school or program, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; book fairs; health screening assistance; collecting tickets at sporting events; working concession stands; participating in "Career Day," Parent-Teacher Organization (PTO), etc.

\*For the complete volunteer policy see the school board policy 916. Volunteer packets are available in the elementary office and on the website.

## **BEING A CHAPERONE**

Parents/guardians may be asked to be a chaperone for a field

trip. Chaperone selection procedures vary from grade to grade. As a chaperone, you may be asked to pay for your own admission. Chaperones are required to ride the bus. Parents/guardian should not drive to meet their child at the field trip destination. Please note: You must be on the board approved volunteer list.

### **HOMEROOM PLACEMENT**

Under no circumstances will a parent "pick" a child's homeroom teacher for the following year. A balanced class is essential and Great care is taken when the staff analyzes the classes to determine the students going into them. The school must abide by laws that deal with special teachers, special education and related services. Special circumstances may arise at times. Then and only then will the principal take into consideration the situation to see that the student is properly placed.

### **PRINCIPAL LIST AND HONOR ROLL**

(Ref. Policy #212)

Students must have A's in all subjects to be named to the principal list. To be named on the honor roll the student may have A's and B's. If a child receives a (U), (N), or an (I) in Art, Library, Music, Physical Education, Technology and/ or Band, the student is automatically disqualified for honor roll and principal list. Grades must be maintained to be eligible to be in extracurricular activities such as intramurals.

The Elementary school is using CSIU READY an online grading system, to report student grades to parents. Parents who are unable and /or choose not to use the service will have access to their child's grades through the teacher. For students who have an approved extended absence, a 15 school day grace period will be implemented at the discretion of the administration. On the 15<sup>th</sup> school day after the end of the grading period, all grades are final.



## **GRADING SCALE**

A	93% - 100%
B	85% - 92%
C	77% - 84%
D	70% - 76%
E	69% - 59%

Special Areas Grading Scale: O= 90-100% S= 70-89% N= 60-69% U = 59% or lower

## **PRINCIPAL'S CLUB**

Students in grades K-3 who follow PBS Rules (Positive Behavior Support) will be rewarded periodically throughout the year with selection for Principal's Club. To qualify, all PBS Rules must be followed, including the completion of homework as a classroom responsibility. Missed homework assignments mean that a student is not being responsible.

At random times throughout the year, the principal will contact the homeroom teachers to request the names of students who displayed respectful, responsible, and learning behaviors during the selected timeframe. Those who qualify will be rewarded with a special surprise or activity by the principal.

At the end of the school year, students who were in the Principal's Club each time throughout the year will be recognized with a certificate at the awards assembly on the last day of school. This honor is comparable to the President's Award which is provided to students in grades 4-6.

## **INCENTIVE TRIP**

This is to recognize two students in each homeroom first through sixth that are often overlooked in the classroom. These children strive to improve personal and academic achievement. They may or may not be honor students. Every effort will be made to see that a student only participated once in their elementary career. Additional information about the incentive program will be included in the first day packet.

## **INSURANCE COVERAGE**

(Ref. Policy #211)

All students must have insurance to participate in extracurricular activities. Insurance form and permission for medical treatment is located in the back of this handbook. Please submit the correct information by the second week of school to your child's teacher. If you need more permission forms for specific medical treatment, they are available in the office. Group student accident insurance forms will also be available by Voluntary Student Accident Medical Insurance to families that are interested.

## **STUDENT ACTIVITIES**

The following are examples of student activities that may occur throughout the year, depending on scheduling and available resources. For students participating in activities at the high school after school hours, adult supervision will be provided. Students must check in at the elementary office and wait for the supervising adult to cross the road. Students that do not comply will not be permitted to stay after school.

## **INTRAMURALS**

Intramural activities are available for students in grades 4-6. This program runs after dismissal to activity bus time. A schedule is given to students so arrangements can be made. Activities vary from basketball, soccer, bowling, volleyball, ice-skating, to biking. This is a great way for students to get involved and meet other students. A student who receives a disciplinary referral or bus conduct report, he or she will not be permitted to participate in the next intramural activity. Students will pay a one-time fee of \$5.00 to participate for the entire school year in addition to any other entrance fees.

## **ELEMENTARY CHOIR**

All 5<sup>th</sup> and 6<sup>th</sup> grade students participate in elementary choir. Rehearsals begin at the start of the second nine weeks and should culminate with a performance in the spring.

## **SONGFEST**

Through auditions, 6<sup>th</sup> grade students are chosen each year to participate in the PMEA District III Elementary songfest. These students will work to prepare the selected music on their own and with the elementary music teacher to perform in a concert with over two hundred other students from approximately 25 elementary schools in a 6-county area.

## ***STUDENT COUNCIL***

(Ref. Policy #228)

These elected officials meet with the principal on a monthly basis. The president is elected from the sixth grade classrooms. The vice-president is elected from the fifth grade classrooms. The secretary/treasurer is elected from the sixth grade classrooms. The fifth grade and fourth grade both have representatives elected from their grades.

## **SCHOOL COUNSELOR**

The school counselor is a certified/licensed educator that is uniquely qualified to address developmental needs through a comprehensive school counseling program addressing the academic, career and personal/social development of all students. Overall aspects of the counseling program include classroom lessons, small group counseling, short-term individual counseling, collaboration with parents, staff and outside supports, referrals to outside agencies, and participation on multiple school teams.

## **SCHOOL PSYCHOLOGIST**

The school psychologist serves to advise personnel and performs many activities including the following:

1. Measuring and interpreting the intellectual, social and emotional development of children.
2. Identifying exceptional children and collaborating in the planning of appropriate educational and social placements and programs including collaborating with outside agencies.
3. Developing ways to facilitate the learning and adjustment of children.
4. Encouraging and initiating research and utilizing research findings for the solution of school problems.
5. Diagnosing educational and personal disabilities, and collaborating in the planning of re-educational programs.

The above functions are carried out and may lead to more formal assessment. Problem solving in collaboration with parents and other professionals is the main thrust of the psychologist's work in assuring that students receive the best possible education in the least restrictive environment.

## **FUTURE READY PA INDEX**

An important component of Pennsylvania's Every Student Succeeds Act (ESSA) Consolidated State Plan is the creation of the Future Ready PA Index, a comprehensive, public-facing school progress report that includes a wide range of meaningful, evidence-based indicators. The Future Ready PA Index moves beyond a single, summative score (of the previous School Performance Profile or SPP) to increase transparency around school and student group performance.

### **OVERVIEW OF THE FUTURE READY PA INDEX DASHBOARD**

The Future Ready PA Index is designed to provide clarity around specific indicators, including a subset of indicators that will be used in federal accountability determinations under Pennsylvania's newly-approved ESSA Consolidated State Plan. Each Future Ready PA Index indicator was selected based on extensive feedback from education\_stakeholders from across the commonwealth, along with careful evaluation of the practices and systems that tie to continuous school improvement.

The Future Ready PA Index indicators are divided into three main categories, as listed below.

1. State Assessment Measures:
  - Percent Proficient or Advanced on PSSA/Keystone Exam (Mathematics/Algebra I\*, Science/Biology, and English Language Arts/Literature\*)
  - Meeting Annual Growth Expectations (PVAAS) (Mathematics/Algebra I\*, Science/Biology, and English Language Arts/Literature\*)
  - Percent Advanced on PSSA/Keystone Exam (Mathematics/Algebra I, Science/Biology, and English Language

Arts/Literature)

2. On-Track Measures:
  - English Language Proficiency\* (NEW Indicator)
  - Chronic Absenteeism\* (NEW Indicator)
  - Grade 3 Reading/Grade 7 Mathematics Early Indicators of Success (NEW Indicator)
  
3. College and Career Measures:
  - Graduation Rate\*
  - Career Readiness Benchmark\* (NEW Indicator)
  - Industry Based Learning, including Industry Standards-Based Competency Assessments, High Value Industry Recognized Credentials, or Work Based Learning Experiences) (NEW Indicator)
  - Rigorous Courses of Study, including Advanced Placement (AP)/International Baccalaureate (IB)/College Course Offerings, or CTE Career Pathways
  - Post-Secondary Transition to School, Military, or Work (NEW Indicator)

\*Indicators required for ESSA accountability (annual meaningful differentiation) and identification of schools in need of improvement.

### **TESTING PROGRAM**

In accordance with the recommendations of the superintendent of the school, the principals and the guidance counselor, the Clarion-Limestone Area Board of School Directors has approved a district-wide testing program designed to provide information concerning the proficiency of all children in the district on standardized tests.

### **ASSESSMENT**

Kindergarten pre-screening is conducted in the spring. We use the Brigance Screening as a tool to measure the academic, social, and emotional development of the student. We are able to tell if the student is in need of any services at this point or if the student would benefit from starting school at a later date.

The Pennsylvania System of School Assessment (PSSA) measures achievement in reading, writing, science and mathematics. English Language Arts and Mathematics are assessed in grades 3-6; Science in grade 4. PSSA practice tests are administered in reading and math in grades 3-6 throughout the year to measure progress toward proficiency.

Your child’s scores on these tests will be examined and maintained in the school record as long as your child attends school in this system. A copy will be sent home to the parent/guardian.

Should you wish to examine your child’s record file, you may arrange to do so by making an appointment with the principal or guidance counselor’s office. Please note the annual review of privacy rights.

***PSSA SCHEDULE 2022-2023***

The Pennsylvania Department of Education (PDE) has issued the following mandatory schedule for the administration of the PSSA. It is extremely helpful when parents make every effort to encourage perfect attendance and positive testing attitudes. **The Clarion-Limestone Elementary School prides itself on the high scores our students are able to achieve on the state tests. Requests for educational trips, appointments, etc. are HIGHLY DISCOURAGED during the testing window.**

Assessment	Dates	Grades
English Language Arts	April 24-28, 2023	Grades 3-8
Mathematics	May 1- 12, 2023	Grades 3-8
Science	May 1- May 12-2023	Grades 4 and 8
Make-up	May 1-12, 2023	

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### **CLASS SIZE**

(Ref. Policy #126)

Class size shall be determined by the Board upon the recommendation of the Superintendent. The Superintendent shall prepare guidelines for class size, which shall take into account:

1. Subject matter
2. Type of instruction
3. Ability of students
4. Age group of students
5. Use of aides
6. Use of special facilities and equipment

### **TITLE I**

Title I is the largest federal aid program for our nation's schools. The goal of Title I is a high-quality education for every child, so the program provides extra help to students who need it most. These are children who are the furthest from meeting the standards the state has set for all children. Title I resources are directed to schools with high poverty levels. Title I services are provided using in-class or pull-out programs. If your child is eligible to receive Title I services, you will be notified.

### **CLARION- LIMESTONE SCHOOL DISTRICT TITLE I PARENTAL INVOLVEMENT POLICY**

1. During a fall PTO meeting, district parents will be given information about the school's participation in the Title I program, the criteria used to identify those students who are eligible to participate, and their right to be involved.
2. Parents will be notified in a timely manner of their child's eligibility for Title I services. Parents may also request Title I services for their child if it is believed that he/she would benefit from the extra help in reading or math. Additionally, parents who feel that their child is not benefiting from placement in the Title I program may

request, in writing, to have their child withdrawn from a Title I class.

3. Parents of students in Title I classes will be kept informed of their child's progress through report cards and/or parent conferences.
4. Parents will be given information concerning parent training and support materials (books, videos, audio tapes and pamphlets), which are available through the Title I Parent Library, housed outside the reading room in the primary hallway.
5. With prior notification, arrangements may be provided, using Title I funds, to enable parents to participate in Title I meetings and activities.
6. Parent meetings and/or conferences will be scheduled at different times during the day.
7. Parents will be invited to attend two meetings annually held by Title I personnel. One of the meetings will provide opportunities for parental involvement in the planning, review, and improvement of the Title I program. Information concerning local assessment results and how to monitor a child's progress and how to work with teachers to improve student achievement will also be discussed.
8. Parents will be given an opportunity to review and help revise an ongoing Parent/School Compact (Learning Promise) and Parent Involvement Policy which outlines how parents, school staff, and students share the responsibility to improve student achievement.
9. The Title I Parent Involvement Policy and a Learning Promise along with the No Child Left Behind requirements regarding teacher qualifications, will be printed in the student handbook, which is sent home to each student at the beginning of the year and as students enter the district throughout the school year.
10. Through a Title I Parent-Teacher Committee, all Title I parents will be surveyed to provide data that can be used to plan, review, and improve the Title I program.
11. In keeping with board policy concerning curriculum review by parents/guardians and students, parents of participating students



have, upon request, the right to request the district to make available existing information about curriculum, including standards to be achieved, instructional materials, and assessment techniques.

## **CLARION-LIMESTONE ELEMENTARY 4091 C-L School Rd. Strattanville, PA 16258**

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

[08-2017]

Dear Parent(s)/Legal Guardian(s):

Your child attends Clarion-Limestone Elementary, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Clarion-Limestone, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act

of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on any required local or state assessments that include
  - subject matter tested,
  - purpose of the assessment,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Mr. Jonathan Quinn at Clarion-Limestone Elementary at (814)764-6006 or email at [jquinn@clasd.net](mailto:jquinn@clasd.net).

Sincerely,  
*Mr. John Quinn*

### **CHILD STUDY TEAM (CST)**

Child Study is a process during which staff work together to create a plan for students who may be having difficulty in the areas of academics and/or behavior. The team works together to provide interventions, adaptations, and assistance to enable the student to make adequate academic or behavioral progress. The team reviews these interventions to determine whether additional information and/or an evaluation is warranted. The Child Study Team process ensures that each student is educated in the least restricted environment.

A great deal of information is collected and reviewed regularly during the Child Study process. This information can include, but is not limited to, work samples, standardized exam results, curriculum based assessment, performance based assessment, Accelerated Reader progress, current grades, a description of adaptations made by the teacher or teachers, behavioral data, etc.

Child Study is also used for students that teachers may feel need accelerated learning or enrichment. For gifted referrals, a\_Teacher Input

Form and a description of gifted characteristics observed is also reviewed. After reviewing the information, the Child Study Team meets to determine whether further assessment is warranted.

It is imperative to remember that prior to an evaluation for special education services, the Pennsylvania State Board of Education (22.PA Code Chapters 14 and 432) Standards and Regulations for Special Education Programs and Services mandates that interventions or adaptations be provided and the results documented prior to conducting a formal evaluation for special education services.

For gifted education services, the Pennsylvania State Board of Education (22.PA Code Chapter 16) Standards and Regulations require that a child have an IQ score of 130 or higher on a standardized intelligence test, and/ or multiple criteria. This includes: achievement and test scores, acquisition and retention rates, demonstrated achievement, performance or expertise in one or more academic areas and higher level thinking skills. Academic creativity, leadership skills, academic interest areas, communication skills, and expertise in technology can be evaluated. The student must also demonstrate the need for individualized instruction. If you have any questions about the referral process, please contact the principal.

### **LEARNING SUPPORT**

(Ref. Policy #113)

Learning Support is for students who have been identified as exceptional, and in need of special services for a learning difference. In some instances, the student will go to the Learning Support classroom for support, while in other cases, support will be given through consultation or through inclusion in the regular classroom, and or curriculum.

### **GIFTED SUPPORT (ACTION)**

(Ref. Policy #114)

Action is for students who have the potential to function at a superior level of performance. Students are grouped with other gifted students in a small group setting two and one half- hours per week.

### **CPI**

Nonviolent Crisis Intervention

In an effort to support and maintain the care, welfare, safety, and security for all students and staff, our CARE Team is trained in Nonviolent Crisis Intervention known as CPI. The CPI Crisis Development Model represents a series of recognizable behavior levels that an individual

may experience during a crisis moment and the corresponding staff attitudes/approaches used to de-escalation challenging behaviors.

### **SPEECH THERAPY**

Speech therapy services are provided for students at Clarion-Limestone Elementary School. These services include speech and language screening that is conducted for all children during kindergarten registration in April. Follow-up testing is completed, following parent approval, for those students who evidence a possible delay in speech sound development or language development (vocabulary or grammar). Students are also eligible for testing at the request of a teacher or a parent at any time during the school year. Students participate in speech therapy on an individual basis or in small groups with peers who have the same types of difficulties. A language development class is held weekly for all kindergarten students with emphasis on listening skills, following directions, concept development, phonemic awareness, vocabulary and grammar.

### **VISUAL ARTS**

The elementary visual arts program is available to all students, kindergarten through sixth grade. Our goal is to develop the highest creative spirit of every individual and to facilitate a wide range of experiences in art based on the elements and principles of design. The art program teaches skills unique to itself and also skills which may be applied to all areas of life and overlapped with other subjects. Students will learn to express their emotions and ideas not only in visual form, but also in written and verbal as they learn to critique their work and discover art appreciation through history. Artwork is displayed throughout the school during the year and occasionally in public areas outside of the school, which helps to build self-confidence and self-esteem.

### **MUSIC**

By singing, playing instruments, moving to music, and creating music, our students develop their enjoyment of music. By listening, learning to read, notate music and learning about their historical and cultural heritage in music our students develop a greater appreciation of the music of others. No gum chewing is permitted in the music room.

## **TALENT SHOW**

Each year a spring talent show is held in April. Students wishing to participate may sign up and will be scheduled for an after-school audition. Any talented student K-6 may audition. Students may be asked to audition in a recall performance. All auditions will be judged by faculty and staff present at the audition performance. Practices are after school hours. An afternoon performance is given for the student body and an evening performance is given for family and friends.

## **LIBRARY**

Students will select books according to their interest and reading levels. Students will be given library cards in Kindergarten and will use these cards until the end of sixth grade. Students must pay for any lost or damaged books at the end of each school year. Any lost or damaged books that are not paid for at the end of the school year will need to be paid in full before students will be allowed to check out any additional books. Each student will be given a username and password and will be able to log onto the Elementary Library website from any internet accessible computer. Parents and students can access the library website using the Elementary Moodle website for the library.

## **PHYSICAL EDUCATION**

(Ref. Policy #128)

All elementary students will participate in a regular program of physical education. The role of physical education will be to develop health-related fitness, physical competence, and cognitive understanding about physical activity for all students so that they can adopt healthy and physically active life styles. Students in grades 4-6 are required to be dressed in clothing appropriate for active participation.

## **BAND**

There are music opportunities for first year instrumentalists as well as those students who have successfully completed one or two years in the elementary band program. Beginning band students rehearse weekly and perform in a spring concert. Advanced Band students rehearse weekly and perform in winter and spring concerts.

## **PARENT TEACHER ORGANIZATION**

Clarion-Limestone Elementary PTO is a highly active PTO. The purpose of PTO is enhancing each child's school experience by providing programs, experiences, materials, equipment or manpower that would not be funded in the school budget. It is not the intent, nor does PTO have any authority to make school policy changes. Matters of this nature are best pursued through your child's teacher and the process identified in the chain of command. Anyone concerned about the students at C-L are always welcome at any or all meetings. This is a great way of being more familiar with what's going on at school and being able to make an impact on your child's school experience. Meetings are held the second Monday of the month at 7:01 p.m. and childcare is available.

## **FAMILY FRIENDSHIP BAGS**

C-L PTO and community organizations have partnered with the staff and teachers of C-L Elementary to offer free nutritious meals and snacks for children each weekend. Bags will be distributed on the last day of each week. Any child enrolled at C-L Elementary School is eligible to participate. To take advantage of this program for your family and children, please contact the school at 814-764-6006.

## **PARENT TEACHER CONFERENCES**

It is extremely important for parents/guardians to attend their children's conferences. Please make every effort to attend at the scheduled time. Conference times are during the afternoon with every effort to accommodate the parents. Conference times will not exceed 5:00 p.m.

## **HOMEWORK**

(Ref. Policy #130)

Homework assignments shall be a part of the instructional experiences of each student and should complement classroom instruction. Assignments should develop student responsibility, good study habits and organizational skills, and shall be a continuation or extension of the instructional program to be accomplished outside the classroom. Homework is to be completed by the student. Homework that is handed-in MUST be completed in the STUDENT'S own handwriting.

Parents of students in grades 4-6 will be notified if their child qualifies for participation in the after-school homework support program. The program may be extended to grade 3 at the discretion of the principal.

## **PARENT-TEACHER PARTNERSHIP**

One of the school's strengths is the strong relationship we have with parents. The following are some important reminders.

- The key to helping your child is to have a good relationship with your child's teachers. Begin at the initial meeting with the school staff. Meet the teachers and tell them any special needs or concerns. Seek their advice on how all can work together to best meet your child's needs.
- Communicate regularly with your child's teachers. This helps you know what is going on during your child's home life to show them that you trust them and believe in this partnership.
- Ask for help. Ask the teachers they have to notice your concerns. Work together to best address your child's needs.
- Show your appreciation for your child's teacher through compliments for a job well done. Everyone appreciates a compliment.
- Be active in the elementary. Join the PTO and attend school events. Volunteer to help. Use parent-teacher conferences as an opportunity to show the staff how much you care. Helping your child is often a simple matter of helping your child's teacher.
- Be a guest teacher. Have grandparents and important family members come in and tell their life stories or read. Keep the lines of communication open at all times.
- The parent-teacher partnership is a crucial link for the well-being of your child. Nurture this partnership to ensure a successful experience for your child.
- Remember . . . it is very important that WE meet the child's needs.

## **LOST/DAMAGED BOOKS AND SCHOOL PROPERTY**

If a student loses or damages borrowed school property items, such as books, wheelchairs, etc., the student is responsible for restitution. An invoice will be sent to the parent indicating the amount that must be paid to repair or replace the item. Uncollected bills will be submitted to the district magistrate. Such a loss or damage may result in a child not being permitted to borrow or use certain school property until the item is returned or replaced by the parent. This is at the administration's discretion.

## **ELEMENTARY PLAYGROUND RULES**

The elementary playground is well-designed and maintained. The following rules will help the children play in a safe manner. Teachers will review these rules with their students during the first week of school and again in the spring.

1. Children will not run while on or under the playground equipment.
2. Children will not play "tag" while on or under the playground equipment.
3. Children will not jump off the playground equipment.
4. Children will take turns while using the playground.
5. Children should not stand or walk on top of the playground equipment that is not designed for this activity.
6. Children will not throw wood chips.
7. Children will not play with toys while on or under the playground equipment.
8. Children will not climb the slide from the bottom to the top.
9. Children will not mark, scratch, or destroy the playground equipment in any manner.
10. The playground area will remain litter free at all times.
11. Extra care will be taken if the playground is damp.
12. Older children should be especially careful if younger children are sharing the playground.
13. Teachers and/or children will report any unsafe conditions to the elementary office.
14. Only students with disabilities may use the red swing.
15. All injuries must be reported to the office. Children should not be moved if their injury is of a possible serious nature.

The classroom teachers may add their own rules to this list. The playground supervisor decisions are final.

## **ADMISSION OF STUDENTS**

(Ref. Policy #201)

### **KINDERGARTEN REGISTRATION**

Registration for incoming kindergarten students is held in the spring with the exact date to be announced by a flier and newspaper article. Parents/guardians must submit both documents as proof of age: the child's birth certificate, and social security number.

Children shall be admitted to kindergarten if they will have attained the age of five (5) years prior to July 1 of the school year in which they plan to enroll, unless special circumstances warrant considerations/exceptions.

\*Children shall have immunization as mandated according to law.



\*Applicants for transfer-in during kindergarten shall be required to qualify under this policy, unless special circumstances warrant consideration as exceptions.

\*Attendance in kindergarten shall not be compulsory nor a prerequisite for admission to the first grade.

### **VERIFICATION FOR FIRST GRADE**

Children shall be admitted to first grade if they will have attained the age of six (6) years before the first day of the school term.

Children shall have immunization as mandated according to law.

Applicants for transfer-in during first grade shall be required to qualify under this policy, unless special circumstances warrant consideration as exceptions.

Registration of students who have recently moved into the school district can be accomplished by reporting to the elementary school office to complete the necessary forms.

### **SCHOOL NURSE**

The services of the school nurse are an important part of the total educational program in our schools. The district employs one full-time certified nurse who is located at the elementary building. Many types of examinations are conducted as prescribed by law. First aid services are an important part of the nurse's work, and are necessary because of minor injuries which occur, and because of unexpected illnesses which affect our pupils. The school nurse should not be used to diagnose your child's illnesses.

The nurse's office is for students who become ill at school. A student is sent to the nurse's office by his/her teacher to be evaluated. A student who is assessed by the school nurse as being too ill to attend class is sent home. Parents are expected to provide a local phone number where someone can be reached to provide transportation for an ill child. A child will not be excused to go home because of illness unless the parent or designated person is contacted.

### **MEDICAL EXAMINATIONS/DENTAL EXAMINATIONS & SCREENINGS & EDUCATIONS**

The School Code of the Commonwealth of Pennsylvania requires that on original entry to Clarion-Limestone School District, a student must have

proof of or be given a physical examination and all 6<sup>th</sup> grade students must be given a physical examination.

All students in grades K and 3/ must be given a dental examination. Both are important examinations, the results of which are kept as part of the school health record for each pupil. The law provides you with the choice to have either of these exams done by the school physician/dentist, free of charge, or by your family physician/dentist at your expense.

Through a state-approved dental hygienist program, students in K-6 will receive a dental screening by a dental hygienist hired by the district. Students in K and 3<sup>rd</sup> may elect to have their mandated dental exam by a private dentist or by the dental hygienist at the school.

Students who have not returned medical or dental exam forms indicating provider choice will be scheduled for a school examination. Parents are invited to be present at the time of the examination and may arrange this by contacting the school nurse in advance.

### **MANDATED HEALTH SCREENINGS –**

The following state-mandated services are provided to each student each year.

- BMI (Body Mass Index) Height and Weight- Grades K-6,
- Vision- Grades K-6
- Hearing- Grades K-3
- Scoliosis- Grade 6

The school employs a physician to complete the school required physicals along with all sport physicals, and a hygienist to provide required dental screenings and education.

### **IMMUNIZATIONS –**

(Ref. Policy #203)

Revisions in the School Immunization Regulations state that a student entering school (for kindergarten or first grade) has 4 doses of Tetanus, Pertussis and Diphtheria (DPT) with the 4<sup>th</sup> dose on or after the child's 4<sup>th</sup> birthday, **4 doses of Polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)**, 3 doses of Hepatitis B Vaccine (Hep.B), 2 doses of Measles containing vaccine (MMR), and 2 doses of Varicella (chicken pox) or proof of immunity, either by history of disease or laboratory testing.

Starting with the 2017-2018 school year the current provisional waiver of eight months for school children to be fully immunized is reduced to five school days. The student must obtain the next or final dose within that five-day window or risk being excluded from school. However, the student may attend school provisionally beyond the five days if he or she submits a medical certificate from a health care provider outlining the dates for additional vaccination.

Exemptions to the school laws for immunizations are: medical reasons, religious beliefs, and philosophical/strong moral or ethical conviction. If your child is exempt from immunizations, he or she may be removed from school during an outbreak. Statements of exemption must be provided in writing.

If the immunization is not medically advisable at this time, please inform the nurse and a "Certificate of Immunization" will be provided. Your physician must sign it in the space provided. When your physician determines that immunization is no longer detrimental to the health of your child, the child will have to comply with the above immunization requirement.

If the immunization is against your religious beliefs, please come to the Principal's office at the school. You will then need to sign the "Certificate of Immunization" which is provided for you stating your reason for not having your child immunized.

If the immunization is not medically advisable at this time, please inform the nurse and a "Certificate of Immunization" will be provided. Your physician must sign it in the space provided. When your physician determines that immunization is no longer detrimental to the health of your child, the child will have to comply with the above immunization requirement.

### **ALLERGIES/ANAPHYLAXIS**

The Clarion-Limestone Area School District is committed to providing a safe and healthy environment for students with severe or life-threatening allergies. It is the responsibility of parents/guardians of children with allergic reactions to notify the school nurse of any such known allergy at the start of school. In the event of a severe allergic reaction, epinephrine will be administered by trained school personnel. If a parent/guardian does not wish for his/her child to receive epinephrine, the

parent/guardian MUST notify the principal in writing at the start of school.

### **USE OF MEDICATIONS**

(Ref. Policy #210)

The school nurse, with the written approval of the school physician and the parent, guardian, or person in loco parentis, may administer non-prescription and prescription medication to students. A consent form for the administration of non-prescription /prescription medication shall be completed and signed by the parent, guardian, or person in loco parentis before any non-prescription /prescription medication may be administered. A properly executed consent form shall authorize the administration of non-prescription/prescription medication and shall relieve the Board and its employees of all liability of non-prescription medication.

Only those non-prescription medications which have been approved by the school physician shall be administered to students. The only school employee authorized to administer non-prescription, and prescription medication to students shall be the school nurse, except in his/her absence , medication may be administered by other licensed school district personnel designated by the administration to perform this function.

#### **ADMINISTRATION OF NON-PRESCRIPTION MEDICATIONS:**

On occasion, the nurse is asked to administer over-the-counter nonprescription medication such as Acetaminophen or Ibuprofen. Generally, if a parent/guardian wants his/her child to receive over-the-counter drugs, it is the responsibility of the parent/guardian to make such drugs available to the student. You must send with the child, the appropriate quantity and directions of the medication to be used as needed.

The school nurse does keep on hand a limited supply of non-prescription medications that she may administer in accordance with district policy # 210.

The non-prescription medications listed below may be administered by the school nurse:

**Acetaminophen** (liquid, chewable, tablet) as directed for age, may be given by mouth every 4 hours for pain or fever as needed.

**Ibuprofen** (liquid, chewable, tablet) as directed for age, may be given for pain or menstrual cramps every 6 hours as needed.

**Anti-acid** (liquid or chewable) as directed according to package directions for heartburn or upset stomach as needed.

**Sore Throat Lozenges, or Cough Drops** may be given for throat irritation, cough as needed.

**Benadryl** (liquid or capsules) may be given by mouth as directed for age, for seasonal allergy relief or allergic reactions as needed.

**Campho-Phenique** may be used topically for cold sores as needed.

**Orajel/Anbesol** may be used for topically for toothache as needed.

**Antibiotic Ointment** may be used topically for minor cuts, abrasions or burns as needed.

**Hydrocortisone** cream may be used topically for minor skin irritation or inflammation as needed.

**Benedryl** cream may be used topically as directed for temporary relief of pain, itching as needed.

**Caladryl** may be used topically as directed for temporary relief of pain, itching as needed.

**Bactine/Hydrogen Peroxide** may be used topically as a first aid antiseptic as needed.

**Bio-Freeze or Analgesic Balm** may be used topically for relief of minor muscle aches as needed.

**Epinephrine** injection as directed for anaphylaxis caused by bee stings, food, drug or other causative factors.

## **ADMINISTRATION OF PRESCRIBED MEDICATION**

The administration of prescribed medication to a student will be permitted only according to policy # 210.

A school district consent form for the administration of prescribed medication shall be completed and signed by the parent, guardian, or person in loco parentis before any prescribed medication may be administered. A properly executed consent form shall authorize the administration of prescribed medication and shall relieve the Board and its employees of all liability for administration of prescribed medications.

No medications shall be administered except in accordance with the physician's written request for administration of a specific dosage. The written request shall include: 1) date; 2) student's name; 3) name of medication, dosage, how administered, time schedule and length of time

to be administered in school; 4) possible side effects or contraindications; 5) any curtailment of specific school activity; 6) a list of any other medication which have been prescribed by the physician; and 7) physician's signature and telephone number.

Prescribed medication must be delivered to the school by the parent, guardian, or person in loco parentis and shall be recorded in a log, with date and name and amount of medication delivered being noted. The signature of the person delivering the medication and employee receiving the medication is required as part of the log.

Prescribed medication delivered to the school must be in a properly labeled container with 1) student's name; 2) name and registration number of physician; 3) date of originally filled prescription; 4) name of medication, dosage and frequency of administration; and 5) name, address and telephone of pharmacy. The nurse can then accurately follow the directions of the attending physician. **Please do not send prescription drugs in containers other than the original containers. The nurse may not administer medications from an improperly marked or an unmarked container.**

Prescribed medication shall be administered by the school nurse; except in his/her absence, prescribed medication may be administered by other school district personnel designated by the administration to perform this function.

### **SELF ADMINISTRATION OF PRESCRIPTION MEDICATION**

The self-administration of prescribed medication by a student will be permitted only according to policy # 210 in addition to the following:

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

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

If your child has a medical condition such as asthma, or is at risk for anaphylaxis that requires him/her to carry and /or self-administer any medication, your child's physician must state the name of the medication, the dosage and the health condition for which it is necessary. It must be signed by the physician and the parent and returned to the school nurse to be kept on file. This must be updated on a yearly basis.

**NOTE:** Except for the emergency use of a pre-filled epinephrine auto syringe, the district will not administer the first dose of ANY medication.

The PA school Code has been updated placing additional measures and requirements regarding the application of sunscreen during school hours, at school sponsored events, or while under the supervision of school personnel. Therefore, please apply sunscreen on your child BEFORE coming to school, or going on a field trip if needed. Hats, and other sun protective clothing is encouraged.

### **REGULATIONS CONCERNING COMMUNICABLE DISEASES**

(Ref. Policy #203)

The following diseases require isolation and exclusion from school until a doctor certifies that the child may return to school: Diphtheria, Scarlet Fever, Polio, Meningitis, Hepatitis, and Typhoid Fever.

Any child excluded from school with an infectious skin condition such as Impetigo, Scabies, Ringworm or Acute Contagious Conjunctivitis shall be re-admitted with written permission from the student's physician.

PENNSYLVANIA DEPARTMENT OF HEALTH REGULATIONS contains the following requirements:

Exclusion of pupils showing symptoms: The school nurse shall exclude immediately a person showing an unusual skin eruption, having soreness of the throat or having signs or symptoms of whooping cough or diseases of the eyes. The exclusion and the reasons prompting it shall be reported to the health authority of the municipality or county in which the school is situated, together with the name and address of the person excluded.

Readmission of pupils showing symptoms: A person may not be readmitted until the nurse in the school is satisfied that the condition for which the child was excluded is not communicable or until the child presents a certificate of recovery or non-infectiousness from the physician.

Admission of exposed or isolated pupils: No person who has been absent from school by reason of having had or because of residing on premises where there has been a disease for which isolation is required may be readmitted to school without the permission of the health authorities. The person shall be required to secure permission whether or not there has been a physician in attendance or whether or not isolation has been established in the household.

### **NALOXONE**

(Ref. Policy #823)

As a means of enhancing the health and safety of its students, staff and visitors, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.

### **CAFETERIA**

(Ref. Policy #808.1)

The stage will be utilized for lunches. The three-strike rule will be enforced.

- \*First strike = you're getting too loud
- \*Second strike = warning
- \*Third strike = complete silence no talking

### **PURPOSE**

The Clarion-Limestone Area School District is committed to providing nutritious meals to all students. The district must establish consistent meal account procedures throughout the district. Unpaid charges place a financial burden on the food service department and school district. The goals of this policy are (PDE-010):

To establish a consistent and official district policy regarding meal charges and collection of charges. To treat all student with dignity in the serving line regarding meal accounts. To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible. To establish policies that are age



appropriate. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

### **DELEGATION OF RESPONSIBILITY**

Food Service Department- Responsible for maintaining charge records and notifying the Business Manager of outstanding balances. The Food Service Department is also responsible for notifying the student's parent/guardian of low or outstanding balances.

The District- Responsible for supporting the Food Service Department in collection activities.

The Parent/Guardian- Responsible for making immediate payment.

### **GUIDELINES**

Policy Administration-

#### **FREE AND REDUCED STUDENTS**

Free lunch status students will not be permitted to have a negative account balance due to charging items. Free meal status permits a child to receive a free meal every day. A la carte items are not part of the National School Lunch Program. (PDE-SNP-50) (1) (2)

Reduced lunch status students will be allowed to have a negative account balance up to (5) five meals (breakfast and lunch combines) which will herein be referred to as the "account cap". Reduced status allows a student to receive meals at a price greatly reduced from the regular meal price.

#### **ALL OTHER STUDENTS**

All other students will be permitted to charge up to a maximum of (5) five meals (breakfast and lunch combines) as the account cap. A la carte items are not permitted to be charged by any student at any time. These meals will include any meal on the menu.

Communication regarding: low or deficit balances will be sent to parents/guardians at regular intervals as needed.

When a student owes money for (5) five or more meals, the school will make at least (2) two attempts to reach the students parent/guardian

and have the parent/guardian apply for participation in the school food program. (1) (2) (3).

A student who requests a school meal will be provided with one regardless of whether the student has money. (3)

### **BALANCES OWED**

Collection of balances owed will be attempted by the Food Service Department via letter/phone call to parent/guardian for students with negative balances throughout the year. All accounts must be settled by the parent/guardian before the last day of school. All unpaid balances will be turned over to the school district on or before June 30.

When a payment by check is returned for NSF, a letter will be sent to inform the parent/guardian from the Food Service Department. Payment for the NSF check must be in the form of cash or cashier's check. The amount of the original check will be deducted from the student's meal account upon notice from the bank and a fifteen dollar (\$15.00) fee will be charged.

If there is no response within (30) thirty days to correct balances owed from charges or NSF checks by the parent/guardian, the Superintendent or his/her designee may take the following actions, unless or until prohibited by state law or regulation:

Referral to small claims court and/or District Attorney's office.

### **END OF YEAR CHARGES**

Charges not paid by the end of the year will be turned over to the school district on or before June 30.

All parents/guardians of seniors will receive a notice in May of remaining money in their point of sale account. They can request to move the money into a sibling's point of sale account or to elect to receive a refund. Refund requests will be made via check from the Food Service Department.

Each district cafeteria utilizes a computerized point of sale system with an online prepayment system. The system maintains a record of all monies spent by each student and is available online to the parent/guardian. Upon request, a printout will be sent to the

parent/guardian. The Food Service Department will inform parents. Guardian that meals can be paid for in advance to minimize the possibility that a child could be without meal money on a given day.

The Food Service Department may contact the parent/guardian by phone to request money for the purchase of meals or to encourage the parent/guardian to apply for free or reduced price meals.

### **BLOCKS ON ACCOUNTS**

A parent may request in writing that the Food Service Department place a limit or note on the child's account to prohibit purchases of certain items or at a set dollar cap.

### **REFUNDS**

Graduating student: Students who are graduating at the end of the year will be given a refund per above established guidelines or transferred to a sibling's account.

Withdrawn Students/Unclaimed Funds: For any student who is withdrawn, a written request for any money remaining in a students' meal account must be submitted. An email request is also acceptable.

An unclaimed balance of a student's account shall be carried over the next school year; unless the parent request a refund on or before June 30 of the current school year.

As a reminder, water bottles are permitted but glass containers of any kind are not permitted. When turning in charge money to the cafeteria through the elementary office, please be sure to include your child's name, I.D.# and homeroom on the envelope.

### **VENDING MACHINES**

Vending machines will not be available for student use during regular school hours.

### **STUDENT WELLNESS**

Clarion-Limestone Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth,

development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

The following is the mission statement of the elementary Wellness Committee: "The purpose of the Wellness Committee is to educate students about the importance of healthy lifestyles and to encourage good choices through physical activity and nutrition."

The elementary wellness committee is setting forth recommended dietary guidelines for snacks, special events, and treats for grades K-6. Students may also bring non-food items for their birthday or other homeroom celebrations such as: erasers, pencils, and stickers. In conjunction with the Department of Agriculture's Food Guide Pyramid, Clarion-Limestone Elementary School has established the recommended list on the following page.

No homemade items should be brought to school to share with classes. Likewise, all items to be shared with classes should be individually pre-packaged unless purchased through the cafeteria. Classroom party order forms are available online. Students are NOT permitted to bring fast food meals, energy drinks, or drinks high in sugar and/or caffeinated beverages to school.

**Grains**

Chex Mix  
Cereal Bars  
Rice Krispies  
Treats  
Animal  
Crackers  
Graham  
Crackers  
Pretzels  
Popcorn  
Baked Chips  
Cereal  
Rice Cakes  
Granola Bars  
Gold Fish  
Crackers

**Vegetables**

Fresh  
Vegetables

**Fruit**

Fresh Fruit  
Dried Fruit  
Frozen Fruit  
Bars  
100% Fruit  
Juices

**Protein**

Trail mix (nuts)  
Seeds  
Jerky

**Dairy**

Yogurt  
Milk  
Low Fat Dip  
Cheese  
Pudding  
Frozen Yogurt

**Other**

Sugar Free  
Jello  
100 Calorie  
Pack Snacks  
Water  
Flavored Water

## LION PRIDE- POSITIVE BEHAVIOR SUPPORT

Since the 2010-11 school year, staff and students have participated in the school-wide implementation of a positive behavior support initiative. Students show their lion pride by engaging in our four behavioral tenets: being respectful, being responsible, being a learner, and being a friend. The following are clear and specific rules that have been established for students to follow in the classroom, hallway/stairwell, playground, restroom, computer lab, cafeteria, and bus. All staff will be handing out tokens daily to reinforce positive behavior. Students will be working together as a school to earn school-wide incentives. Our token jar and current incentive will be posted in the main lobby. Once the school-wide goal is achieved, all students will participate in the reward. (Please note that students who require additional practice and reinforcement of the tenets may have an adapted reward.) In addition, staff will be looking for star students who go above and beyond in showing their lion pride through these tenets to receive additional recognition/rewards throughout the year.

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be a Learner</b>	Be a Friend
<b>Classroom</b>	<ul style="list-style-type: none"> <li>* Listen when others are speaking and speak when it is your turn</li> <li>* Keep hands, feet, and objects to yourself</li> <li>* Use appropriate and positive language</li> </ul>	<ul style="list-style-type: none"> <li>* Be prepared with materials for the day (bring necessary materials, complete homework, etc.)</li> <li>* Take care of materials and school property</li> <li>* Make good choices and take ownership for your actions</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions and routines</li> <li>* Ask for help when needed</li> <li>* Participate in class activities</li> <li>* Do your best at all times!</li> </ul>	<ul style="list-style-type: none"> <li>*Share items with others</li> <li>* Respect other's ideas and property</li> </ul>
<b>Hallway/ Stairwell</b>	<ul style="list-style-type: none"> <li>* Walk forward quietly, hands down at your side, on the right hand side of the hallway</li> <li>* Be polite</li> <li>* Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Pick up garbage, etc.</li> <li>* Walk directly to and from your destination</li> <li>* Single file lines in the stairwell</li> </ul>	<ul style="list-style-type: none"> <li>* Be a positive role model in the hallway</li> <li>* Eyes only on displays and artwork</li> <li>* Eyes on the teacher or staff so that visual or verbal directions can be followed</li> </ul>	<ul style="list-style-type: none"> <li>*Be polite to others</li> <li>*Use kind words</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>* Use appropriate and positive language</li> <li>* Play cooperatively</li> <li>* Include others</li> <li>* Share and take turns</li> </ul>	<ul style="list-style-type: none"> <li>* Use and return playground equipment properly</li> <li>* Get help when needed</li> <li>* Make good choices and take ownership for your actions</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions</li> <li>* Be a positive role model on the playground</li> <li>* Be active</li> <li>* Line up quickly and quietly when signal is given</li> </ul>	<ul style="list-style-type: none"> <li>*Include others</li> <li>*Share and take turns</li> </ul>

		<ul style="list-style-type: none"> <li>* Be aware of your surroundings</li> <li>* Enter/exit the playground safely</li> </ul>		
<b>Restroom</b>	<ul style="list-style-type: none"> <li>* Wait patiently</li> <li>* Use a quiet voice</li> <li>* Honor the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>* Use toilets, sinks, soap dispensers, and towels properly</li> <li>* Report problems to adults</li> <li>* Use restroom quickly and quietly</li> <li>* Let an adult know before using the restroom</li> </ul>	<ul style="list-style-type: none"> <li>* Be a positive role model in the restroom</li> <li>* Apply proper hygiene techniques</li> </ul>	*Wait your turn
	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be a Learner</b>	<b>Be a Friend</b>
<b>Computer Lab</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet, and objects to yourself</li> <li>* Use appropriate and positive language</li> <li>* Raise your hand and patiently wait for teacher help</li> </ul>	<ul style="list-style-type: none"> <li>* Keep the work area clean</li> <li>* Report problems to adults</li> <li>* Use proper print procedures</li> <li>* In the lab, sit at your assigned computer</li> <li>* In the classroom and library, sign the date and time on the computer sheet where you are sitting</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions</li> <li>* Listen when others are speaking</li> <li>* Stay focused on your task</li> <li>* Correctly shutdown the computer</li> <li>* Save your work often and in an appropriate file</li> </ul>	<ul style="list-style-type: none"> <li>*Be helpful to others</li> <li>*Respect other's ideas and property</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet, and objects to yourself</li> <li>* Use appropriate and positive language</li> <li>* Be polite (please and thank you)</li> <li>* Use good table manners</li> <li>* Wait your turn</li> <li>* Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>* Report any problems to an adult</li> <li>* Clean up your area</li> <li>* Eat your own food</li> <li>* Wait quietly in cafeteria line</li> <li>* Place garbage in trashcan</li> <li>* Return and stack tray</li> <li>* Ask for permission before leaving the cafeteria (i.e., restroom, nurse's office)</li> <li>* Always walk</li> </ul>	<ul style="list-style-type: none"> <li>* Be a positive role model in the cafeteria</li> <li>* Make healthy food and drink choices</li> <li>* Line up quietly when called</li> <li>* Eyes on the teacher or staff when signal is given so that directions can be followed</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate and positive language.</li> <li>*Do not touch other's food</li> <li>*Include others in conversation</li> </ul>

<b>Bus</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet, and objects to yourself</li> <li>* Use appropriate and positive language</li> <li>* Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>* Sit facing forward</li> <li>* Report problems to bus driver</li> <li>* Keep aisle clear</li> <li>* Remain in assigned seat until arrival at destination</li> <li>* Stay on sidewalk, inside the yellow safety line</li> </ul>	<ul style="list-style-type: none"> <li>* Be a positive role model on the bus</li> <li>* Eyes and ears ready for bus driver directions</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate and positive language</li> <li>*Be kind to others</li> </ul>
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### **OLWEUS – BULLYING PREVENTION PROGRAM**

Children learn better in a safe, friendly environment. We are committed to cultivating and maintaining an atmosphere of respect and kindness. Beginning in the 2015-2016 school year, Clarion-Limestone Elementary will implement the Olweus Bullying Prevention Program to teach and foster a positive learning environment. Olweus is the most researched and best-known bullying prevention program available today with over 35 years of successful implementation all around the world! All grade levels will have regular homeroom meetings for discussion and activities that revolve around this topic. Contact the elementary school counselor if you would like more information.

#### **C-L's Anti-bullying Rules:**

- We will not bully.
- We will help.
- We will include.
- We will report

<b>Discipline Matrix for Bullying Behaviors</b>	
<b>Level 1 - Imposed by Teacher</b>	<b>Consequences</b>
	Redirection/warning
	Conference with student



	Over practicing of correct behavior
	Loss of recess
	Letter of apology/think sheet
	Behavior modification system for student
<b>Level 2 - Discipline write-up (Occurs after multiple Level 1 offenses)</b>	<b>Consequences</b>
	Parent contact
	Consult with Principal
	Loss of Classroom event/Intramurals
	Detention
<b>Level 3 - Discipline write-up (Occurs after multiple Level 2 offenses)</b>	<b>Consequences</b>
	Loss of field trip
	Detention
	In-school suspension
	Loss of PBS activities
<b>Level 4 - Discipline write-up (Occurs after multiple Level 3 offenses)</b>	<b>Consequences</b>
	In-school suspension
	Out of school suspension

## **STUDENT DISCIPLINE**

(Ref. Policy #218)

It is our desire to insure the safety and welfare of all students while creating an environment that is conducive to learning. At Clarion-Limestone Elementary, we have an instructional program that has a wholesome and orderly school environment. Therefore, it is the responsibility of each staff member to maintain student discipline and control in the school, on school grounds, during the time spent traveling to and from school, as well as attendance at all school sponsored activities.

**DISRUPTIVE STUDENT- Definition:** A student who possesses a clear threat to the safety and welfare of other students or the school staff, who creates an unsafe school environment or whose behavior materially interferes with the learning of other students or disrupts the overall educational process. The disruptive student exhibits to a marked degree any or all of the following conditions:

1. Disregard for school authority, including persistent violation of school policy and rules.
2. Display or use of controlled substances on school property or during school-affiliated activities.
3. Violent or threatening behavior on school property or during school-affiliated activities.
4. Possession of a weapon on school property, as defined by State and Federal law and in our School Board Policy.
5. Commission of a criminal act on school property or during school affiliated activities.
6. Misconduct that would merit suspension or expulsion under school policy.
7. Habitual truancy.
8. Verbal abuse (sexual and non-sexual).
9. Sleeping in class.
10. Stealing valuable educational time from other students and teachers.

\* Note: No student who is eligible for special education services pursuant to the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. sec. 1400 et seq.) shall be deemed a disruptive student for the purposes of this act, except as provided for in 22 PA. Code sec. 14.35 (relating to discipline).

### **DISCIPLINARY REFERRAL SYSTEM**

The Clarion-Limestone Elementary will have a "disciplinary referral" system. Disciplinary referral forms are completed by the supervising adult when a Level II or greater infraction occurs. The referral form is sent to the office for further investigation.

Please Note: The school is responsible for your child from the bus stop to your doorstep. The school will enforce this code to include misbehavior at the bus stops.

### **AFTER-SCHOOL DETENTION**

Students will be assigned after-school detention when necessary. Detention is held in a classroom from 3:45-5:15 p.m. and is supervised by an adult. Students in grades 4, 5 and 6 must be picked up at the front door after detention.

It is mandatory that the student be on their best behavior while in detention. Misbehavior at detention will result in an additional day of detention. Failure to stay for an assigned detention could result in an out-of-school suspension. Dates and information will be given prior to the detention. If the student is absent from school on the assigned detention day, the detention will be automatically reassigned for the following detention day.

Detention is a disciplinary measure. The students assigned will not be permitted to participate in any extracurricular activities on the day of detention.

The following are detention rules:

- 1) Student must bring work

- 2) Complete all work assigned
- 3) Be on time
- 4) Remain seated
- 5) No talking
- 6) No sleeping

### **STUDENT SEARCHES**

An administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule, that the administrator may find as a result of a search of a student's property, clothed body or areas designated for a student's use if the search is proper and reasonable.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the school board for an expulsion hearing.

### **DISCIPLINE CODES**

When a student chooses not to follow school rules and policy, he/she will be subject to the consequences described in the elementary discipline code. Administration will attempt restorative discipline practices whenever it is deemed appropriate or necessary. This is an approach that values and encourages belonging, social responsibility, and accountability as it is appropriate to the educational setting.

Students who exhibit continuous disciplinary infractions could result in non-participation with intramurals, assemblies, field trips, etc.

Note: The Administration retains the right to assign appropriate punishment and use its discretion in all disciplinary matters. Students with multiple disciplinary referrals will lose additional privileges and rewards at the discretion of the administration including but not limited to field trips, celebrations and school wide events.

## **LEVEL I**

### Definition

Student behaviors impede orderly classroom procedures or interfere with the orderly operations of the school. The professional staff member can usually handle these behaviors.

Examples of Level-I offenses include but are not limited to the following:

- Not following directions
- Classroom disruption (minor)
- Bringing non-instructional items to school without permission
- Running in school (hallway misconduct)
- Violation of classroom, playground, and cafeteria procedures established by the teacher
- Harassment of a fellow student
- Use of inappropriate language, gestures, or behavior (minor)
- Incomplete homework
- Leaving assigned area without permission
- Littering
- Misconduct during school events (minor)
- Restroom misconduct
- Safety violation (minor)
- Eating and/or drinking in unauthorized areas
- Misuse of pass (nurse, library, or restroom)
- Public display of affection
- Touching/destroying art work in the hall or on the walls
- Disrespect and misbehaving for a substitute teacher
- Not obeying the hallway rules established by their teacher
- Disruption or invasion of other student's technology
- Not returning library materials at the proper time

Procedures:

The staff member experiencing or noting the problem takes intervention. Repeated behavior will require a parent/teacher conference. The staff member documents the incident for future reference.

Disciplinary Options for Teachers:

Verbal reprimand  
Documented warning  
Time out  
Loss of recess or classroom privileges  
Individual student or classroom management plans  
Parent notification  
Confiscation of non-instructional items  
Eat lunch in a restricted area

**LEVEL II**

Definition:

Student's behaviors are frequent or serious enough that they disrupt the learning climate of the school. These infractions may and will require the intervention of the administration personnel because Level I interventions have failed to correct the situation.

Examples of Level II offenses include but are not limited to the following:

- Repeated violations of Level I behaviors
- Showing flagrant disrespect to school personnel in action, word, and/or gestures
- Falsification of records/ excuses/forgery
- Misbehavior at school sponsored activities (major)
- Possessing, distributing, or accessing inappropriate material
- Possession of (R)-rated materials
- Vandalism, defacing of school property
- Major class disruption
- Misbehavior or safety violations to or from school
- Safety violations
- Dress code-safety violations

- Cheating
- Lying
- Theft
- Altercation with another student
- To encourage, provoke, advocate or promote a fight or altercation with another student or between other students
- Truancy
- Possession of tobacco products
- Abusive or obscene gestures or language (major)
- On school property during a period of external suspension
- Insubordination
- Violation of Acceptable Use of Electronic Technology Policy
- Cutting class
- Failure to respond to pages
- Failure to serve detentions
- Three days of incomplete homework assignments in a nine-week grading period

Procedures:

Level II behaviors require a parent contact by the professional staff member involved. An immediate written referral is to be submitted to the administrator with an account of interventions already taken place. Consequences such as loss of privileges, after school detention, lunch detention, and/or in-school suspension will be assigned. Disciplinary record is kept on file in the office.

### **LEVEL III**

Definition:

Student behavior is directed against persons or property in the elementary school. The consequences of the behaviors put the health or safety of others in the school at risk. Level III infractions require the intervention of administrative personnel.

Examples of Level III offenses include but are not limited to the following:

- Repeated violations of Level I & II behaviors
- Assault of students and/or staff
- Leaving school grounds without permission
- Sexual harassment as defined by the School Board Policy
- Throwing food (major)
- Possession of or use of combustible items such as matches and cigarette lighters or other devices
- Harassing, threatening, or intimidating others
- Vandalism- (major) Restitution is required in addition to disciplinary consequences.

Procedures:

The administrator initiates the disciplinary action by investigating the infraction. The Principal will meet with the teacher and/or student and the parent/guardian of the student will be notified. The behavior will be recorded and disciplinary action will take place. Consequences such as loss of privileges, (such as intra-murals) after school detention, lunch detention, in-school suspension, and/or out-of-school suspension will be assigned. The discipline record is kept on file in the office.

#### **LEVEL IV**

Definition:

Student behaviors result in violence to another person or property or which pose a direct threat to the safety of others in the school. Level IV infractions are so serious that it requires immediate removal of the student from the school. It requires intervention of administration personnel and may require intervention of law enforcement authorities or action by the School Board. The Pennsylvania State Police will be notified.



Examples of Level IV offenses include but are not limited to the following:

- Repeated violations of Level I, II, and III behaviors
- The discharge of body fluids causing a health risk/or safety issue
- Indecent exposure
- Possession, transfers, and use of weapons or explosive devices and/or reasonable facsimiles
- Arson or bomb threat
- Possession, use or distribution of alcohol, tobacco, prescription and non-prescription drugs, and/or reasonable facsimiles
- Unauthorized pulling of fire alarms
- Any violation of the Pennsylvania Criminal Code
- Fighting (Violent acts of physical aggression as defined by the School Board Policy)
- Sexual Harassment as defined by the School Board Policy

Procedures:

The administrator initiates disciplinary action by investigating the infraction. Parents/guardian are notified and asked to take their child into custody as soon as can be arranged. A disciplinary record is kept in the office. If appropriate, the following actions may need to be taken:

1. Contact law enforcement agency.
2. Submit report to the superintendent for possible board action.

Disciplinary Options- include but not limited to the following:

Parent/guardian notification  
Student restitution for damage, repairs or theft  
Temporary removal with supervision from the classroom situation  
Referral to Guidance  
Referral to an outside agency  
Confiscation of inappropriate objects  
Exclusion from Extracurricular Activities

Law Enforcement Referral  
Out of School Suspension  
Community Service/School Service  
Expulsion or action by the School Board  
After School Detention

## **WEAPONS**

(Ref. Policy #218.1)

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

Weapon- the term shall include but not be limited to an knife, cutting instrument, cutting tool, ice pick, explosives, machete, nunchaku, firearm, shotgun, rifle, air gun, replica of a weapon, irritating or poisonous gases, poisons, and/or any other tool, instrument or implement fashioned with the intent to use, sell, harm, threaten , or harass students, staff, parents/guardians or patrons.

The Board prohibits students from possessing and bringing weapons and replicas of weapons or facsimiles into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity, before, during, or after school hours.

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

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

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

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

### **SUSPENSION AND EXPULSION**

(Ref. Policy #233)

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

The principal or designee of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent as soon as possible.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. The parents/guardians shall be notified immediately in writing when a student is suspended.

When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place within the first five (5) days of the suspension. When extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

### **CORPORAL PUNISHMENT**

(Ref. Policy #218)

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal

punishment is prohibited. Teachers and school authorities may use reasonable force under the following circumstances:

- a. To quell a disturbance
- b. To obtain possession of weapons or other dangerous objects
- c. For the purpose of self-defense
- d. For the protection of persons or property

### **TRANSPORTATION**

(Ref. Policy #810)

Bus transportation is provided for all students who do not live within walking distance of the school. Students must be on time at the bus stop locations at home and at school. They should leave home in time to reach the bus stop five minutes before the scheduled pick up.

Proper conduct of students is expected at all times while students are waiting for or riding a bus to and from school. This conduct also applies to school related activities and field trips away from the school. A student that rides a bus to an away activity must also ride the bus home unless the student's parents/guardian and the Principal or the Superintendent has granted written permission. On bus trips, the bus driver, in consultation with the teacher, is in charge of student discipline.

In the event of continual and persistent misconduct, students will be excluded from riding the bus. The parent/guardian will be required to furnish transportation when students are excluded from riding the bus.

NOTE: Anyone who enters a school bus without prior authorization of the driver or a school official and/or who refuses to leave when ordered to do so by the driver commits a misdemeanor of the third degree!

The following are examples of inappropriate behavior on buses or at the bus stop.

1. Not following directions

2. Not in assigned seat
3. Not riding assigned bus
4. Getting out of the seat when the bus is moving
5. Throwing things out the window
6. Placing items in the aisle
7. Eating, drinking, and littering
8. Distracting the driver (i.e. loud noise, throwing objects, etc).
9. Using profanity or the discussion of sex education or any explicit material
10. Being disrespectful/rude/discourteous/talking back to others
11. Harassing others
12. Fighting/pushing/tripping/kicking
13. Possessing tobacco products
14. Vandalizing
15. Leaning out windows
16. Destruction of property
17. Spitting/throwing of body fluids
18. Throwing snowballs/stones/rocks at the bus, inside the bus, or at the bus stop
19. Inappropriate use of electronic devices (i.e. prank calling, filming or photographing, viewing inappropriate videos, games, etc).
20. Any infraction that is listed in the code handbook

Note: Each bus driver will have their own set of rules for their bus. These rules will be posted and enforced. We want your son/daughter to be safe at all times. Please remember that riding the bus is a privilege not a right!

When misbehavior takes place on a bus the consequences fall under the "Discipline Code" for the elementary.

Due to insurance liability and bus overloading concerns, your child must be picked up and discharged at the same loading zone every day. The child may be picked up at one location and dropped off at a different location but this must be done on an everyday basis.

The school district is responsible for every student from the bus stop in the morning until the student arrives home in the afternoon.

A note must be sent to school if your child is being picked up at the end of the day by someone other than parent/guardian.

### **ACTIVITY TRANSPORTATION**

As a courtesy to our students, the district provides activity transportation for elementary students in grades 4-6 who participate in after school activities. The transportation is only available on Monday, Tuesday, and Wednesday with limited stops. Students MUST sign up by 11:00 a.m. the Friday before the activity to secure a seat.

### **SCHOOL BUS DISCIPLINE**

It is the responsibility of the bus driver to report misbehavior to the Principal.

1<sup>st</sup> offense – warning by driver

2<sup>nd</sup> offense – disciplinary referral completed by the bus driver and submitted to the Principal. Action to be taken will be dependent upon level of offense.

3<sup>rd</sup> offense – disciplinary referral completed by the bus driver and submitted to the Principal. 1 or more days of bus suspension

4<sup>th</sup> offense – disciplinary referral completed by the bus driver and submitted to the Principal. 3 or more days of bus suspension

5<sup>th</sup> offense – disciplinary referral completed by the bus driver and submitted to the Principal. 5 days of bus suspension

6<sup>th</sup> offense – disciplinary referral completed by the bus driver and submitted to the Principal. permanent removal from bus transportation

NOTE: Serious incidents may result in an expedited process.

## **SCHOOL BOARD TRANSPORTATION COMMITTEE**

Transportation issues dealing with busing will need to be addressed by the Clarion-Limestone School Board Transportation committee. This includes but is not limited to:

- \* Bus Stops
- \* Time issues on a bus
- \* Unsafe issues dealing with traffic direction
- \* Unloading and loading
- \* Violations dealing with a driver

The committee can be reached by the business office 814-764-5111 ext. 312.

Discipline issues will be handled by the office personnel. The discipline code will be followed considering the level of the infraction.

## **TOBACCO USE**

(Ref. Policy #222)

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

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

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

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

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

A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50.00 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

### **CONTROLLED SUBSTANCES**

(Ref. Policy #227)

For purposes of this policy, controlled substances shall mean all dangerous controlled substances prohibited by law, look-alike drugs, alcoholic or malt beverages, anabolic steroids, drug paraphernalia, any substance intended to alter mood, mental, and/or physical functions, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and any medication for which a prescription is required, except those for which permission for use in school has been granted pursuant to Board policy.

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

### **SEARCHES**

(Ref. Policy #226)

It shall be the policy of the Board that all lockers and desks are and shall remain the property of the school district. As such, students shall have no expectations of privacy in their lockers and desks.

The Board reserves the right to authorize its employees to inspect a student's locker or desk at any time, based on reasonable suspicion, for the purpose of determining whether the location is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.



## **NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

(Ref. Policy #103)

The board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities.

## **UNLAWFUL HARASSMENT**

(Ref. Policy #248)

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

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

For purposes of this policy, harassment of a student consists of verbal, written, graphic or physical conduct relating to an individual's race color, national origin/ethnicity, gender, disability, sexual orientation or religion.

## **ANNUAL NOTICE- Family Educational Rights and Privacy Act (FERPA)**

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

rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

Or you may contact us at the following address:

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

A copy of this policy can be obtained at the District Superintendent's Office at 4091 C-L School Road, Strattanville, PA 16258, telephone (814) 764-5111.

## **PROTECTION OF PUPIL RIGHTS ACT**

(Section 1232 H)

According to federal law, no student shall be required, as a part of any applicable program, to submit to a survey, analysis, or evaluation without the prior written consent of the parent, that reveals information concerning:

1. Political affiliations.
2. Mental and psychological problems potentially embarrassing to student or his/her family.
3. Sex behavior and attitude.

4. Illegal, anti-social, self-incrimination and demeaning behavior.
5. Critical appraisals or other individuals with whom respondents have close family relationships.
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

However, such surveys, analysis, or evaluations may be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights. Parents have the right to inspect all materials related to the survey, analysis, or evaluation.

Clarion-Limestone Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability, age or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX Coordinator or the Section 504 Coordinator, at 4091 C-L School Road, Strattanville, PA 16258 (814-764-5111). For information regarding services, activities and facilities that are accessible to and usable by persons with disabilities contact the Superintendent (814-764-5111)

## **ACCEPTABLE USE POLICY FOR INTERNET AND COMPUTER TECHNOLOGY**

(Ref. Policy #815)

All students must have a signed permission form on file in which parents/guardians grant permission for internet access and to publish images and names through the district's website or media sources. Permission forms for all students who attended Clarion-Limestone Elementary School during the prior school year are on file. New students must complete the permission form. An overview of the policy is below. The

written board policy #815 and #911 are available through the school office. If you wish to change this status at any time, please submit a written statement to the school.

The computer and electronic network is a limited educational forum and is provided for students and staff to conduct research and communicate with others on school-related projects. Independent access to network services is provided to persons who agree to act in a responsible and considerate manner. Access is a privilege, not a right. Access entails responsibility. Individuals are responsible for their behavior and communication over the network. The following guidelines will govern the use of the Internet, computer equipment, and computer software:

1. Statements made on the network are not interpreted to be private. In order to maintain system integrity and prevent inappropriate use, the district reserves the right to monitor usage of the Internet and related computer technology including, but not limited to, electronic mail.
2. All use of the Internet, computer equipment and computer software must be in support of the educational program. It is not to be used for personal use including, but not limited to:
  - profit purposes
  - non-school related activities
  - harassing others
  - sending, receiving, or displaying offensive messages or pictures including sexually-oriented pornographic materials
  - using obscene language, hate mail or discriminatory remarks
  - unauthorized use of chat lines
  - lobbying
  - advertising
3. Use of the Internet, computer equipment or software for fraudulent or illegal copying, communication, taking material or modifying material in violation of the law is

prohibited and will be referred to the appropriate authorities.

4. Loading and/or using unauthorized games, programs, files or other electronic media is prohibited.
5. The illegal use of copyrighted software is prohibited.
6. The network shall not be used to disrupt the work of others: hardware or software shall not be destroyed, modified, or abused in any way.
7. The individual user shall be responsible for any damages to the equipment system and software resulting from deliberate, vandalistic or willful acts.
8. Only software purchased by Clarion-Limestone may be installed unless verified for legitimate ownership and scanned for viruses by Clarion-Limestone computer personnel.
9. Established computer lab procedures should be adhered to and enforced at all times.

Failure to follow the policies listed can result in disciplinary actions including, but not limited to, cancellation of all computer privileges, suspension, and legal prosecution.

Specific guidelines for Internet and computer technology usage can be found in the Library and computer labs. These guidelines will cover student personal safety, illegal activities, systems security, inappropriate language, respect for privacy, computer resources limits, plagiarism and copyright infringement, inappropriate access to material and district limitation of liability.

## **GUIDELINES FOR INTERNET AND COMPUTER TECHNOLOGY USAGE**

The following activities on the district network system are considered unacceptable:

### **I. Student Personal Safety:**

- Students will not post personal contact information about themselves or other people. Personal contact includes address, telephone, etc.
- Students will not agree to meet with someone they contact on-line without parent's approval and participation.
- Students will promptly describe to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

## II. Illegal Activities:

- Users will not attempt to gain unauthorized access to the school's system or to any other computer system through the school's system, or go beyond their authorized process. This includes attempting to log on through another person's account or access another person's file.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- Users will not use the school system to engage in other illegal acts such as arranging for the purchase or selling of drugs or alcohol, engaging in criminal activity, or threatening the safety of person, etc.

## III. Systems Security:

- All users are responsible for the use of their individual account and should take all reasonable precaution to prevent others from using their account.
- All users will notify the computer administrator immediately if they have identified a possible security problem. Students will not go looking for security problems because this may be construed as an illegal attempt to gain access.

- All users will avoid the inadvertent spread of computer viruses by following the school's virus protection procedures if they download software.

#### IV. Inappropriate Language:

- All users will refrain from using obscene, profane, lewd, rude, vulgar, inflammatory, threatening, or disrespectful language.
- All users will avoid posting information that, if acted upon, could cause damage or danger of disruption.
- All users will abstain from engaging in personal attacks, including prejudicial or discriminatory remarks.
- All users will avoid harassing another person.
- All users will not knowingly or recklessly post false or defamatory information about a person or organization.

#### V. Respect for Privacy:

- All users will not re-post a message that was sent to them privately without permission of the person who sent the message.
- All users will not post private information about another person.

#### VI. Computer Resource Limits:

- Students will limit system use for educational, career development activities and limited, teacher-approved high quality self-discovery activities.
- All users will avoid downloading large files unless absolutely necessary and will only do so if necessary during a time the system is not being heavily used.
- All users will refrain from posting chain letters or sending annoying or unnecessary messages to large numbers of people.

#### VII. Plagiarism and Copyright Infringement:



- All users will refrain from plagiarizing work found on the Internet.
- All users will respect the rights of copyright owners.

#### VIII. Inappropriate Access to Material:

- All users will refrain from using the school system to access material that is obscene (pornography) or profane, advocated illegal acts, violence, or uses discrimination toward other people.
- If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by the school. This will protect users against allegations that they have intentionally violated the acceptable use policy.

#### IX. District Limitation of Liability:

Clarion-Limestone Area School District makes no warranties of any kind that the functions or the services provided by and through the district will be error free or without defect. The district will not be responsible for any damages users may suffer including, but not limited to, loss of data or service. The district will not be responsible for the accuracy or quality of the information obtained through or stored in the system. The district will not be responsible for financial obligations arising from the unauthorized use of the system.

The Clarion-Limestone Area School District may terminate the availability of the Internet, network or computer technology accessibility at its sole discretion.

\*This handbook is subject to change based upon school board policy revision.

## TELEPHONE INSTRUCTIONS

Dial **764-6006** to reach the **Elementary School**

Press 153 – **To reach the Main Office**

Jonathan Quinn, Principal  
Kristina Hamilton, Secretary

Press 152- **To reach the Attendance Clerk**

Tammy Wagner

Press 146- **To reach the Director of Special Education**

Jason Edmonds

Press 144 – **To reach the Psychology Office**

Alex Gray, Psychologist  
Lori Rawson, Clerk

Press 138 – **To reach the Nurse’s Office**

Greta Edmonds, R.N.

Press 139 – **To reach the Library**

Pete Beskid

# PARENT/STUDENT ACKNOWLEDGEMENT 2022 - 2023 HANDBOOK

AVAILABLE ONLINE at [www.clasd.net](http://www.clasd.net)

Please list each elementary student—

_____	_____	_____
#1 Student Name	Grade	<b>Homeroom</b>

_____	_____	_____
#2 Student Name <i>(if applicable)</i>	Grade	<b>Homeroom</b>

_____	_____	_____
#3 Student Name <i>(if applicable)</i>	Grade	<b>Homeroom</b>

**AFTER REVIEWING THE HANDBOOK ON LINE, PLEASE SIGN.**

I verify that I have reviewed the  
2022-2023 Clarion-Limestone Elementary School Parent-Student  
Handbook with my son/daughter.

_____	_____
Parent/Guardian Signature	Date

**PLEASE RETURN THIS SIGNED FORM TO  
THE HOMEROOM TEACHER**