

**MEADVILLE AREA SENIOR HIGH SCHOOL  
STUDENT HANDBOOK**

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## **PHILOSOPHY AND GOALS OF MEADVILLE AREA SENIOR HIGH SCHOOL**

We believe the purpose of our school is to educate every student. Each student should be encouraged and guided to choose a program of studies, both curricular and extracurricular that will meet his/her needs, abilities, and interests. We believe the student should become a self-supporting, cooperative, and morally responsible citizen of his/her community, state, nation, and world.

We believe the student must understand the challenges of our rapidly changing society. Each student must be prepared to adapt and prosper in an increasingly technological world.

Our program should develop in each student an understanding and sense of appreciation for his/her heritage. To achieve these ends, we believe it is critical that students learn to read, write, speak, reason, and compute to the best of their abilities.

That the school may accomplish its purpose, it is imperative that there be mutual understanding within the school community of students, parents, teachers, administrators, support staff, members of the board of education, and other residents of the school district.

The following objectives have been set forth to foster our philosophy:

- I. The development of the student toward becoming a self-supporting member of society through:
  - A. The art of communication – both written and oral.
  - B. The ability to read with accuracy and comprehension.
  - C. The mastery of fundamental arithmetic processes.
  - D. The acquisition of critical thinking skills - including problem solving and decision-making.
  - E. The acquisition of the knowledge and skills necessary for entry into a vocation and/or institution of higher learning.
  - F. The choice of a program best suited to developing his/her self-esteem, abilities, and interests.
  
- II. The development of the student toward becoming a full and cooperative member of society through:
  - A. The enjoyment of his/her vocation or profession and a variety of cultural and recreational activities.
  - B. The pleasure found through a sense of self-esteem and self-fulfillment.
  - C. The understanding of the necessity of cooperative living in the family, school, community, and society in general.
  - D. The acquisition of qualities necessary for cooperative living:
    1. The desire to fulfill the duties of a citizen.

2. The awareness of the historical and political background of the world community.
  3. The appreciation for the application of the basic ideals of a democracy and the need to preserve them.
  4. The knowledge and appreciation of values and customs of other cultures.
  5. The acknowledgment of the worth of every individual.
- III. The development of the student toward becoming a morally responsible member of society through:
- A. The appreciation of the value of moral living for the individual and society.
  - B. The acquisition of good physical, mental, and emotional health habits.
  - C. The growth of strong habits of honesty, industry, and reliability.
- IV. The development of the student toward becoming an adaptable member of society, through:
- A. The understanding of the reality of the changing social environment.
    1. Increased life expectancy
    2. Role changes.
    3. Changing family structures.
  - B. The fostering of the students' awareness of the economic situation locally.
  - C. The acknowledgment that education is a life long process.
    1. Ability to function effectively in a technological world.
    2. Ability to work toward and cope with necessary change.

## **INTRODUCTION**

This handbook has been provided to assist you in learning the procedures and policies of Meadville Area Senior High School. Other important information is listed to aid in the use of resources available to all students. It contains the philosophy and goals of the Meadville Area Senior High School; Attendance Policies; General Information; A Discussion of Student Activities; A Description of the Honor Code; A Description of Guidance and Health Services; School Bus Regulations; Discipline Guidelines; District Policy regarding Student Rights, Responsibilities and Discipline; District Drug and Alcohol Policy.

All students are responsible for the information contained herein and must make every effort to learn the contents of this handbook. It should also be noted that not everything or every situation can be covered by this handbook.

### **I. ATTENDANCE**

#### **ATTENDANCE PROCEDURE**

The Board of Directors of Crawford Central School District requires that school aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

The regular contact of pupils with one another in the classroom and participation in well-planned instructional activities under the supervision of competent teachers is vital to this purpose.

Meadville Area Senior High School follows pupil accounting procedures established by the Pennsylvania Compulsory School Attendance Laws. Since good attendance and grades are highly correlated, Meadville Area Senior High School attempts to build close contact with parents through the Attendance Office.

Students are reminded that attendance records become part of their permanent school record and can have beneficial or detrimental results depending upon the record established.

#### **PROCEDURE REGARDING ALL EXCUSED/UNEXCUSED ABSENCES**

A parental excuse (excused absence) will be accepted for any day's absence to a total of ten (10) days absence throughout the school year. A doctor's excuse will be accepted for any absence during the year to prevent the accumulation of ten (10) days parental excuses. The doctor's excuse must be given to the attendance secretary on the student's

return to school and no later than three days thereafter. Medical requests should be submitted to the nurses' office.

Students who are absent from school for any reasons are still responsible for meeting their course requirements. We understand that many absences are unavoidable and some students fall behind due to attendance reasons. For this purpose, we have implemented the following procedure to help insure academic proficiency.

- 1. *Ten Days Excused/Unexcused* – Letter sent to parents stating the district will require a written medical excuse for each day's absence from that time until the end of the school year.**

### WHAT TO DO WHEN YOU ARE ABSENT

Whenever a student is absent from school, his/her parents or guardians should call the school providing the student's name, grade and reason for absence. Students are not to report themselves as absent nor should friends, neighbors, younger brothers and sisters, etc., make such calls. Calls should be placed to the attendance secretary at 336-1121 ext. 100 or 101 any time before 9:15 AM.

When the student returns to school, they must present a written excuse from home on the DAY OF RETURN. The reason for absence must be clearly stated with a parental signature. Even though a call is made, an excuse is required.

Failure to present an excuse within three school days of return to school will result in absences recorded as UNEXCUSED and/or UNLAWFUL.

### LEGALITY OF ABSENCE

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal or designee may excuse a student for temporary absences when she/he receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.

The Board considers the following conditions to constitute reasonable cause for absence from school:

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1. Illness                       | 6. Educational tour/trip*         |
| 2. Death in the immediate family | 7. Quarantine                     |
| 3. Religious holidays            | 8. Delay or absence of school bus |
| 4. Impassable roads              | 9. Court appearance               |
| 5. Emergency - "Urgent reasons"  | 10. College visitation            |

\* Parents desiring to take their children on a vacation/educational trip must submit to the administration the destination of the trip and/or a description of the educational value. The request should be made at least one week prior to taking the trip. The proper form can be acquired at the attendance office.

NOTE: Unexcused refers to students over the age of seventeen (17); unlawful refers to students under the age of seventeen (17).

Unexcused absence includes:

1. Parental neglect - Parent knows of the absence (examples: unauthorized trips, baby sitting, errands, housework, oversleeping)
2. Illegal employment
3. Truancy - Absence without parental knowledge
4. Leaving school during school hours without school permission
5. Returning from school function late
6. Tardy, Unexcused

Acceptability of excuses will be determined by the school attendance officials. Notification of the school DOES NOT insure that an excuse will be considered legal. **Students seventeen (17) or older and who are absent for ten (10) consecutive school days will be withdrawn in accordance with state law.**

If a student is absent for other than the above reasons, he will be considered unexcused and unlawfully absent. The first time an unlawful absence occurs the parent will receive a first warning letter. A second warning letter will be sent to the parent after the second unlawful absence. ANY ADDITIONAL UNLAWFUL ABSENCE DURING THE STUDENT'S SCHOOL CAREER CAN RESULT IN PARENTS BEING FINED AND REFERRED UNDER ACT 333 TO CHILD WELFARE AUTHORITIES.

Students who are absent unexcused without parental knowledge and approval are considered TRUANT and will be assigned to Saturday Detention.

**AS A GENERAL RULE, ALL ACADEMIC WORK LOST DURING UNEXCUSED OR UNLAWFUL ABSENCES MAY NOT BE MADE UP AND IS RECORDED AS ZERO.**

<b>REQUIREMENT FOR MEDICAL EXCUSES</b>
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Any pupil absent ten (10) or more days will be placed in the category of continued or repeated illness which may require the student to provide a medical excuse which will permit him to make up lost work.

*Family vacations and educational trips will be considered unexcused if students are on medical notice at time of request. The administration reserves the right to make exceptions on a case-by-case basis.*

For Homebound Instruction, the parent must secure a form from the Building Principal for the doctor to complete. The form must be returned to the Building Administrator in charge of attendance. Final approval is granted from the Director of Special Services.

### **TEENAGE PREGNANCY AND HOMEBOUND INSTRUCTION**

The Crawford Central School District encourages all pregnant teenagers and teenage parents to finish school and thus be better equipped as parents and responsible citizens. The legal requirements for these students are pertinent in the areas of attendance and use of Homebound Instruction.

The Public School Code, Section 1327, requires compulsory attendance and Sections 1301 and 1302 grant all school district residents a right to free school privileges.

Becoming or being a parent does not in itself qualify a student for Homebound Instruction. A student should receive Homebound Instruction only when there is a serious illness or disability as certified by a physician. If a student has complications from the pregnancy or delivery, it is not unreasonable for the physician to certify the debilitating effects of attendance and recommend Homebound Instruction. The physician must certify in writing that school attendance would be physically harmful to the student before Homebound Instruction may be approved. Regular procedures for reporting absence should be followed for absences due to childbirth.

### **MAKE-UP WORK AFTER ABSENCE**

Students are required to make up all work missed during all LEGAL ABSENCES AND SUSPENSIONS. Work must be made up according to the following guidelines:

1. It is the responsibility of the student to make up work or make arrangements to make-up missed work upon the DAY OF RETURN TO SCHOOL.
2. Make-up work must be completed within one week.
3. Under extenuating circumstances, the teacher and/or principal may extend the time in which work may be completed, but not the time for making arrangements to do so.
4. In the case of a student who has a one-day absence on the day of a scheduled test or pre-assigned term paper or project, that student should expect to fulfill the obligation upon the DAY OF RETURN.

Students who have not made up required work at the end of a grading period will receive a grade of (I) incomplete. Failure to submit required make-up work within the one-week period will result in conversion of the incomplete grade to an "F".

### **ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES**



1. Pupils taking part in extra-curricular activities such as athletics, plays, musicals, and other school activities shall be in attendance at least half day on the day on which the event is held. This also applies to practice. **PUPILS MUST BE IN ATTENDANCE BY 12:00 PM. IN ORDER TO BE CONSIDERED PRESENT ONE HALF-DAY.** A half-day absence must be excused/legal in order to participate.
2. Exceptions may be made in case of appointments when a prior excuse has been submitted and approved. Exceptions may also be made in the case of emergencies.
3. Under no circumstances may a student who has been absent for the day, unless prior approval of the absence has been granted (i.e. college visit, doctor's appointment), be allowed to practice or participate in any extra-curricular activity on the day of the absence.
4. If a student is absent 20 or more days in a semester, that student may not participate in a P.I.A.A. practice or event until that student is present 60 school days.

<p style="text-align: center;"><b>TARDINESS TO SCHOOL</b> <b>"A LITTLE LATE IS TOO LATE"</b></p>
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Tardiness to school is greatly discouraged due to its impact on the learning process and the fact that tardies become part of the permanent record. Students that are tardy **MUST** report directly to the attendance window for an admit slip. This must be accomplished regardless of the time that you arrive. Excuses are required and follow the guidelines of an absence. If a medical excuse is required for an absence, a medical excuse is required for a tardy to be considered excused. Students that are habitually tardy will be subject to detention and possible suspension according to the following school policy.

- 4 - 6 unexcused tardies – Formal detention will be assigned.
- 7 - 10 unexcused tardies – Formal detention will be assigned.
- 11 or more unexcused tardies – Letter sent home/parent notified by administration with stronger consequences possible. (ex. – loss of driving privileges, formal detention, Saturday detention, suspension)

Students that arrive after 10:00 a.m. are considered to be absent for 1/2 of a day. Students that arrive after 12:45 p.m. are considered to be absent for the whole day. Please refer to Legality of Absence (page 4).

<p style="text-align: center;"><b>CLASS TARDINESS</b></p>
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Students are considered tardy to class if they are not inside the room when the tardy bell rings. In such cases, teachers are to assign personal detention. In cases of chronic tardiness, students will be referred to the office for stronger disciplinary action. Tardiness to class beyond five (5) minutes will constitute a class cut. If a student is out of a class beyond five (5) minutes and abuses the hall pass, it will be considered a cut.

### **EARLY DISMISSAL**

Students may be excused from school for medical appointments, counseling sessions, etc. In such cases, appointments should be scheduled for the afternoon session when possible. A signed excuse from parents must be submitted to the attendance office prior to school on the day of the appointment. Students must sign out on the sheet in the office and sign in immediately upon their return.

All early dismissals require signed excuses from PARENTS prior to the school day beginning. Student will NOT receive an excused absence for the following reason:

1. Going out of town unless to a doctor's appointment. (Doctor's appointment card must accompany request to be excused.)
2. Hair appointments.
3. Church for a short period of time when church services are held before and after school.
4. Personal reasons.
5. Babysitting.
6. Senior pictures.
7. Any other excuse, which does not fall under school attendance guidelines.

Students who are attending an appointment in the morning are required to return to school as soon as possible for the remaining class sessions. All students MUST sign back in at the office.

Appointments WILL BE VERIFIED from time to time by calling the place of the appointment. **Early dismissal excuses from parents need a Dr.'s name, phone number and parent signature before being accepted.** Faxes are acceptable with a parent signature. Phone calls from parents may be directed to the administration for verification.

The only other permissible early dismissal is that of excuse for reason of illness or injury. In such cases, the school nurse must grant the excuse after contact with parents. Please refer to the section on Health Services for further guidelines concerning illness at school. **IN NO INSTANCE MAY A STUDENT EXCUSE HIMSELF EARLY WITHOUT REPORTING TO THE HEALTH ROOM.** Students that do not follow this procedure will face disciplinary action.

**APPROVED EARLY DISMISSAL DOES NOT PERMIT THE STUDENT TO PARK ANYWHERE OTHER THAN IN THE STUDENT PARKING LOT.**

### **PARENT SPONSORED EDUCATIONAL TOURS AND TRIPS**

Students must follow the following guidelines to be eligible to leave school to attend an educational trip or tour:

1. Present a written request from his/her parent or legal guardian indicating:
  - a) The dates of absence.
  - b) Educational merits of the proposed trip.
  - c) The names of all adult chaperons.
2. Acquire signatures from all subject teachers on the form provided by the attendance secretary. Teacher signatures indicate their knowledge and awareness of your impending absence.
3. Return the signed form to the attendance secretary at the end of the school day.

This information is to be provided to the attendance secretary for administrative approval a minimum of ONE WEEK prior to the absence. Failure to get approval of the administration will render all missed days as unexcused absences. The principal shall have the authority to limit the number of days of excused absence for educational trips. Any UNAPPROVED trip will result in unexcused absences and NO CLASS WORK WILL BE PERMITTED TO BE MADE UP. Family vacations and educational trips will be unexcused if students are on medical notice at time of request.

The student is responsible for obtaining all assignments that were to be completed during the period of the trip. All work must be submitted to the teacher within THREE DAYS of return to school.

NOTE: Trips will not be approved unless a parent or legal guardian accompanies the student for the entirety of the trip.

<b>COLLEGE VISITATIONS</b>
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College visitations are granted for no more than two days during the junior and senior year. To qualify, a student must do the following:

1. Obtain permission slip from the main office and have this form complete before the day of the visitation.
2. Acquire signatures from all subject teachers on the form. Teacher signatures indicate their knowledge and awareness of your impending absence. A parental signature is required.
3. Return the signed form to the attendance secretary before the visitation is taken.
4. Proof of attendance from the college or university must be submitted to the Main Office upon return.

## **II. GENERAL INFORMATION**

## **Announcements**

General announcements are made each day at the beginning of first period. Those made should be as brief as possible and generally be of interest to the entire student body.

### **To Have An Announcement Made:**

All student announcements must have approval by a club or activity advisor and be submitted to the office secretary prior to 8:20 a.m. each school day. No announcements will be made without proper approval. Coaches may only announce cancellations of a scheduled practice or event.

## **Asbestos Hazard Emergency Response Act (AHERA)**

The AHERA (Asbestos Hazard Emergency Response Act) regulations require that building occupants, and their legal guardians, are informed at least once each school year of inspections, response actions, and post response action activities which are planned or in progress on a school building. Crawford Central School District is responsible for this notification.

To view progress or completion of all asbestos-related activities for the school your child attends, please contact the Instructional Support Center, Building, Grounds, and transportation Department. If you have any further questions, please contact the Building Principal.

## **Assemblies**

A number of assembly programs will be held throughout the year. These programs are provided for the benefit of the student body.

Students' conduct in the assembly should be guided by consideration for the interests of others. Please cooperate with the following guidelines for assembly conduct:

1. All TALKING should cease when the program begins.
2. During the assembly program, you should be ATTENTIVE.
3. There should be NO whistling, shouting or rhythmic applause.
4. When dismissed leave the assembly QUIETLY.
5. Do not walk on the playing floor. (Gymnasium)

Assemblies are a privilege granted to the student body. Disruptive behavior during assembly programs may result in the cancellation of scheduled events for a specified period. Students disruptive at assemblies will also be scheduled to a study hall during all remaining events for the school year.

Students will NOT be excused from CCCTC to return to Meadville High School for assemblies, movies, or other such activities, unless prior arrangements have been made with CCCTC instructors and MASH administration.

## Food/Drink, Backpacks & Coats

The following guidelines have been adopted by the Crawford Central School Board as safety issues were addressed:

1. No food/drink is permitted to be consumed in hallways or taken to class without medical or administrative permission.
2. Students are not permitted to carry bookbags (backpacks) from class to class.
3. Students are not permitted to wear coats in class.

## Books

Class textbooks are the property of the school and must be maintained in the best possible condition for those using these materials the following year. Students **MUST** keep textbooks covered at all times. In addition, care should be taken to keep all unnecessary papers from collecting in the text as they damage the binding.

Students turning in books with damage will be assessed a rebinding fee or the replacement cost of the book. Lost books are the responsibility of the student and a replacement cost will be assessed to the student.

## Cafeteria

The High School cafeteria is operated as a service to all students and is not established to show a profit. It provides a variety of menu items and is also available for those that prefer to bring food from home. All students, whether they purchase food from the cafeteria or bring a lunch from home, are expected to eat in the cafeteria. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. **FOOD IS NOT TO BE EATEN IN THE HALLS, CLASSROOMS, OR REMOVED FROM THE CAFETERIA AREA.**

### Cafeteria Procedures During Lunch

All lunches are "closed". This means that you **MUST** report to the cafeteria, as you would any scheduled class. Students must remain in the cafeteria throughout the entire period, unless prior approval or a pass has been granted to report to another area.

**STUDENTS ARE NOT TO LEAVE THE SCHOOL OR THE SCHOOL GROUNDS DURING LUNCH UNDER ANY CIRCUMSTANCES. STUDENTS THAT LEAVE THE GROUNDS OR THE BUILDING WILL FACE DISCIPLINARY ACTION.**

Students are asked to follow these guidelines during lunch:

1. Report to the cafeteria during your scheduled lunch and remain there for the entire period.
2. No Hall Passes will be issued during lunch
3. Outside visitors are not permitted during lunch.

4. Use proper manners and keep tables and floor as clean as possible. Place all refuse in the provided containers.
5. NEVER remove food or drinks from cafeteria.

### **Caps and Gowns**

Caps and gowns are required for graduation ceremonies. Measurement for caps and gowns occurs mid-year of the senior year. Caps, gowns and tassels become the property of students following commencement.

### **Candy Sales**

All activity candy sales are limited to outside of school only. Students are not permitted to carry candy from class to class or to sell it between or during classes. Candy may be sold after eighth period only. Any candy brought to school must remain locked in the student's locker.

Students are responsible for any candy they accept to sell. Theft of candy does not relinquish the student's responsibility to pay for it.

Any selling of candy in school before the end of the day will result in disciplinary action by teaching and administrative staff.

### **Class Rings**

Class rings can be purchased during the freshman, sophomore, junior and senior year. Class rings may be purchased from a ring salesman who comes to the high school yearly.

Payment for the ring is made to the salesman who accepts the responsibility for the quality of the rings. Meadville High School has no responsibility in regards to the purchase, receipt, or quality of the class rings.

## **Diplomas**

Diplomas are issued to graduates at no cost. Meadville Area Senior High School reserves the right to withhold diplomas of those who have outstanding obligations such as fines, lost books, discipline, etc.

## **Display of Posters & Other Materials**

1. All materials must be approved by the administration prior to being displayed. **THE ONLY EXCEPTION TO THIS RULE IS GAME-TO-GAME CHEERLEADER MATERIALS.**
2. Generally only posters emanating from the Crawford Central School District and area vocational school activities will be accepted.
3. On rare occasions the principals will consider posters and announcements from other sources that would be of important concern for our faculty or students.
4. Posters must be neat, well done, in good taste and no larger than 16" x 20" in size. Other informative materials must also meet these requirements.
5. Posters and other informative material are limited to a total of six (6) per event throughout the school. They may be displayed two (2) weeks prior to the event and must be removed the following day after the event.
6. Posters and signs are not allowed on any glass surface, auditorium doors, main doors, inside cafeteria walls, painted surfaces or in the rest rooms, because tape may remove paint from walls.  
\*The administration will monitor these poster regulations. Unauthorized materials, defaced, or defective signs, etc., **WILL BE REMOVED.**

## **Student Use of Scaffolding and Ladders Prohibited**

The School District is required to protect students from known dangerous situations. Consequently, if school personnel who supervise students permit a student to stand on scaffolding, a ladder, a table, or a chair for a project, the District would be exposing the student to a dangerous situation, which could result in him/her suffering serious bodily injury or death. If the student was injured or killed as a result of a fall from any of these, the District could be subject to liability.

Furthermore, an offer by the student or his/her parents to sign a release or indemnification agreement (which attempts to hold the School District harmless from liability in the event of any accident) must also be rejected. Ultimately, the courts may conclude that the conduct was irresponsible and may determine the release or indemnification agreement to be null and void.

Student use of scaffolding and ladders is prohibited unless student can furnish written proof that he or she has successfully completed curriculum-based safety training in the use of scaffolding and ladders.

### **Profanity Toward Staff**

Language that is deemed severely inappropriate and directed toward a staff member will result in a minimum three-day suspension.

## **CRAWFORD CENTRAL SCHOOL DISTRICT SECONDARY GRADES 7-12 STUDENT DRESS CODE**

The Crawford Central School District believes that student dress and grooming should promote safe schools and effective learning environments. The district recognizes that student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. Therefore, the district expects each student's attire and grooming to promote a positive, safe and healthy environment within in the school. Specifically, students are expected to comply with the following dress and grooming guidelines:

### **General Rules**

1. The following decorations and/or designs imprinted upon or attached to the body or clothing are prohibited:
  - Symbols, mottos, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
  - Symbols, mottos, words or acronyms advertising tobacco, alcohol, drugs or drug paraphernalia.
  - Symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.
2. Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.
3. Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips.
4. Sweatpants, joggers, athletic shorts, or exercise clothes of any type, tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), cut-off shorts, etc., are not permitted. Tights/Yoga pants, leggings are permitted with an upper garment that is fingertip length.



5. School team apparel or school organizational uniforms may be worn on days of an event with permission from the administration.

Outerwear

6. Students must store outerwear (coats, hats, gloves, scarves, etc.) in their lockers upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors or other areas of the school buildings after arrival unless authorized by the school's administration.

**Head Coverings/Sunglasses**

7. Curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.
8. Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
9. Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

**Upper Garments**

10. All shirts/tops/dresses must have sleeves. Clothing will completely cover the torso (from shoulders to hemline). Necklines and hemlines should reflect an appropriate environment for learning not a social setting.
11. Bare midriffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

**Lower Garments**

12. Undergarments shall not be visible. Pants and shorts shall be worn at the waist, and shall not extend below the heel of the shoe in length.
13. Shorts and skirts must be no shorter than the tips of the fingers with arms fully extended.

**Footwear**

14. Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers and barefeet are examples of unacceptable footwear.

### Accessories

15. Dog collars, wallet chains, large hair picks (or combs), chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

### Religious and Health Accommodation

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

### Penalties/Sanctions

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to the following disciplinary actions:

**First Offense** – Warning/Change Clothing

**Second Offense** – Parent Notification/Saturday School/Change Clothing

**Third Offense** – Parent Notification/Out of School Suspension

### Unusual Circumstances

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriateness of the attire.

### Working Papers/Employment

Students who wish to obtain employment on a part-time or full-time basis and are minors between the ages of 14 and 18 must obtain and complete working papers at the high school office.

A PARENT OR LEGAL GUARDIAN MUST BRING A BIRTH CERTIFICATE OR ACCEPTABLE PROOF OF AGE TO THE OFFICE TO INITIATE THE APPLICATION.

## **Fire Drills**

A fire evacuation plan is posted in each room. Students should become familiar with the particular plan and route used by each room. Use the following guidelines during all emergency drills:

1. When the fire alarm sounds, students will immediately stand and proceed from the room in an orderly manner along the indicated route.
2. Running and loud talking are absolutely forbidden during the drill.
3. Students are to remain with their classes and move a minimum of 50 feet from the building.
4. Teachers will take their roll book to account for all their students.
5. The alarm will sound again to signal the time to re-enter the building.

## **Tornado Drills**

**Students should use the following procedures:**

1. Whenever possible, go to an interior hallway on the lowest floor.
2. Avoid auditorium and gymnasiums or other structures with wide free-span roof.
3. Follow the directions posted in each classroom for the safest route and area in which to take cover.
4. Assume a curled up position on the floor as close to the wall as possible.
5. **DO NOT LOOK UP!** Glass and debris will be flying through halls.

## **Field Trips**

School-sponsored field trips are often held as part of the educational program. All trips must be chaperoned by a member or members of the faculty. In addition, a permission slip signed by the parent or guardian and initialed by the student's teachers will be required of all students participating.

## **Grievance Procedure**

On December 19, 1977, the Crawford Central Board of School Directors appointed the Superintendent as Compliance Officer for Section 504 of the Rehabilitation Act of 1973.

On the same date, the Board adopted the following procedure for Section 504 of the Rehabilitation Act of 1973:

RESOLVED, that any student or employee or potential employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district program or activity, or denied employment in violation of the terms of Section 504 or the Rehabilitation Act of 1973, may file a written complaint with the Compliance officer. This complaint must be filed within five (5) workdays subsequent to the time of the action forming the basis for the grievance.

The Compliance Officer shall cause a review of the written complaint to be conducted and a written response mailed to the Complainant within ten (10) working days after the receipt of the written complaint. A copy of the written complaint and the Compliance Officer's response shall be provided to each member of the Board of School Directors. If the Complainant is not satisfied with such response, he or she may submit a written appeal to the Secretary of the Board of School Directors indicating with particularity the nature of the disagreement with the response and his or her reasons underlying such disagreement.

This written response must be filed within five (5) days of the date of the receipt of the Compliance Officer's response. The Board of School Directors shall consider the appeal at its next regularly scheduled Board meeting following receipt of the written appeal.

The Board of School Directors shall permit the Complainant, upon written request, to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the Complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

The Grievant has the right to be accompanied by a third party at all hearings. If at any time you believe that you have not been accorded the rights established under Section 504 of the Rehabilitation Act of 1973 and/or the School Board Policy contained herein, you should notify the Superintendent, as Compliance Officer, of this belief. It is this Officer's responsibility to insure that each request is handled in a responsible manner and an adequate response is provided to the person requesting the review.

<b>Honor Code</b>
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The MASH Honor Code was designed in June 1993 and May 1994 by a committee made up of students, a parent representative, teachers and an administrator. The honor code is designed to address situations involving academic dishonesty. It is recognized that academic dishonesty occurs and needs to be handled consistently at all levels of occurrence. Situations of academic dishonesty in which students are not to engage include, but are not limited to:

1. Using unauthorized study guides/aides during situations when students should be providing their own answers, written compositions, test information, etc;
2. Plagiarism which, defined, is to steal and use the ideas or writings of another as one's own or to incorporate without documentation the ideas or writings of another into one's own work;
3. Copying homework, class assignments of another person, test answers, lab work, etc., to receive credit as one's own work;
4. Stealing another student's papers, work, etc., changing the name and submitting it as one's own.

The Honor Code consists of objectives, responsibilities of students, parents, teachers and administrators. Consequences are also addressed.

#### OBJECTIVES

1. To create an awareness of the concerns of students, teachers, parents and administrators about cheating.
2. To instill pride in ownership of one's own work.
3. To encourage students to be responsible.
4. To enhance each student's self-esteem.
5. To reinforce honesty as an American value.

#### RESPONSIBILITIES OF STUDENTS

1. To be aware of the Honor Code and to understand the Honor Code.
2. Be sure of correct assignments, when they are due, how to do assignments, etc.
3. Focus on learning and doing your best.
4. Be prepared for class.
5. Study sufficiently for each class; this is on-going.
6. Develop good time management skills.
7. Encourage honesty across the curriculum and in life.
8. Be responsible for your own actions and be accepting of the consequences.

#### RESPONSIBILITIES OF PARENTS

1. Express clearly the values of being honest.
2. Provide support for your child when he/she gives his/her best.
3. Become involved in your child's school work and school throughout the educational process by providing a place for study, allowing study time, and making sure that after school jobs do not interfere with study time.
4. Encourage your child to be proud of his/her individuality.

#### CONSEQUENCES

1. If a student violates the Honor Code, the student will make a zero for that particular activity. (This could result in a poor overall grade.)
2. Each violation will be reported in writing to the administration. On second offenses one day Saturday Detention will be assigned. Thereafter, discipline is in keeping with school discipline policy.
3. If a student continues to violate the Honor Code, he/she will be referred to staffing, SAT, or other appropriate agencies/services.
4. Parents will be notified of all violations of the Honor Code.

THIS IS ONLY A PORTION OF THE HONOR CODE AS IT PERTAINS TO STUDENTS AND PARENTS. A COMPLETE COPY OF THE HONOR CODE IS AVAILABLE AT THE MAIN OFFICE.

### **Inclement Weather**

If the school is on a 2 hour delay or closed due to weather or other emergencies, AlertNow calling system will be activated and periodic announcements will be made by W.M.G.W. radio, W.E.O.Z. radio, Meadville Master Antenna – channel 23, and www.craw.org. When a 2-hour delay is called, a decision to close school for the entire day will be made by 7:30 a.m. If the decision is made to stay with the 2-hour delay, students will be required to be in class by 10:30 a.m.

### **Locks and Lockers**

School lockers are school property loaned to the student for the student's convenience. It is the sole responsibility of the student to keep his locker clean and in proper order. An assigned locker is the temporary personal property of an individual. It is not to be defaced by decals, writing or permanently attached pictures. Use magnets as opposed to tape to hold materials to the lockers. This type of damage as well as any other mutilation is protected by state law and will be so handled.

Students are not to share their lockers with other students and are encouraged to always secure their lockers with the combination lock. Do not share your combination with anyone. Our policy is one student, one locker.

Any repairs or adjustments needed to a locker should be reported to the homeroom teacher with a complete description of the problem detailed on a sheet of paper.

If at any time, the administration has information that may indicate the presence of weapons, drugs, alcohol, stolen items, or any illegal material, in a student's locker, that locker may be searched by the administration without a search warrant.

Search dogs may be used. They may be used in the school and on school property including the parking lots.

### **Lost & Found**

All lost articles, except physical education clothes, will be kept in the Main Office of the high school. Lost articles should be claimed as soon as possible. Articles unclaimed after a reasonable period of time will not be retained.

Physical education gym wear can be claimed in the physical educator's office in the locker room area.

<b>Meadville Media Center</b>
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## **POLICY AND PROCEDURE SUMMARY**

Media Center use is encouraged. Our diverse collection is curriculum-based to support educational goals and contains exciting titles for recreational reading.

Hours-Monday through Friday 8:00 a.m. to 4:15 p.m. Passes are required during school hours. No pass is required before and after school hours.

**STUDY HALL ACCESS PROCEDURE-** Student is not to report to study hall first. Student must report directly to the library. Upon entering the Media Center, study hall students must present their library card at the circulation desk. Attendance will be verified during that period by sending a computer printout to respective study hall teachers who will take attendance. These computer printouts must then be submitted to a principal at the end of each day. Students are expected to be busy the entire period. The library staff reserves the right to send students back to classroom or study hall if the media center is too crowded or students behave inappropriately.

**STUDENT ID CARDS-**Student I.D. cards are issued yearly, seventh through twelfth grades. All seniors must have their pictures taken to receive an ID card. Students are expected to use their ID cards from the previous year until new ones are issued for the current year. Student ID cards are also required for signing out materials. Replacement cards are \$1.00 for the first lost card, \$3.00 for the second lost card, and \$5.00 for all subsequent lost cards. Students using another person's card will lose Media Center privileges.

**CIRCULATION-**Books from the regular collection circulate two weeks, magazines one week, reference and reserves, overnight. Fines are charged on all overdue materials. Lost and damaged materials must be paid for. Students with library obligations may lose study hall Media Center privileges. Books in circulation may be reserved.

**MEDIA CENTER ACTIVITIES-**The Media Center atmosphere is conducive to serious, concentrated work. Disruptive behavior will not be tolerated. Students are encouraged to visit the Media Center to complete class assignments, research various databases, peruse the print collection, check out materials, browse the magazine collection, use the computers, or read for pleasure. Students working on collaborative projects must have a pass from their subject teacher indicating that they are to work together.

**COMPUTER USE-** Students use their assigned user name and password to log onto computers. Computers are to be used for academic work only. Personal e-mail is not permitted during the school day. Games are never permitted. Academic email may be done through the student's CCSD e-mail account. Students desiring computer access must sign the computer log. Students may not stand behind or sit beside other students

working at computers without special permission. Class use of computers is given a priority

INTERNET-Online access to information and communication is encouraged. However, the use of the electronic information age brings new levels of opportunity, as well as responsibility. The CRAWFORD CENTRAL SCHOOL DISTRICT requires that students using on-line access to the Internet and e-mail have Acceptable Use Policies signed and filed with the district.

LUNCH ACCESS – Students may use the library during their lunch period if they have written permission from an administrator. Students should obtain written permission from administrators prior to the beginning of the school day.

**PROHIBITED ACTIVITIES-**

1. Playing board games, personal e-mail, computer games, and sleeping are not acceptable forms of Media Center behavior.
2. No food, candy, or beverages are permitted in the Media Center.
3. Students using another person's library card will lose library privileges.
4. Students are not permitted to change configurations on computers for any reason.
5. Bookbags are not permitted in the Media Center.

OFFENSES-Theft or mutilation of books, furniture, computers, or other Media Center materials will result in the loss of all Media Center privileges, payment for damages and possible legal action.

<b>Meadville Middle School</b>
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Students from the Meadville Area Senior High School are not permitted in the Meadville Middle School without permission.

<b>Pictures</b>
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The yearbook photographer will schedule senior portraits for the yearbook. Local photographers and the SAGA advisor have the specifications for these portraits should a senior prefer another photographer for their portrait. However, the print must be submitted to the SAGA staff by January 9th to meet the publication deadline. A contracted photographer will take pictures at the school early in the fall. The school will announce the time and place. Picture packages will be available for purchase by the student body.



## **Request of Student Information by Military and Institutions of Higher Education**

Pursuant to the No Child Left Behind Act, the Crawford Central School District shall provide access to the names, addresses and telephone listings of secondary school students upon a request made by military recruiters or institutions of higher education.

This information shall be released without prior written consent of the parents/guardians unless the secondary school student or the parent/guardian of a secondary school student requests that this information not be released. Secondary school students and/or parents/guardians must inform the Superintendent of the School District in writing of their desire to withhold their consent of this release of information. Students and/or parents/guardians, who desire to withhold their consent of this release of information, must notify the Superintendent in writing. Letters should be addressed to:

Mr. Thomas Washington, Superintendent  
Crawford Central School District  
11280 Mercer Pike  
Meadville, PA 16335

## **School Insurance**

The Crawford Central School District makes available a group-accident insurance policy. This insurance is available to all members of the student body at a nominal cost, and is sold soon after school begins in the fall.

All students participating in athletics are encouraged to take out insurance unless the parent or guardian signs an insurance waiver. In case of a school-related injury, the nurse must be notified immediately. All claims must be processed through the nurse's office.

## **Searches**

Random locker searches and dog searches will be conducted during the year. The School District has purchased two metal detector wands for individual searches and will consider walk through metal detectors for special events.

### **1. Desks and Lockers**

- Students' desks and lockers are the property of the school district and, as such, are subject to periodic inspection for the health, welfare and safety of all students. In addition, specified desks and lockers may be searched pursuant to established guidelines.
- Students desks and lockers may be individually searched by school officials when there is a reasonable suspicion that they contain illegal or prohibited articles or articles which would constitute a danger to the health, welfare or safety of the student body or staff.

- When there is a reason to suspect that a desk or locker contains materials which pose a threat to the health, welfare or safety of the students or staff, a student's desk or locker may be searched without prior warning or the presence of the student.
- Illegal or prohibited articles found in the student's desk or lockers may be seized and used for evidence in disciplinary, juvenile or criminal proceedings.

## **2. Automobiles**

- Automobiles parked on school property may be searched with the knowledge and permission and in the presence of the student, driver or owner.
- In the event that visual inspection indicates the presence of illegal objects or substances, or any other article, which may be deemed to constitute a threat to the health, welfare or safety of students or staff, the police shall be notified immediately.

## **3. Search of person**

A school official may properly conduct a search of the student's person according to the following guidelines:

- In the event there is a reasonable suspicion to believe that such a search is necessary to maintain school discipline or to enforce school policies.
- In the event there is a reasonable suspicion to believe that a student is carrying any illegal article or any substance or article potentially dangerous to students or staff on his person, said student may be asked to voluntarily reveal the contents of his pockets, pocket books, book bags, or handbags.
- In the event the student does not comply with a request to disclose these items, a pat down search may be conducted of the student's person by an adult of the same sex as the student, and in the presence of an adult witness.

## **4. Searches of students, persons or possessions** may be conducted by law enforcement officers under the following condition:

- A clear and immediate threat to the health, welfare and safety of other students or school employees is reasonably believed to exist.
- A search that is incident to a lawful arrest.
- A properly executed search warrant is presented to school officials.

## **5. Notification of this policy** shall be given to parents and students upon the enactment of this policy and/or at the beginning of each school year. Once notification has been given to parents and students, the school district will have met its obligation to advertise pursuant to this policy. Actual times or dates of planned searches will not be released in advance.

- 6. A reasonable suspicion** shall be created by any of the following observations made by any employee of the school district and reported to an assistant principal or principal.
- Information regarding illegal objects or substances received from unnamed students.
  - Observations from teachers or other personnel of suspicious activity by the students.
  - Increased use of the student assistance program for counseling students with drug problems.
  - Calls received from concerned parents regarding illegal objects or substances.
  - Any observation reflecting a growing number of students carrying beepers and cell phones.
  - Any observation made by any person of students in possession of large quantities of money.
  - The observed increased use of cell phones by students.
  - The observation of students exhibiting physical signs of chemical use such as dilated pupils or any other physical sign.
  - Any other specific information received by an Assistant Principal or Principal indicating that drug activity is present within their school building.

#### **USE OF DOGS TO SEARCH SCHOOL PROPERTY**

The District supports the elimination of the possession or use of illegal substances. The Board wants to convey a strong message to the community, faculty, staff and student body concerning the use or possession of illegal substances.

Notification of this policy shall be given to parents and students upon the enactment of this policy and at the beginning of each school year. Once notification has been given to parents and students, the school district will have met its obligation to advertise pursuant to this policy. Actual times or dates of planned searches by dogs will not be released in advance.

1. The administration shall authorize the search by dogs and have a designee on hand while the search is taking place.
2. Notification of this policy shall be given to parents and students. It shall be included in at least one (1) newspaper article of general local circulation.
3. All school property such as lockers, classrooms and storage areas may be searched by dogs.
4. All vehicles parked on school property may be searched by dogs.
5. Individuals shall not be subjected to a search by dogs.
6. Once notification has been given to parents and students, the school district will have met its obligation to advertise the searches by dogs. Actual times or dates of planned searches will not be released in advance.
7. The law enforcement agency will be given full authorization to investigate

and prosecute any person found to be responsible for illegal substance on school property.

### **Student Assistance Program (SAP)**

Many students are troubled by problems, which not only interfere with their educational performance, but with their physical, mental, social and emotional development as well. When students are troubled, so are the teachers, counselors, administrators, and other school staff. The Student Assistance Program (SAP) is a systematic, professional and realistic response to student problems.

At the heart of SAP is the core team, made up of school administrators, guidance counselors, school nurses, teachers and consultants from community agencies. Team members have been trained to: **Identify** students who are troubled by physical, social, emotional, or chemical use problems which are, in some way, affecting their school performance; **Intervene** and refer students and families for an assessment if warranted; **Focus** on educational concerns; **Utilize** school staff and community resources when necessary; and **Enlist** the support and involvement of parents/guardians in helping the student.

Students come to the SAP team in different ways. Anyone can refer a student to the Student Assistance Program. Any school staff member, a student's friend or family member can let a SAP team member know that they are worried about someone. The student themselves can even go directly to a SAP team member to ask for help. Once referred, the SAP team will obtain parent/guardian permission to become involved.

Students and parents should not feel embarrassed or uncomfortable about asking for extra help when it is needed. Through the SAP process, your student assistance team can help you find services and assistance within the school, and, if needed, in the community. The goal of the SAP is to help students succeed in school by removing the barriers that may prevent this from occurring.

### **Student Assistants**

At various times, faculty members require the assistance of students on a regular basis to aid in such areas as typing, library aid, hall monitor, etc. The teacher selects such assistants and a formal application process for assignment and schedule change is completed through the guidance and Assistant Principal's office.

Student assistants will operate under the following guidelines:

1. No student will be unsupervised at any time.
2. No student will be permitted out of a scheduled class. Release time is allowed for study halls or lunch periods only.
3. Students are to be actively involved in assisting at all times. No wasting of time or loitering will be tolerated.

4. Students are to remain with their sponsoring teacher in the same room or area at all times.
5. When students are not needed, they are to return (with a pass) to their original study hall or lunch assignment.
6. Student assistant passes may be revoked if misused.

<b>Student Internet Acceptable Use Policy</b>
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You are expected to use the network and the Internet to pursue intellectual activities. For your own safety and for the safety of others, remember to exercise caution when you are communicating with people anywhere.

### **Violations**

The Crawford Central School District declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking or computer privileges, and/or initiating legal action for any activity through which an individual:

1. Uses the network for illegal, inappropriate, or obscene purposes, or in support of such activities. **Illegal activities** shall be defined as a violation of local, state, and/or federal laws. **Inappropriate use** shall be defined as a violation of the intended use of the network, and/or purpose and goal. **Obscene activities** shall be defined as a violation of generally accepted social standards for use of a publicly owned and operating communication vehicle.
2. Uses the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements, and other contracts.
3. Vandalizes, degrades, or disrupts equipment or system performance.
4. Steals data, equipment, or intellectual property.
5. Gains unauthorized access of others' files or vandalizes the data of another user.
6. Gains or seeks to gain unauthorized access to resources or entities.
7. Forges electronic mail messages or uses an account owned by another user.
8. Possess any data which might be considered a violation of these rules in paper or digital.
9. Intentionally disrupts network traffic or crashes the network and connected systems.
10. Invades the privacy of individuals.
11. Purposely using a proxy server to bypass the District firewall.
12. Uses the Crawford Central School District computing resources for commercial or financial gain or fraud.
13. Posts anonymous messages.

### **Consequences of Violations**

- \*Suspension of Internet access
- Revocation of Internet access
- \*Suspension of all computer privileges
- Formal or Saturday detention

*\*Length of suspensions to be determined by building administrator depending on the severity of the violation(s).*

The following consequences may result at the discretion of the building administrator:

- Revocation of computer privileges.
- Out of school suspension
- Recommendation to Superintendent for expulsion
- Prosecution by the authorities.

Students will be reminded that suspension or revocation of internet access may compromise course or graduation credit.

### **Remedies and Resources**

If you are accused of any of the violations, you have all the rights and privileges that you would have if you were accused of school vandalism, fighting, and so forth. The district has the right to restrict or terminate computer and Internet access at any time for the reasons stated above. The district further has the right to monitor network activity in any form it sees fit to maintain the integrity of the network.

Student will only be allowed to make up the credit using an outside provider, who is approved by the building administrator, at a cost to be paid by the parent/student.

<b>Student Parking</b>
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A student parking lot is provided at Meadville Area Senior High School. This is the only area in which students are permitted to park. Students may not park in the faculty parking lot directly across from the school or the administrative/visitor lot near the main entrance. Additionally, student parking is NOT permitted in the Rec-Complex area or the Crawford County Career and Technical Center (CCCTC) lots.

The following guidelines are to be used:

1. Fee for parking permit - \$25.00. This permit will expire at the end of the current school year. Applications are available in the Main Office.
2. Students must register all vehicles driven to school and students must always park in the student parking lots. This permit is not valid at CCCTC or the Rec Complex lots. NO EXCEPTIONS.
3. School authorities will issue a driving permit. If it becomes defaced or lost, the student must advise one of the assistant principals.
4. The driver is responsible for observing all safety precautions, state laws, and school regulations as they pertain to the operation of a motor vehicle.
5. Students may not return to their cars until dismissal.
6. CCCTC students must park in the senior high school lot.

7. Students will park within the designated limits and observe all posted signs at the entrance and exits of the lots.
8. Parking lots and vehicles may be searched for drug and alcohol and weapon violations.
9. Students are to cooperate fully with the security personnel.
10. Any student receiving a parking ticket will be held accountable. The administration will not intercede in any way.

There are NO EXCEPTIONS to the above policy. Students that violate these rules will be subject to revocation of driving privileges and disciplinary action. Cars parked without a permit or in an area not designated for students WILL BE TOWED OR CITED AT OWNER EXPENSE WITHOUT WARNING!

### Study Halls

Each student in the study hall must have something with which to occupy him/her for study purposes. Study hall teachers may issue passes to the office, counselor's office and to the restrooms in emergency cases. Students desiring to see a teacher other than their study hall teacher must have PREVIOUSLY OBTAINED A PASS from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass.

### Visitors

Students are not permitted to bring relatives and friends as visitors during school hours. Any variation from this policy must have the approval of the principal. Requests for variation from this guideline must be presented the day preceding the requested visitation day. As a general rule, requests for visitation will be denied.

## ELECTRONIC AND PERSONAL COMMUNICATION DEVICES

**Personal Communication Devices** include but are not limited to: cellular phones/beepers/pagers, and wireless devices that facilitate communication as well as any new technology developed with similar capabilities.

**Electronic devices** include but are not limited to: radios, CD/DVD players, electronic games, digital cameras, MP3 players, handheld computing devices, laser pointers, video players, personal laptop computers and other media devices as well as any new technology developed with similar capabilities.

Students bring electronic devices and personal communication devices on school property at their own risk. District personnel will not be responsible for lost, stolen, or damaged items.

All electronic and personal communication devices must be turned off and out of view during instructional and non-instructional time during the school day.

The transmission of unauthorized or confidential information is restricted through electronic and personal communication devices.

This prohibition shall not apply in the following cases provided that the building principal approves its use in advance:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for an electronic device due to a medical condition of an immediate family member or for a personal medical reason.
3. Personal communication and/or electronic devices may be used for instructional purposes under the supervision of the classroom teacher.

Violations of cell phone usage in school will result in the following consequences:

- **First Offense** – The student’s cell phone will be confiscated and the student’s parents or guardian must come to the principal’s office in order to retrieve it.
- **Second Offense**– The student’s cell phone will be confiscated. The student’s parents or guardian must come to the principal’s office in order to retrieve it. The student will receive a three-day out-of-school suspension.
- **Third Offense**- The student’s cell phone will be confiscated. The student’s parents or guardian must come to the principal’s office in order to retrieve it. The student will receive a five-day out-of-school suspension.
- **Any further offense** would be considered a Level (III) Misbehavior pursuant to the Discipline Guidelines as set forth in the student handbook.

Sexting (the sending of sexually explicit photographs by use of a cell phone) is strictly prohibited. Incidents of sexting on School District property will result in a student receiving a minimum three-day out-of-school suspension, and local law enforcement authorities will be contacted by the School District.

If a student is using his or her cell phone in order to transmit the contents of a test, then the student’s cell phone will be confiscated until the student’s parent or guardian comes to the principal’s office in order to retrieve the cell phone. The student will receive a three-day out-of-school suspension for the first offense.

If an administrator of the School District has a reasonable suspicion to believe that a student’s cell phone contains inappropriate or illegal material, the School District reserves the right to confiscate the cell phone and review the contents of it. If the cell



phone contains inappropriate or illegal material, the student's parents or guardian must retrieve the cell phone from the principal's office. The student will receive a three-day out-of-school suspension for the first offense, and the School District may contact local law enforcement authorities. Refer to policy 237 for further details.

### Use of Telephone

If a student feels a call home is urgent then a request to use the phone in the Main Office may be made.

## III. STUDENT ACTIVITIES/ATHLETICS

Student activities are a vital part of the educational program at Meadville Senior High School in that they offer the student the opportunity to develop responsibility and leadership, create friendships and explore a diversity of leisure time activities. Consequently, a wide variety of programs are offered under the leadership of the Director of Student Activities. All students are encouraged to take part in and profit from the activities provided.

### A. Guidelines for Student Activities

1. The school must sanction all student activities. See Mr. Mehok to initiate approval of your activity.
2. An approved teacher advisor must exist for all activities and he or she must be present at all times.
3. Activities should be planned at least one week in advance.
4. Students shall conduct themselves in accordance with school policies.
5. If using school facilities, the student organization is responsible for returning them to proper order. Advisors should remain with the clean-up crew.
6. Students not involved in an activity must not loiter in the building.
7. Any damages occurring during an activity must be reported to the Principal's office.
8. Mr. Andrae should be informed of any needed equipment such as tables, chairs, microphones, lighting, etc.
9. Any group failing to comply with the school regulations will be denied approval for future activities.
10. Students and teachers involved in activities are to account for all fund raising activity and monetary transactions in accordance with policies established by the school district and the State Auditor General.

## B. Extra Curricular Activities

### Yearbook – (Ms. Diorio)

Members of this group are responsible for getting the SAGA ready for its yearly debut. Sales, photography and layout are major areas during the year with dispersal as the final year activity.

### Bulldog "Bark" Staff - (Mr. Chaffee)

Students with a keen interest in journalism would enjoy working on the Bulldog Bark, the high school newspaper, and getting it ready for Publication. All areas of journalism are usually covered in this paper.

### Forensics and Debate -

Any student interested in public speaking achievement, the art of debate, oral presentation and drama would be interested in this club. Students compete amongst themselves and other schools in tournaments held throughout the year. Students involved in this activity can qualify for state competition each spring in Harrisburg.

### French Club - (Mrs. Stearns)

French Club is open to any student taking the French language. The aims of the club are to further the student's knowledge of the French language, make use of the French they have learned and look at French customs through films and excursions.

### German Club - (Mrs. Dunkle)

The aims of the club are to further the student's knowledge of the German language, make use of the German they have learned and look at German customs.

### Genders and Sexualities Alliance (GSA)- (Mrs. Hyatt)

The Meadville Area Senior High School GSA welcomes all LGBTQ+ and straight youth to come and talk about any personal or social issue concerning them. Listening and providing support are our main objectives. We hope to create a safe, confidential place to offer support, resources, and emotional outlets, as well as to have fun and meet new people. Our GSA also aims to promote a more accepting school environment and empower students to take a stand for equality and social justice. We will collaborate with other community groups to organize events and activities to reduce isolation and promote positive well-being.

### Junior Activities - (Mrs. Bender)

The primary role of the Junior Activities council is the planning, preparation and carrying through of the Junior-Senior Prom. Fund raising is a major concern of this group since all monies for the prom must be raised by the Juniors. Four class officers and representatives from each Junior Homeroom make up this activities council. A faculty adviser guides all activities.

### Key Club - (Mr. Klepadlo)

This is a service organization sponsored by the Kiwanis Club. The club promotes school and community service and also participates in statewide activities.

### Drama Club - (TBA)

Drama Club is designed for students interested in all phases of the theater. The only prerequisite for membership is a willingness to participate. Students may elect to

participate not only as actors but, may also choose to work backstage, make costumes, help with advertising or in numerous other support roles.

Senior Activities - (Ms. Shilling)

The responsibility of a senior activities council lies mainly in the preparation of the senior class for graduation. In addition, they handle the selling of graduation announcements and selection of the student body representatives to the Senior Six. Four class officers guide senior activities: President, Vice-President, Secretary, and Treasurer. They are elected at the beginning of each school year. Representatives to the council are elected from each senior homeroom. A faculty adviser guides all activities.

Spanish Club – (Mrs. Kurtz)

Spanish club is another language-oriented club open to all students taking Spanish. The Club sponsors activities which enables the student to further his Spanish language and give further insight to the cultures of the Spanish speaking countries.

Student Council - (Mr. Heil)

Student Council is the form of student government existing at Meadville Senior High. Each spring, elections are held in the school to elect a governor, lieutenant governor, secretary, and treasurer who lead the council the following school year.

<b>C. The Meadville Chapter of the National Honor Society</b>
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National Honor Society Advisor - (Ms. Shilling)

Membership in this chapter is an honor bestowed upon a student by a five-member faculty council and is based upon scholarship, character, leadership, and service. To be eligible for membership the candidate must have been in attendance at the school for the equivalent of one semester and have completed Algebra I. The candidate must be a member of the junior or senior class and have a minimum cumulative scholastic average of 4.50, based on a weighted, ranked scale, with courses weighted 6.0 for advanced placement, 5.0 for academic and 4.0 for all others. This cumulative average will be based on grades earned from ninth grade through the present. Transfer students' grade calculations will be based upon grades earned while attending Meadville Area Senior High School.

Candidates shall then be evaluated on the basis of service, leadership, and character. In addition, any faculty member has the option to speak to any of the council members regarding a candidate's fitness for membership. The vote is by ballot and a majority vote is required for selection. All information is kept confidential and destroyed after the selections have been made.

Once selected, members must maintain the high standards in all areas. Once dismissed, a member is never again eligible for membership.

The Meadville Chapter participates in group projects including Make a Difference Day, Salvation Army's Red Kettle Campaign, and Special Olympics. In addition, NHS annually sponsors the MASH Senior Academic Awards Program.

## **IV. ATHLETICS**

Meadville Senior High School offers participation in the following athletic sports to their student body:

### **FALL SEASON**

Cross Country

Boys Head Coach: Chuck Jones

Girls Head Coach: Heather Paris

Football

Head Varsity Coach: Ray Collins

Head JV Coach: TBD

Golf

Varsity Coach: Fred Garvey

Assistant Coach: Terry Tidball

Boys' Soccer

Head Varsity Coach: Nate Bahrinski

Head JV Coach: Jared Serra

Girls' Soccer

Head Varsity Coach: James Miller

Head JV Coach: Brad Schnauber

Girls' Volleyball

Head Varsity Coach: Tim Schleicher

Head JV Coach: Amy Decker

### **WINTER SEASON**

Boys Basketball

Head Varsity Coach: Mark McElhinny

Head JV Coach: Michael Pero

Girls' Basketball

Head Varsity Coach: Keith Grubbs

Head JV Coach: Emily Motillo

Swimming

Head Varsity Coach: Pete Coppelli

Wrestling

Head Varsity Coach: Barry Anderson

Head JH Coach: Terry Tidball

**SPRING SEASON**

Baseball

Head Varsity Coach: Bruce Stewart

Head JV Coach: TBD

Softball

Head Varsity Coach: Brandon Ditch

Head JV Coach: Dale TBD

Tennis

Head Varsity Coach: Alan Heil

Track

Head Varsity Coach: Amy Lynn

Middle School Head Coach: Chris Oblick

Boys' Volleyball

Head Varsity Coach: Nicholas Bancroft

Head JV Coach: Matt Izbinski

<b>Spectator Behavior</b>
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Meadville Senior High School students are expected to show sportsman-like conduct at all home and away events. It is important that students have knowledge of the following:

1. School and game officials reserve the right to refuse admission to school property and to remove from school property any person or persons who violate rules of good conduct.
2. Alcoholic beverages are prohibited on school property.
3. Obscene cheers and gestures, erratic behavior and unsportsmanlike conduct will not be tolerated.
4. Posters and signs are forbidden to be displayed by spectators or affixed to gymnasium or lobby wall (exception permanent season posters).
5. Artificial noisemakers (bells, horns, wood clackers, etc.) are not permitted in the gym.
6. Home and visiting cheerleaders may use megaphones but must keep them in their possession at all times.
7. Smoking is prohibited on school property during all events.
8. Backpacks and Bags of any kind are **not permitted** at extra-curricular events by student spectators.

## **CO-CURRICULAR/INTERSCHOLASTIC PARTICIPANTS POLICY**

The Crawford Central School District recognizes and affirms the individual value and potential of each member of its school community. This policy has been developed to uniformly guide the students during their participation in co-curricular/interscholastic activities. Each coach/advisor is responsible for reviewing the policy with every student involved in the activity. A parent/guardian is required to sign and return the policy verifying his/her knowledge and acceptance of the guidelines.

This policy deals with substance abuse by students involved in the extra-curricular/interscholastic activities program offered by the school district. Students involved in the illegal substance abuse/use jeopardize their participation in these programs. The full policy is available in the principal's office or from your coach/advisor. All students planning to participate in the extra-curricular /interscholastic program of the school district should familiarize themselves with this policy.

### **Sports/Performing Arts Eligibility**

#### **PROCEDURE FOR DETERMINING ELIGIBILITY**

Article IX, section 2 of the P.I.A.A. Bylaws sets only the minimum academic standards for interscholastic athletic eligibility. Since standards are minimum standards (pass "at least four full-credit subjects"), member schools may adopt higher or more stringent academic standards, but may not lower academic standards.

The CCSD Board has determined that it is a privilege for students to participate in Interscholastic and CO-Curricular programs. Therefore:

1. All students participating in Interscholastic and Co-Curricular programs shall be evaluated on a weekly basis by the administration.
  2. Students must be passing all classes with a "D" or better to be eligible for participation in Interscholastic and CO-Curricular programs.
  3. Students who are ineligible for a total of 3 weeks, either consecutively or cumulatively will be terminated from that program for the remainder of that season.
  4. Eligibility is checked on Friday of each week, for the following Sunday to Saturday.
  5. If deemed ineligible, that student will not participate in any athletic/extracurricular activity during the period commencing Sunday and extending through the following Saturday.
- \* Students who are ineligible will not be permitted to practice.
  - \* Coaches may arrange tutoring for "ineligible" student as a means to assist the student athlete to become eligible.
  - \* A student that is ineligible due to illness or injury for two consecutive weeks or longer must produce a written physician's approval prior to resuming in any athletic endeavor.

NOTE: A student may become ineligible because of attendance reasons. (See "Attendance & Extra-Curricular Activities")

**SUSPENSIONS:**

In no case will a student serving an in-school or out-of school suspension be eligible to practice or perform in an athletic event UNTIL the discipline obligation has been satisfied and he/she has returned to regular classes. Specifics are as follows:

1. Any discipline assignment not satisfied on Friday would make a student ineligible over the weekend.
2. An assignment completed on Friday would make a student ineligible for participation that day. The student would, however, become eligible for Saturday events.

**V. GUIDANCE**

Guidance Services are available for every student in the school. These services include assistance with educational planning. Interpretation of test scores, occupational and career information, study helps, help with home, school, personal and/or social concerns, or any question the student may feel he or she would like to discuss with the counselor. Students and/or parents wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment. The guidance telephone number is 336-1121 ext. 127.

**A. Graduation Requirements**

**Refer to policy #217 of the Crawford Central School District. This policy can be accessed through the Meadville High School Guidance office and the Academic Registration Handbook, page 4.**

*\*The responsibility for meeting graduation requirements rest with the student. Each student is to determine that his or her schedule satisfies school policy and fulfills graduation requirements. Further, each student is given a course selection guide and an unofficial transcript every year that they register for the following school year. During the months of April, May and June, students will meet with their counselor to finalize a schedule for the following school year.*

**B. Academic Ranking**

Academic ranking is based on weighted courses. Courses that are more skill related than academic are not included in the ranking process.

**Purpose**

The Board acknowledges the usefulness of a system of computing grade point averages and class rank for secondary school students to inform students, parents/guardians and others of their relative academic placement among their peers.

**Authority**

The Board authorizes a weighted system of ranking for students in grades 9-12.

A student's weighted and non-weighted grade point average shall be entered on the student's record and transcripts at the end of each school year and shall be subject to Board policy on release of student records.

The district shall not report class rank publicly. The district will only report percentiles of ranking alphabetically.

The district shall not recognize honorary distinctions of valedictorian and salutatorian after the graduating class of 2019-2020. The district shall institute a Latin, college-style, honors system beginning with the class of 2020-2021. Such a system shall recognize all students with weighted GPA's.

Any student with a weighted GPA will be recognized with the following honors at the end of their senior year:

Summa Cum Laude	5.400-5.600
Magna Cum Laude	5.100-5.399
Cum Laude	4.700-5.099

**C. Honor Roll**

The policy states Grades 7 – 12  
Honor Roll is High Honors 95% or higher combined averages of all classes  
Honor Roll is 83-94% of all averages of all classes  
Students must achieve a 70% in every class  
Calculated using a non-weighted scale

**D. Credit Make-up**

Option 1: Tutoring Make-up  
Option 2: High School Correspondence Courses (On-Line)  
Option 3: Replacement Course  
Option 4: Retake the Course  
Students wishing to make-up credits are to schedule an appointment with their guidance counselor for details.



### **E. Tutoring Requests & College Credits**

Students wishing to take college credits to be applied to high school graduation requirements must submit a request in writing to the principal for approval.

The request must contain the name of the accredited college or tutor offering the course work and certification documentation of the tutor. A planned curriculum that is to be followed must be submitted with the request before any approval can be given.

Guidelines established by the Department of Education prevail in the granting of any request for tutoring. It should also be noted that any costs incurred for college course work or tutoring are the sole responsibility of the student. Students should contact their guidance counselor for any additional information regarding Tutorial Requests and College Credits.

### **F. Schedule Changes & Withdrawal from Courses**

Students are given ample time to study course selections and alternates. The guidance staff meets individually with each student to discuss course selections. Student signatures at registration indicate agreement with the courses selected.

### **G. Homebound Instruction**

Provision can be made for homebound instruction for students who are unable to attend school for an extended period of time (maximum of five hours per week). A physician's statement as to the reason for disability and the length of time for the disability must accompany the request. Becoming or being a parent does not, in itself, qualify a student for Homebound Instruction.

The parent through the school principal should initiate a request for homebound instruction.

### **H. Student Records**

Policies are needed for the collection and dissemination of information contained in a student's file to insure that the student's right to privacy is not invaded when the information is gathered or when it is released. Policies are needed to help school authorities to which officials can have access to a student's file, and to determine how much of the file shall be open for inspection. Policies are needed to protect both the student and the school officials when information concerning the student is requested by schools, businesses, or other third parties.

Student files contain information covering nearly every phase of a student's existence. In addition to academic records, student files often contain data from personality, psychological and intelligence tests; health records; reports from school psychologists; reports by guidance counselors; and anecdotal records and evaluations by teachers and administrators. Much of this information is of a personal and private nature and, if improperly released, could operate to the prejudice or impairment of the student's

reputation or personal security. Where that result could occur, Pennsylvania's "Right to Know" law restricts the release of the information.

### **I. Crawford County Career & Technical Center**

In most cases, students may make application to the Crawford County Career and Technical Center during their freshman year for 3-year courses and their sophomore year for 2-year courses. The guidance office has information on all courses offered at CCCTC.

Once accepted at the CCCTC, a student spends one-half their day at Meadville Senior High and the other half at the CCCTC.

Students accepted for study at the CCCTC must be aware that they come under the jurisdiction of both schools. Misconduct at one school may mean disciplinary action at the other school.

Students will not be excused from the CCCTC to return to Meadville High School for assemblies, movies or other such activities. Certain activities such as testing, class work or participation in athletics will be considered on an individual basis by the administration of both schools.

### **J. Work Release Program**

Senior students may be eligible to participate in the work release program operated by the CCCTC. To qualify, the student must have sufficient credits scheduled to meet graduation requirements and be employed during school hours. Application must be made through the guidance office.

The student must adhere to all rules as established by the Crawford County Career & Technical Center and home school. A student may be removed from this program for failure to comply with school rules and graduation could be affected.

### **K. External Test Schedule**

Meadville Area Senior High School schedules external tests for college-bound students. A list of registration dates is available in the Guidance Office.

### **L. Transcripts**

A fee of \$3.00 per transcript will be charged for transcripts to employers, colleges, scholarship committees, individuals and for unofficial copies (without school seal and signature). This fee will be charged to students no longer enrolled in Crawford Central School District and also to graduates the following year after graduation.

## **VI. HEALTH SERVICES**

Health Room Procedures - During school hours, the school nurse will administer first aid to students who have accidents, are ill, or have other emergencies. The program is not responsible for definitive treatment.

When a student finds it necessary to see the nurse, he/she must first secure a pass from the teacher before reporting to the medical room. Report DIRECTLY to the nurse's office. Failure to do so will be considered a class cut.

NOTE: Any student who misses a class due to illness must report to the nurse or be charged with a class cut and disciplinary action.

If the school nurse determines that a student is ill and should be sent home, a parent or guardian must be contacted so that parental permission can be obtained to release the student from school. It is the responsibility of the parents to provide transportation home. A student that has driven to school and becomes ill may drive home if the school nurse feels that he or she is well enough to drive and if the parent approves.

No student is permitted to be excused from class to drive an ill student home except by special permission from the office and permission of all involved parents.

Administration of Medication - State law prohibits school personnel from giving medication or treatments to students in school unless ordered in writing by a physician. See "Guidelines for the Administration of Medication to Students During School Hours".

Physicals - Vision tests, height and weight measurements are done annually on all students. All pupils in grade 11 and others who have a hearing problem receive an audiometric test.

Physical examinations are required for juniors and for students moving from other school districts into the Crawford Central School District without health records. These examinations may be done by a private physician or by the school physician. Proper forms are provided by the school nurse.

Anyone having a special health problem, i.e., diabetes, epilepsy, a heart condition is urged to discuss this with the school nurse so that he/she will receive the appropriate medical attention during the school day.

Accidents and Injuries - Parents are responsible for all costs associated with emergency transportation, and/or treatment due to accidents that occur in school or at school related activities.

### Accident Reports

It is the policy of the Crawford Central School District that any student injured at school or while participating in any extra-curricular activity, must have an accident report filed within 48 hours of the accident. Forms are completed by the school nurse.

<p style="text-align:center"><b>CRAWFORD CENTRAL SCHOOL DISTRICT GUIDELINES FOR THE ADMINISTRATION AND SELF-ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS</b></p>
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The Crawford Central School District recognizes that parents have the primary responsibility for the health of their children. The School and classroom are not clinical settings; therefore, the School District strongly recommends that medication be given in

the home. The District does realize that in special situations, the health of some children requires that they receive medication while in school. Parents must confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible or to comply with this policy.

School personnel, in most cases the School Nurse or a Registered Nurse will administer all regularly scheduled medications. School personnel will receive instruction from the School Nurse on the procedure to administer medication in the absence of the Nurse.

It is the parent's right to come to school to administer medication to his/her own child.

<p style="text-align: center;"><b>When medication absolutely must be given during school hours, the following procedures must be followed:</b></p>
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**PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS:**

1. The physician must complete an order for the administration of medication during school hours. The form is available from the School Nurse.
2. The parents must sign a consent form for the administration of medications during school hours.
3. All medication to be given during school hours should be delivered directly to the School Nurse, School Principal or his/her designee by the parent or a responsible adult.
4. A supply of the medication must be delivered to school in a pharmaceutically dispensed, properly labeled container.
5. A medication log will be kept for any child receiving medication during school hours from Crawford Central School Personnel.
6. All medication will be kept in a locked container or cabinet

**ADMINISTRATION OF TEMPORARY MEDICATIONS:**

It is recognized that a student may need to receive medications administered at school for a temporary period of time. To do so, the following regulations must be met:

1. The parent /guardian must send in a note including the following information:
  - a. Name of the medication
  - b. The reason the medication is being given
  - c. The time and frequency the medication is to be taken
  - d. The number of days the medication is to be taken.
2. If the medication is to be taken for longer than three (3) weeks, the student's doctor and parent must complete and sign the request for administration of medication form.
3. The student **must** register the medication (present the note and medication to the nurse).

4. After the medication is registered, a student may either carry a daily amount of medication or keep a supply of the medication locked in the health office for administration according to the doctor's/parent's guidelines.

### **SELF-ADMINISTRATION**

Students may self-administer prescription or non-prescription medications in accordance with the district policy for administration of medications. Self-medication is permitted for non-scheduled medications only. Parent's requesting the self-administration of medications for their child must include a statement releasing the school of any responsibility for the benefits or consequences of the medication and acknowledging that the school bears no responsibility for ensuring that medication is taken.

### **ASTHMA INHALERS / EPIPENS**

Students may possess and self-administer an asthma inhaler or an epipen. In order to do so, the student must:

1. Demonstrate the capability for self-administration or have their parent or physician indicate that the student is capable of responsibly using and safeguarding the medication.
2. Notify the school nurse following each use of the inhaler or epipen.
3. Not permit or provide the use of the inhaler or epipen by other school children.

Failure to comply with these guidelines may result in the confiscation of the asthma inhaler or epipen and the loss of privileges for self-administration.

In order to comply with the school's Drug & Alcohol Policy, students may neither store in desks and lockers nor carry a **supply** of prescription or non-prescription medication at school.

A student **may not** carry on their person **any** medication that is not properly registered with the nurse or principal/designee.

Rev. 5/2011

## VII. SCHOOL BUS REGULATIONS

Bus assignments for transportation to and from school are given to pupils whose homes are so located as to justify such assignments. It is a violation for pupils to ride a bus other than the one to which they are assigned or to leave the bus at a stop other than their assigned stop.

### Student(s) Pick-up and Drop-off

Students will be permitted to have one pick-up location and one drop-off location only. The pick-up location and drop-off location do not need to be the same. An example would be (AM pick-up at *home address* and PM drop-off at *daycare*).

Split days per week with multiple pick-up and drop-off locations will no longer be permitted. An example would be (*M, W, F* AM pick-up at *home address* *T, TH* at *daycare* and *M, W, F* PM drop-off at *babysitter* and *T, TH* at *home address*).

Past practice in transporting students in a split custody situation, by court order, will still remain the same with parents submitting the requests to the school or the transportation office prior to school starting and to the school after the year has begun.

### Use of Bus Notes

A parent/guardian is **NOT** permitted to write a note/bus pass for a child to ride a bus to or from school or an alternate location.

Students who ride buses to and from school are expected to conduct themselves in an acceptable manner. Bus conduct guidelines in effect in the Crawford Central School District are as follows:

### Prior to Loading (On the road and at school)

- Be on time at the designated bus stops-not more than 5 minutes prior to scheduled arrival.
- Use care in going to bus stops.
- Stay off the roadway while waiting for the bus.
- Be considerate of private property-keep off lawns and away from buildings.
- Be orderly at bus stops.
- Wait until the bus comes to a complete stop and the red lights are flashing before attempting to board the bus.
- Do not push or crowd when boarding.

### While on the Bus

- Go directly to an available or assigned seat and remain seated until leaving the vehicle.
- Keep head, hands and arms inside the bus.
- Keep the aisle clear.

- Loud talking and boisterous conduct are not permitted.
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats, window, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Do not throw anything out of the bus windows.
- Be quiet when approaching a railroad crossing stop.
- Behavior should be similar to regular classroom conduct except for ORDINARY conversation.
- Scuffling, fighting, horseplay, tobacco use, and profane or indecent language are STRICTLY FORBIDDEN.
- Pets are not permitted on school vehicles.
- Alcoholic beverages are not permitted on school vehicles.

#### When Leaving the Bus

- Students may not leave the bus at any stop other than their assigned stop.
- The driver will not discharge riders at places other than the regular bus stops unless authorized by school officials.
- Do not push or shove when leaving the bus.
- Be alert to danger signal from the driver.
- Help look after the safety and comfort of other students.
- After exiting the bus, if it is necessary to cross the road, do so at least 10 feet in front of the bus and only after looking to be sure that no traffic is approaching from either direction.

#### Extracurricular Trips

- The above rules and regulations apply to any trip under school sponsorship.

#### Evacuation Drills and Emergencies

- The purpose of school evacuation drills is to have each pupil riding on a bus know exactly what to do in case of an emergency. All bus riders MUST cooperate fully with the bus driver and the assigned helpers during evacuation drills. Pupils must observe absolute silence during evacuation drills.

#### Bus Driver Rights and Responsibilities

- Pupils transported in a school bus shall be under authority of, and responsible to, the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the district. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported.
- Bus drivers are authorized to assign seats to students.
- The bus driver should establish proper rapport with passengers.
- The bus driver is responsible for the safety and conduct of students while they are on the bus.

- No bus driver shall require any student to leave the bus before such pupil has reached his/her destination.
- No bus driver shall refuse to transport a student until informed by a building principal that official action has been taken denying transportation.

### Disciplinary Action

Discipline for violating any of the school bus regulations will be handled in the following manner:

**First Offense** - Driver will immediately submit a written (checklist) report to the Transportation Contractor, for his approval and signature. This report will be sent to the building principal concerned for disciplinary action and written parent notification.

**Second Offense** - Same procedure as first offense. Possible suspension of bus privileges for one day or more (Form II).

**Third Offense** - Same procedure as first offense. Three (or more) days suspension of bus privileges (Form II).

**Further offenses will be handled by the school authorities.**

### NOTE:

1. Suspension of school bus privileges does not relieve the parents of their responsibility in so far as the compulsory attendance laws apply. Absence from school for the above reason is considered as an unexcused/unlawful absence depending upon the age of the student.
2. Destruction of property will result in payment for all damages by parents or guardians.
3. The carrying and/or consumption of alcoholic beverages on a school bus will result in an automatic suspension of bus privileges.

### **School Bus Accident Emergency Procedures Crawford Central School District January 29, 2004**

While bus accidents are considered rare taking into account the volume of students transported on a daily basis, they do occur. Accident scenes can often result in mass confusion. This memo, while not intended to cover all possible scenarios, is intended to provide some general guidelines to follow in the event of a bus accident. Common sense should be used. You should be familiar with these procedures if you are involved with the transportation of school students. The primary intent of this memo is to provide for the continued well being of all Crawford Central School District Students and their families. Rest assured that the Crawford Central School District Superintendent and administration are available to assist you in the event that a bus accident does occur.

In the event of a minor school bus accident involving no injuries or only minor injuries (while in route to school), the following procedures should be followed:



1. Contact Crawford Central School District Administration @ 724-3960
2. Secure bus roster and determine what students were on the bus. Contact principal of destination school(s) informing them of the bus number, listing of students riding the bus, and any accident information that is known so that parents of children involved in the accident who call the school can be informed.
3. If the school bus is drivable, the bus driver should drive the bus to the destination school building or some other agreed upon location where all students involved in the accident can be checked/treated by a school nurse prior to returning to class. All parents not already contacted should be notified by the destination school's principal or designee and informed of the accident and their child's condition. If the bus is not drivable, the bus driver or contractor shall make alternative arrangements to transport students to their destination school and to pick up any remaining students along the route.
4. The school nurse shall advise the Transportation Coordinator in writing as to the status of all students who were involved in the accident.

**School bus accidents involving injuries where medical attention is necessary:**

1. Call 911 immediately. Reassure students that emergency help is on the way. Locate the bus roster and determine which students were on the bus at the time of the accident.
2. Contact Crawford Central School District Administration @ 724-3960
3. Contact principal of destination school(s) informing them of the bus number, names of students on the bus at the time of the accident, and any accident information available so that parents of children involved in the accident who call the school can be kept informed. Be careful not to give out confidential information to persons not entitled to receive such information (i.e. T.V., radio, newspaper reporters). Only the Crawford Central School District Superintendent is authorized to issue a press release concerning a bus accident.
4. All students should remain on the bus unless a dangerous situation exists that would warrant otherwise. It would be more dangerous and more difficult to treat injured students wandering around outside the bus than if contained within the bus. The response by emergency personnel on the scene will determine the course of action to be taken:  
If students require transportation to a medical center for treatment, medical center personnel will notify parents/guardians as soon as possible after arrival

at the medical center. To facilitate this process, confidential contact information will need to be provided by school district administration as soon as possible. The bus number along with a roster noting all students on the bus at the time of the accident should be faxed to Crawford Central Administration. Emergency contact information will then be compiled and faxed back to the medical center so that parent can be notified.

Students under the age of 18 cannot refuse medical treatment. Once treatment is provided by a medical center to a minor, an adult must authorize further treatment if necessary and/or pick up the student and sign all release documentation. If injuries are minor, the student may return to school at the parent's discretion but should be monitored by the school nurse.

Any student that is not transported to a medical center for treatment, shall be transported to the destination school building to be evaluated by a school nurse. If not already contacted, the principal of the destination school or a designee shall be responsible for contacting the remaining parents to inform them of the accident and their child's condition. The school nurse shall advise the Transportation Coordinator in writing as to the status of each student evaluated and provide follow-up to students injured when they return to school. The bus contractor shall deliver a properly completed "School Bus Accident Report" to the Transportation Coordinator with 48 hours of the accident.

**Minor school bus accidents during non-school hours (involving no injuries or injuries which do not require immediate medical attention):**

In the event that a school bus is involved in an accident during non-school hours and there are no injuries (or only minor injuries), the school district official riding the bus shall ask each student individually if they were injured or not, taking written note of their individual responses. Based on this information, the school district official shall determine whether: 1) a school nurse should be contacted to evaluate students, or 2) the students can be released directly to their parents upon arriving back at the point of origination. If a school nurse is deemed necessary, a convenient location should be decided where each student can be evaluated. All students shall remain on the bus until they are checked by the school nurse unless a parent/guardian requests that their child be released into their custody (in which case a parent's signature authorizing the child's release with a statement that they are assuming full responsibility shall be obtained).

The school district official riding the bus or the school nurse shall inform the Transportation Coordinator in writing as to the status of each student riding the bus. If deemed necessary, the schools district official riding the bus will be responsible for notifying parents of the accident. If the bus is not operable, the driver or the contractor shall arrange alternative transportation.

**School bus accidents during non-school hours (involving injuries, which require immediate medical treatment):**

In the event that a school bus is involved in an accident during non-school hours and there are injuries which require immediate medical attention, the bus driver or school district official riding the bus should call 911 and attempt to keep all students calm. Unless a dangerous situation exists, all students should remain on the bus until emergency personnel arrive. It would be more dangerous and more difficult to provide treatment to students wandering around outside the bus. No one shall leave the accident scene until released by emergency personnel. An attempt should be made to provide whatever basic medical attention is available to any injured person until emergency personnel arrive. Once on the scene, emergency personnel shall determine the type of advanced medical treatment necessary.

Students under the age of 18 cannot refuse medical treatment provided by emergency medical personnel. Any student taken to a medical center for treatment under the age of 18 will require that an adult (parent/custodian) be notified to authorize additional treatment or to sign release documentation. The school district official riding the bus should have a complete listing of all students riding the bus with emergency contact information. This is very important as this information will be needed by medical center staff to quickly contact parents of students taken to the medical center. While medical center staff will contact parents of students treated, it will be the responsibility of the school district official riding the bus or a designee to contact all remaining parents of students who were on the bus.

The school district official on the bus or the driver (if uninjured) shall notify Crawford Central Administration Officials of the accident as soon as possible.

All students not requiring immediate medical attention shall remain on the bus until emergency personnel release them. A parent may request to take their minor student off the bus prior to such a release by providing a signature to the school district official riding the bus. If the bus is not drivable, the bus driver shall make arrangements for alternative transportation. If the bus is drivable, uninjured students shall be transported to a location mutually agreed upon by school district officials where parents may pick up the remaining students. The school district official riding the bus is responsible for remaining at this location until all parents are contacted and students are picked up. The school nurse shall be informed of the accident so that follow-up with all students can be made when they return to school. The Transportation Coordinator shall be informed by the school nurse in writing as to the status of each student riding the bus.

The bus contractor shall provide the school district with a properly completed "School Bus Accident Report" within 48 hours of the accident so that the Transportation Coordinator can file the report with the Bureau of Traffic Safety Operations. No one other than the Superintendent is authorized to release information to a news agency relative to the accident.

## VIII. DISCIPLINE GUIDELINES

### **STUDENT BEHAVIOR: LEVELS OF MISCONDUCT AND CONSEQUENCES**

It is expected that all students will conduct themselves in a manner acceptable for young adults. Students should exhibit respect for themselves, others, and property. The rules established in this handbook help to provide a safe, purposeful learning environment conducive to the educational process.

#### **DEFINITIONS:**

**Classroom Detention (Personal)** – This is assigned and carried out by the classroom teacher in accordance with that particular teacher’s classroom rules. This form of detention is usually assigned after school and lasts from 10 – 20 minutes. Parents will receive a detention slip stating date and time of personal detention and classroom rule(s) not followed. Parents must sign detention slip to be returned with student. Failure to serve a personal detention will result in the student being referred to the school administration. Parents should be given a minimum of 24 hours notice. Parental contact is required for repeated detention notices.

**Formal Detention** – This is assigned and carried out by the school administration in accordance with school policy. This form of detention is assigned after school and lasts from 3:30 – 4:15 P.M. in a designated classroom. Formal detention can be assigned Monday through Thursday. There is no Formal Detention on Friday. Failure to serve a formal detention will result in Saturday Detention being assigned.

**Saturday Detention** – This is assigned and carried out by the school administration in accordance with school policy. This form of detention is assigned on Saturdays from 8-12 P.M. in a designated classroom. Failure to serve a Saturday detention will result in out of school suspension.

**In-School Suspension (ISS)** – This is assigned and carried out by the school administration in accordance with school policy. In-School Suspension is assigned during the regular school day and last from 8:30am to 3:25pm. Teachers will provide work for the student(s) in advance or will bring it to them the day(s) in which student(s) are serving ISS. Any student removed from ISS will result in an automatic suspension

\*If you happen to be absent on the day you are to take detention, you **MUST** serve on the day of your return to school. Failure to serve a personal detention **AUTOMATICALLY** results in receiving a **FORMAL DETENTION**.

\*Students that receive a formal detention from one of the principals must sign-in at the designated room with the detention monitor. Failure to do so will result in not

receiving credit for the detention. If you are absent the day you are to serve **FORMAL**, you **MUST** fulfill this obligation on the day of your return to school.

**The lists below are intended to serve as examples. They are by no means all-inclusive. The administration reserves the right to make final decisions in all matters of school discipline.**

### **PROCEDURES LEVEL I**

Misbehavior on the part of the student, which impedes the management of the classroom or interferes with the operation of the school, should initially be addressed by the staff member (Personal Detention, Parent Contact, Behavioral Improvement Plan, etc.) For those instances for which the seriousness of the occurrence is beyond the authority and/or control of the teacher to administer, a “Discipline Referral” will be sent to the main office which will include pertinent information of the disciplinary infraction and/or inappropriate behavior. The administrator shall have the authority to exercise other corrective actions if the circumstances warrant. Any decision regarding the disciplinary action of a behavior problem rests with the administration.

#### **LEVEL I**

#### **EXAMPLES OF MISBEHAVIOR:**

- a. Minor, infrequent disruptive conduct in the school, classroom or on the bus
- b. Misuse of hall pass
- c. Failure to follow staff directives
- d. Use of profanity in conversation
- e. Public display of affection
- f. Possession of CD player, Cell phone, Pager, Etc.  
(Electronic devices are subject to confiscation)
- g. Leaving the classroom without permission
- h. Cutting Class (1<sup>st</sup> Offense)

#### **POSSIBLE CONSEQUENCES**

- Verbal/Written Warning
- Formal Detention
- Saturday Detention
- Parent Contact
- Behavioral Improvement Plan
- Suspension of driving privileges

### **PROCEDURES LEVEL II and III**

These levels include behaviors whose frequency or seriousness tends to disrupt the learning environment of the school/classroom. These infractions, which usually result

from the continuation of Level I misbehaviors, require the intervention of personnel of the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

A parental conference shall be held with an administrator and counselor if necessary, prior to the reinstatement of any suspended student at the convenience of the school. Those offenses, which violate the legal statutes of the township, state, or federal governments, will be properly processed with the appropriate law enforcement agency. The administrator shall have the authority to exercise other corrective actions if the circumstances warrant. Any decision regarding the disciplinary action of a behavior problem rests with the administration.

The student may be referred to the Student Assistance Program.

The student may receive immediate Suspension from school.

## LEVEL II

### EXAMPLES OF MISBEHAVIOR

- a. Excessive violations of Level I
- b. Chronic use of abusive, profane, language or gestures
- c. Forging or using forged notes, excuses, or hall passes
- d. Insubordination
- e. Vandalism
- f. Possession/Distribution/Use of tobacco products **including electronic cigarettes (first offense)**
- g. Petty Theft
- h. Emotional Violence, including but not limited to intimidation, threats, degradation, and inappropriate gestures, bullying and victimization.
- i. Fighting or physical violence (1<sup>st</sup> Offense)
- j. Cutting class (2<sup>nd</sup> Offense)
- k. Truancy
- l. Refusal to serve Formal or Saturday detention

### Possible Consequences

- Parent Contact
- Saturday Detention
- In-School Suspension
- Suspension
- Behavioral Improvement Plan
- Citation filed with the District Justice
- Involvement of Meadville City Police
- Suspension of Driving Privileges
- Referral to the Student Assistance Program

## **LEVEL III**

### **EXAMPLES OF MISBEHAVIOR**

- a. Threatening, harassing or coercing students or teachers
- b. Incurigibility
- c. Possession/Use/Distribution of alcohol, narcotics or other restricted drugs or substances
- d. Teacher/Student assault
- e. Making, participating or being involved in a bomb threat
- f. Theft
- g. Possession, selling, dispensing or use of toxic inhalants or a drug look-a-like
- h. Threatening use of abusive or profane language or gestures directed toward staff
- i. Possession/Use/Distribution of tobacco products including electronic cigarettes (two or more times)
- j. Fighting (two or more times)

### **POSSIBLE CONSEQUENCES**

- Parent Contact
- In-School Suspension
- Suspension
- Referral to the Student Assistance Program
- Involvement of the Meadville City Police
- Citation filed with the District Justice
- Referral for Expulsion

## **PROCEDURES LEVEL IV**

Any student who brings a firearm/dangerous weapon to school and/or on school property or to any school related activities could face expulsion from school by the School Board of Crawford Central School District for a period of not less than one year. Charges will be filed with the appropriate law enforcement agencies. A hearing will be held with the parent, student and appropriate staff. (Act 26, Section 1317.2 or 1995)

### **LEVEL IV**

#### **EXAMPLES OF MISBEHAVIOR**

- a. Possession of firearms
- b. Possession of dangerous weapons – including but not limited to knives, box cutters, razor blades, animate or inanimate material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable or perceived to be capable of causing death or serious injury.
- c. Terroristic Threats/Acts

#### **CONSEQUENCES**

- Parent contact
- Immediate Suspension from school
- Referral for expulsion for not less than ONE YEAR in conformance with formal due process proceedings required by law.
- Report to law enforcement officials.
- The Superintendent, in conjunction with the building principal involved, may recommend modifications of such expulsion requirements for a student on a case-by-case basis.
- In the case of a Special Education Student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.



**IX. CRAWFORD CENTRAL SCHOOL DISTRICT**  
**ALCOHOL AND DRUG POLICY STATEMENT**

1. The Board of School Directors of the Crawford Central School District, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional and social implications for the whole school community, adopts the position that students must be chemically free in order that they may develop in the most productive and healthy manner.
2. It is therefore this district's policy to prevent and prohibit the possession and/or use, mimic of use, sale, and/or intent of distribution of any illegal or controlled mood-altering chemical medication, or abused chemical including alcohol or intoxicating beverages not approved by the health office, on school property, at school-sponsored events, on school buses and en route to and from school or any school sponsored events by any mode of travel.
3. Such prevention and/or prohibition shall occur through a three-faceted program, including (1) education, (2) prevention (school climate), and (3) intervention.
4. Violations of this policy include the possession, use, sale or mimicking the possession, use, sale or distribution of chemicals as defined and described within the parameters of this policy. The consequences of such violations will result in disciplinary action including suspension or permanent expulsion. Drug and alcohol violations will be cumulative throughout the student's educational career in the Crawford Central School District.
5. This policy will be implemented through the cooperative efforts of the faculty, administration, school employee groups, students, parents/guardians, bus drivers and community agencies of the Crawford Central School District. In those schools where a student assistance program is in effect, students with chemical problems will be channeled through the Student Assistance Team, hereafter referred to as S.A.T.
  - a) A student or any of the above named persons may contact any school employee to request a referral to the S.A.T. regarding the drug or alcohol use of another student.
  - b) A student suspected of using drugs or alcohol may be referred even though there is not clear evidence or obvious behavior change.
  - c) A student may volunteer information about personal drug and alcohol use.
6. The confidentiality of situations such as those that follow is the responsibility of all parties involved.

**TERMS**

**AFTERCARE** a school based support group facilitated by trained SAT members for students who have successfully completed drug and alcohol treatment and remains sober.  
**CONFISCATION** when there is probable cause to believe that a student is in possession of alcohol, drugs, or mood-altering chemicals, there is an obligation to search for and seize chemicals or substances by all professional employees or any other district

employees designated by the administration. This will include school lockers, cars on school property, clothing, purses, book bags, books, and other personal property. Reasonable efforts will be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search.

COOPERATIVE BEHAVIOR shall be defined as the willingness of a student in word and deed to work with staff and school personnel in a responsible and helpful manner, complying with request and recommendations of said staff.

DISTRIBUTION the act of passing, sharing, selling or in any way transferring or intending to transfer mood-altering chemicals or alcohol to another person.

DRUG AND ALCOHOL AGENCY is an agency that is licensed by the Pennsylvania Department of Health, Office of Drug and Alcohol Programs.

DRUGS AND MOOD-ALTERING CHEMICALS as stated above may be used interchangeably, shall include any alcohol or malt beverage, controlled substance, or illegal and abused substance or medication not approved and registered by the health office and any substance which is intended to alter mood.

DRUG PARAPHERNALIA any utensil, item or apparel which in the Principal's or other administrator's judgment can be associated with the use of controlled substances. Examples include, but are not limited to: roach clips, pipes, bowls, cigarette rolling papers, beer can, liquor bottles, etc.

DUAL ASSESSMENT a professional drug/alcohol and mental health appraisal by state licensed practitioner or agency.

INTERVENTION GROUP a school based group for students who volunteer and for students who are required to attend because of drug/alcohol violations of the Alcohol and Drug Policy at school or in the community.

SCHOOL PROPERTY shall include not only actual buildings, facilities and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas and any facility being used for a school function.

SCHOOL SPONSORED EVENTS This shall include, but not be limited to, all extra-curricular activities. (academic and athletic competition, dances, plays, field trips, etc.)

(STUDENT ASSISTANCE TEAM .S.A.T.) A group composed of school personnel (teachers, staff, administrators, nurses, counselors and may include representatives from Drug and Alcohol, Mental Health or other appropriate community agencies) who have been trained to evaluate student behavior and school performance that could indicate chemical use, abuse or dependency. The group will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy. Other student problems that place a student at risk will be referred for evaluation to alternate agencies.

UNCOOPERATIVE BEHAVIOR shall be defined as any resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of a staff member at the time that the student is apprehended using or in possession of drugs or mod-altering chemicals. Defiance, assault and deceit shall constitute examples of uncooperative student behavior.

## **INTRODUCTION**

The procedures incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Recognizing that drugs, mood-altering chemicals and/or alcohol use and abuse may be indicative of the disease process of chemical dependency, every effort will be made to offer the student the help and assistance he or she would receive for any other illness. Early identification and referral of a student evidencing a problem with chemical or alcohol abuse or dependency will be the primary goal. Disciplinary procedures will be administered with the best interests of the student and the student body in mind.

Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students and parents/guardians. Section 1317 of the Pennsylvania School Code specifies that "every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their home, as the parents, guardians or persons in parental relation to such pupils may exercise over them".

## **ALCOHOL AND DRUG ADMINISTRATIVE PROCEDURES**

### **DRUG AND ALCOHOL ADMINISTRATIVE PROCEDURES**

***SITUATION 1:*** A staff member is concerned about a student's inappropriate behavior, poor class performance, tardiness absenteeism, etc.

#### **PROCEDURE:**

1.1 - IMMEDIATE ACTION - A written referral is made to the SAP describing the student's inappropriate behavior in terms of observable, measurable performance and any attempts at previous intervention and the results.

1.2 - INVESTIGATION - The investigation will be conducted by the SAP team according to the prescribed guidelines.

1.3 - NOTIFICATION OF PARENTS - Parents will be notified at the discretion of the SAP.

1.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student.

1.5 - DISPOSITION OF SUBSTANCE - Not applicable.

1.6 - FOLLOW UP ACTION - Following prescribed guidelines, the team will collect data, meet and discuss the information, and make possible recommendations for possible resolution of the problem. Appropriate in and out of school referrals will be made. The student will be encouraged to attend the next scheduled SAP intervention group.

1.7 - NOTIFICATION OF POLICE - Not applicable.

**SITUATION 2:** A student demonstrates symptoms of possible drug or alcohol use (staggering, slurred speech, dazed appearance, incoherence, inability to respond, vomiting, unconsciousness, etc.). This situation is handled as a medical emergency.

**PROCEDURE:**

2.1 - IMMEDIATE ACTION - All standard health and first aid procedures will be followed. The student shall not be left alone. The school nurse shall be summoned immediately. If the student must be taken to a medical facility, he/she will be accompanied by a parent/guardian or in their absence the nurse and other designated school personnel.

2.2 - NOTIFICATION OF PARENTS - Parent(s) will be immediately notified of the incident as a health problem or medical emergency and will be provided a description of the situation and symptoms. If the parent(s) cannot be reached, then contact will be made with the person listed on the medical emergency card.

2.3 - INVESTIGATION - If alcohol or drug use is suspected or indicated, the principal or authorized delegate shall be responsible for all necessary investigation. This investigation may include a search to determine whether or not any drug/alcohol or related materials are on school property.

2.3a - SAP INVOLVEMENT - The SAP will be notified of the incident and initiate appropriate action if drug/alcohol use is suspected.

2.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student.

2.5 - DISPOSITION OF SUBSTANCE - If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. The substance will then be sealed, documented, and submitted to the police with a request for analysis.

2.6 - DISCIPLINE - In the case of drug-alcohol involvement, the discipline shall be set forth under the category most applicable to the situation (i.e. - Situation 3 When the student is in possession of . . .)

2.7 - NOTIFICATION OF POLICE - The police shall be notified by the school personnel in cases of confirmed drug/alcohol involvement or if the safety of the emergency victim or general school population is at risk.

IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.

**SITUATION 3:** A student possesses over-the-counter drugs or mood altering substances (i.e. Aspirin, Tylenol, No-Doz, Vivarin, etc.)

PROCEDURE:

3.1 – IMMEDIATE ACTION – The student will be given a verbal warning with notation of such warning placed in his/her disciplinary file.

3.2 – NOTIFICATION OF PARENTS – The parents will be notified by administration.

3.3 – DISPOSITION OF SUBSTANCE – Disposal depends on contact with parents.

**SITUATION 3 A:** A student possesses unregistered over-the-counter drugs or mood altering substances (i.e. Aspirin, Tylenol, No-Doz, Vivarin, etc.) Second Offense

PROCEDURE:

3.1A – Immediate Action – The student will be assigned (1) day out of school suspension with written notice placed in his/her disciplinary file.

3.2A – NOTIFICATION OF PARENTS – The parents will be notified by administration.

3.3A – DISPOSITION OF SUBSTANCE – Disposal depends on contact with parents.

**SITUATION 4:** A student possesses or uses drug related paraphernalia.

PROCEDURE:

4.1 - IMMEDIATE ACTION - The staff member will promptly notify the administrator and the student will be escorted to the principal's office. The paraphernalia will be

confiscated, if possible, by either the staff member or the principal. An anecdotal report of the incident is written by the staff member.

4.2 - INVESTIGATION - The principal will request that the student empty his/her pockets, purse, book bag, etc. and volunteer all drug paraphernalia and substances. A search will be conducted to determine whether or not any additional drug/alcohol or related materials are on school property. The investigation will include a written anecdotal record of all meetings and phone calls.

4.2a - SAP INVOLVEMENT - The SAP will be notified by the administration.

4.3 - NOTIFICATION OF PARENTS - The parent(s) will be notified by the administration.

4.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student.

4.5 - DISPOSITION OF SUBSTANCE - The confiscated items will be labeled, documented and may be turned over to the police with a request for analysis.

4.6 - DISCIPLINE - The type of disciplinary action taken depends on whether it is a first or repeated offense and if the student is cooperative (See appropriate situation category). If this is the first drug/alcohol related incident, the student shall be assigned three (3) days in-school or out- of-school suspension. Within ten (10) school days the student must have a dual assessment. The student is required to actively participate in next scheduled SAP intervention group.

4.7 - NOTIFICATION OF POLICE - The police may be notified by school administration.

**IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.**

**SITUATION 5:** A student is involved with or under the influence of drugs, designer drugs or look-alike drugs or alcohol for the first time and is cooperative with the investigation.

**PROCEDURE:**

5.1 - IMMEDIATE ACTION - The staff member will promptly notify the administrator and the student will be escorted to the principal's office. The paraphernalia will be confiscated, if possible, by the staff member or the principal.

5.2 - INVESTIGATION - The principal will request that the student empty his/her pockets, purse, book bag, etc. and volunteer all drug/alcohol substances. A search will be conducted to determine whether or not any additional drug/alcohol or related materials are on school property. The investigation will include a written anecdotal record of all meetings and phone calls.

5.2a - SAP INVOLVEMENT - The SAP will be notified of the incident and will initiate appropriate action.

5.3 - NOTIFICATION OF PARENTS - The parent(s) will be notified by the administrator.

5.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student.

5.5- DISPOSITION OF SUBSTANCE - Any confiscated items will be labeled, documented, and turned over to the police with a request for analysis. The substance may be used as a basis for legal proceeding and evidence.

5.6 - DISCIPLINE - The student will be suspended in-school or out-of-school for five (5) days. Within ten (10) school days, the student must have a dual assessment. Compliance with the recommendations is also a condition of remaining in the regular school program. The student is also required to attend, actively participate in, and abide by the ground rules established by the SAP Intervention planned program. This is also a condition for remaining in the regular school program.

5.7 - NOTIFICATION OF POLICE - Police shall be notified by the school administration.

**IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY**

RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.

**SITUATION 6:** The student is involved with or under the influence of drugs or alcohol for the first time and is uncooperative with the investigation.

PROCEDURE:

6.1 - IMMEDIATE ACTION - The staff member will promptly notify the administrator and the student will be escorted to the principal's office. The paraphernalia will be confiscated, if possible, by the staff member or the principal.

6.2 - INVESTIGATION - The principal will request that the student empty his/her pockets, purse, book bag, etc. and volunteer all drug/alcohol substances. A search will be conducted to determine whether or not any additional drug/alcohol or related materials are on school property. The investigation will include a written anecdotal record of all meetings and phone calls. (If the student refused to cooperate with the search, the police will be called to conduct the search.)

6.2a - The SAP will be notified of the incident and will initiate appropriate action.

6.3 - NOTIFICATION OF PARENTS - The parent(s) will be notified by the administrator.

6.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student.

6.5 - DISPOSITION OF SUBSTANCE - Any confiscated substances and or additional drug/alcohol related items will be labeled, documented, and turned over to the police with a request for analysis. The substance and/or items may be used as the basis for legal proceedings and as evidence.

6.6 - DISCIPLINE - The student will be suspended from school for ten (10) days. Within ten (10) school days the student must have a dual assessment. Compliance with their recommendations is a condition for remaining in the regular school program. A hearing may be held before the Superintendent of Schools or a designee of the Superintendent to consider additional disciplinary measures and conditions of return. The student is required to attend, actively participate in, and abide by the ground rules established by



the SAP Intervention Program. This is also a condition for remaining in the regular school program.

6.7 - NOTIFICATION OF POLICE - Police shall be notified to carry out searches and the investigation when the student is uncooperative.

IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.

***SITUATION 7:*** The student is found with paraphernalia, involved with using, in possession of, or suspected of being under the influence of drugs or alcohol when attending as a participant or spectator at any school sponsored function on or off school property, including any athletic event or activity at another school district, school or public/private location.

**PROCEDURE:**

7.1 - IMMEDIATE ACTION - The group sponsor, coach or accompanying administrator will be notified.

7.2 - INVESTIGATION - The student will be requested to empty his/her pockets, purse, book bag, etc. and volunteer all drugs/alcohol substances. A search will be conducted to determine whether or not any additional substances are to be found at the location.

7.2a - SAP INVOLVEMENT - The SAP will be notified of the incident and initiate the appropriate action.

7.3 - NOTIFICATION OF PARENTS - The parent(s) will be notified and may be requested to provide transportation home for the student. (Suggested to those in charge: Take a master list of phone numbers and addresses.)

7.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student. Signed release forms will be necessary before information can be shared with outside agencies.

7.5 - DISPOSITION OF SUBSTANCE - Any confiscated substances and or additional drug/alcohol related items will be labeled, documented, and turned over to the police with a request for analysis. The substances and/or items may be used as the basis for legal proceedings and as evidence.

7.6 - DISCIPLINE - The student will be dealt with according to the situation category that best suits the circumstances based on the principal's investigation.

7.7 - NOTIFICATION OF POLICE - The police may be notified and requested to investigate.

IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.

**SITUATION 8:** The student is involved in a repeated offense of categories 3, 4, 5 or 6.

PROCEDURE:

8.1 - IMMEDIATE ACTION - The staff member will promptly notify the administrator and the student will be escorted to the principal's office. The chemical or paraphernalia is confiscated, if possible, by the staff member or the principal. An anecdotal report is written by the staff member.

8.2 - INVESTIGATION - The principal will request that the student empty his/her pockets, purse, book bag, etc. and volunteer all drug/alcohol substances. A search will be conducted to determine whether or not any drug/alcohol or related items are on school property. Refusal to cooperate with the investigation will result in the police being called to conduct the searches. The investigation will include a written anecdotal record of all meetings and phone calls.

8.2a - SAP INVOLVEMENT - The SAP will be notified of the incident and initiate the appropriate action.

8.3 - NOTIFICATION OF PARENTS - The parent(s) will be contacted by the administrator.

8.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors, involved teachers, parent and student. Signed release forms will be necessary before information can be shared with outside agencies.

8.5 - DISPOSITION OF SUBSTANCE - Any confiscated substances and or additional drug/alcohol related items will be labeled, documented, and turned over to the police with a request for analysis. The substances and/or items may be used as the basis for legal proceedings and as evidence.

8.6 - DISCIPLINE - The student will be suspended from school for ten (10) days. Within ten (10) school days the student must have a dual assessment. A hearing will be held before the Superintendent of Schools or a designee of the Superintendent to consider expulsion or additional conditions of return to school. A condition of reentry if the student is expelled is a certificate of successful completion of a licensed drug/alcohol treatment program. The student will be required to actively participate and abide by the established ground rules of an aftercare/intervention program, whichever is appropriate. This is a condition for remaining in the regular school program.

8.7 - NOTIFICATION OF POLICE - The police shall be notified, based on the situation category, by the administrator at the time of the incident and asked to investigate.

IF IN THE COURSE OF THE INVESTIGATION ADDITIONAL EVIDENCE OF DRUG OR ALCOHOL INVOLVEMENT IS REVEALED, THE STUDENT MAY RECEIVE ADDITIONAL DISCIPLINARY ACTION ACCORDING TO THE SITUATION.

**SITUATION 9:** The student delivers, transfers, or intends to deliver or transfer, or sells chemicals or alcohol to anyone.

PROCEDURE:

9.1 - IMMEDIATE ACTION - The staff member will promptly notify the administrator and the student will be escorted to the principal's office. The chemical or paraphernalia is confiscated, if possible, by the staff member or the principal. Anecdotal report is written by the staff member.

9.2 - INVESTIGATION - The principal will request that the student empty his/her pockets, purse, book bag, etc. and volunteer all drug/alcohol substances. A search will be conducted to determine whether or not any drug/alcohol or related items are on school property. Refusal to cooperate with the investigation will result in the police being called to conduct the searches. The investigation will include a written anecdotal record of all meetings and phone calls.

9.2a - SAP INVOLVEMENT - The SAP will be notified of the incident and initiate the appropriate action.

9.3 - NOTIFICATION OF PARENTS - The parent(s) will be contacted by the administrator.

9.4 - CONFIDENTIALITY - The information gathered by the Student Assistance Program (SAP) in each matter shall be kept confidential and knowledge of such information shall be limited to the SAP, school administrators, school counselors,

involved teachers, parent and student. Signed release forms will be necessary before information can be shared with outside agencies.

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## **X. Student Rights and Responsibilities**

**This policy on Student Rights, Responsibilities and Discipline shall be in effect in the Crawford Central School District.**

### **Free Education and Attendance**

All persons residing in the Crawford Central School District between the ages of five and twenty-one years are entitled to a free and full education in the District's public schools.

Parents or guardians of all children between the ages of eight and seventeen are required by compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

- Unlawful and/or Unexcused Absences: Students who are absent from school or class may be subject to suspension or expulsion (See Pennsylvania School Code, Article XIII, Sections 1301 through 1357). Students who are 17 years of age or older are subject to withdrawal from school upon accumulation of 20 or more days of Unexcused absence in any school term.
- Tardiness to School or Class: Continual violation of school regulations as to class and school tardiness may result in suspension from school or class.

- The school administration is empowered to require that a student provide a medical statement, or excuse, from a licensed practitioner of the healing arts for every absence from school, subsequent to that student having accumulated absences of 15 school days in any school term. Failure to provide the requested medical excuse may result in such absence being classified as Unexcused.

Students may not be asked to leave school merely because they have reached seventeen years of age if they are fulfilling their responsibilities as students, as defined hereafter. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant.

In cases of pregnancy, participation in extracurricular activities or in physical education shall be based on the health and welfare of the student. In matters of question a physical examination shall be required.

No student will be denied access to a free and full public education on account of race, religion, sex, or national origin.

Students shall be permitted to make up work missed while absent within the following guidelines:

- The student should recognize that it is in his/her own best interest, to complete work as quickly as possible.
- The student is responsible to contact the teacher to find out what needs to be made up and to make arrangements for taking tests, etc
- A student has one week from the date of re-admission after an absence to make up missed work (i.e., homework, tests, quizzes, etc.).
- When circumstances warrant, (such as a prolonged absence of three days or more) the student should be given an extended period of time to make up work, with the length of that period to be agreed upon by the student, teacher and principal.
- Pre-assigned term papers and projects are due on the date of re-admission unless appropriate arrangements have been made with the teacher.

### **Student Responsibilities**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

It is the responsibility of the students to:

- Express their ideas and opinions in a respectful manner so as not to offend or slander others.

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
- Be willing to volunteer information in disciplinary cases and cooperate with school staff should he/she have knowledge of importance in relation to such cases.
- Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
- Assume that until a rule is waived, altered or repealed it is in full effect.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public school facilities and equipment.
- Attend school daily, except when excused, and be on time at all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- Avoid inaccuracies and indecent or obscene language and illustrations in student newspapers or publications.
- Avoid indecent or obscene language and gestures.
- Avoid active or passive discrimination against another student or group of students because of sex, race, color, creed, social status or political following
- Refrain from public displays of affection such as hugging and kissing.

### **General Policy Concerning Rules**

Building principals shall distribute to all their students a complete list of student rules. New rules or changes in existing rules should become effective at the start of a new school year or semester. Administrators and teachers who introduce new rules or changes in existing rules for students under their supervision shall make known precise statements of the regulations. This should be done at least three days prior to the effective date. This is in order to facilitate student awareness of the rules and the fair, uniform enforcement of these regulations. All rules must conform to School Board Policy.

The Pennsylvania School Code provides that teachers, administrators and other school officials have the right to exercise the same authority as to conduct and behavior over pupils attending their school, during the time they are in attendance, including the time required going to and from their homes, as parents, guardians, or persons in parental relation to such pupils may exercise over them.

Discipline, including self-discipline is necessary to prepare the student mentally for learning and to provide an atmosphere in which learning can take place, thus permitting

the student to develop to the maximum of his potential. These basic concepts are embodied in educational philosophy of the Crawford Central School District

Since discipline begins in the home between parent/guardian and child and continues in the classroom with the relationship between teacher and pupil, each individual along the way should have a mutual responsibility for the maintenance of that discipline and for enforcement of rules governing behavior in the schools.

Direct, personal, and active responsibility for school rules throughout the district shall be shared among parents, students, teachers, administrators, and School Board Members.

The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited: It must operate within statutory and constitutional restraints. A School Board has only those powers that are enumerated in the laws of the state, or which may reasonably be implied or necessary for the orderly operation of the school.

It is the intent of the Crawford Central School Board not to make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. The rules must pass the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

School rules are assumed to be "reasonable" until they are rescinded or waived. Students, therefore, should obey school rules while working through channels to help change those of which they do not approve.

Within his/her classroom or area of assignment, the teacher is responsible for establishing what he/she considers to be an appropriate climate for learning. A professional employee of the school district shall be permitted to exercise authority without interference from individual students or groups of students or from school employees having limited control over students.

Parents/guardians retain the right to consult with school authorities (Board, administrators, teachers) on implementation of this policy statement. The School District recognizes that parents/guardians have the primary responsibility for the behavior of their children. Parents/guardians are asked to see that their children understand and abide by this policy and assume the responsibilities enumerated in this document.

Grievance Procedure: Students and parents/guardians will have the right to appeal to the school principal, the superintendent of schools and the School Board should they feel that imposed discipline is unjust. However, in the case of an appeal, the original decision will be in effect until a final ruling is made.

### **Use of Physical Restraint**

Under the "in loco parentis" doctrine, teachers and school officials may administer reasonable and necessary physical restraint.

- To quell a disturbance
- To obtain possession of weapons and/or other dangerous objects
- To provide adequate self-defense
- To protect persons or property
- To eliminate activities disruptive to the learning process and normal function and operation of school

### **Dismissal From Class**

When a student has been dismissed from class for any reason, he may be readmitted:

- After consultation with the teacher involved;
- After consultation with the teacher and principal;
- After consultation with the teacher, principal and guidance counselor;
- After consultation with the teacher, principal, guidance counselor and parents/guardian.

A student may be readmitted to a similar class consultation with the teachers involved, the principal and the guidance counselor.

If agreement for re-admittance to the class cannot be arranged, the problem will be referred to the superintendent of schools or his designee whose decision will be final. These types of cases shall be arbitrated as quickly as possible to avoid loss of class time (within five days).

Until a final decision is reached the student will not attend the class or classes involved but will be considered to be in suspension status from that class.

### **Exclusion From School (Suspensions and Expulsions)**

Exclusions from school. (Suspension and Expulsion)

- The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 PA Code 13.62 and 341.91 (relating to right to education and disciplinary exclusions of certain handicapped student from special education placement).

Exclusion from school may take the form of suspension or expulsion.

1. Suspension is exclusion from school for period of from 1 to 10 consecutive days.
  - a. Suspensions may be given by the principal or person in charge of the public school.
  - b. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the student community is threatened.



- c. The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
  - d. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in Article IX (relating to hearings).
  - e. Students shall be notified of their right to make-up academic work missed during the suspension period.
2. Expulsion-Exclusion from school by the board of education for a period exceeding 10 days school or permanent expulsion from the school rolls.
  - a. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The District then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must again contact the parent and, pending the parent's or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (c) or do both.
  - b. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA C.S. 6301-6308), to ensure that the child will receive a proper education.
3. Exclusion from classes – in-school suspension.
  - a. No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
  - b. Communication to the parents or guardian shall follow the suspension action taken by the school.
4. Students shall be permitted to make up exams and work missed while being disciplined by Suspension within the following guidelines.
  - a. A student has “3” days from the date of re-admission from school suspension to make-up missed work (i.e., homework, tests, quizzes, etc.) while suspended from class or classes.
  - b. The student is responsible to contact the teacher to find out what needs to be made up and to make arrangements for taking tests, etc.
5. In cases of Suspension, a student will be prohibited from attending or participating in all school activities for the term of the suspension. In cases of Expulsion the Board shall determine whether the expelled student may attend school activities.
6. If, when Expulsion proceedings are initiated, it is determined By the superintendent after an informal hearing, that a student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of

others, and it is not possible to hold an Expulsion Hearing within the period of a Suspension, the student may be excluded from school for more than ten school days, provided the Expulsion Hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.

7. Students who are less than seventeen years of age are still subject to the compulsory school attendance law even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardian.

However, if the student is unable to attend another public school, cannot afford to attend or is unable to be accepted at a private school, the student's school district has the responsibility to make some provision for the child's education either through instruction in the home or by readmitting the child. If none of these alternatives is acceptable, the school district must take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

## **Hearings**

### **Informal suspension**

- a. The purpose of the informal suspension hearing is to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal suspension hearing also encourages the student's parents or guardian to meet with the principal.
- b. This hearing shall take place within the first five (5) school days of suspension.
- c. At the suspension hearing, the following due process requirements are to be observed:
  - Notification of the reasons for the suspension in writing given to the parent or guardian and to the student.
  - Sufficient notice of the time and place of the suspension hearing.
  - The right to cross-examine any witnesses.
  - The student's right to speak and produce witnesses on his/her own behalf.
- d. In case of a suspension of a student, any information or testimony concerning the incident shall be classified as Category B information and shall remain confidential unless the parent/guardian gives written permission for its release to identified sources. Said release shall be directed to the Board.

### **Expulsion Hearings (School Board)**

Education is a fundamental right and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible

expulsion, the student is entitled to an Expulsion Hearing, which is a fundamental element of due process.

**At the Expulsion Hearing, the following due process requirements are to be observed:**

- Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
- Sufficient notice of the time and place of the hearing.
- The right to an impartial tribunal.
- The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses
- The right to be represented by counsel.
- The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
- The student's right to testify and produce witnesses on his/her own behalf.
- A record must be kept of the hearing by a court reporter.
- The student is entitled, at the student's expense, to a copy of the transcript.
- The proceeding must be held with all reasonable speed.
- The hearing shall be held in private unless the student or parent requests a public hearing.

**Crawford Central School District Hearing Procedure**

- Time of Hearing: The hearing date shall be held within fifteen (15) days of the notification of charges unless the parties agree to extend the time for the hearing.
- Student Under Temporary Expulsion: If, when Expulsion proceedings are initiated, it is determined by Superintendent after an informal hearing, that a student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others, and is not possible to hold an Expulsion Hearing within the period of a Suspension, the student may be excluded from school for more than ten (10) school days, provided the Expulsion Hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.

**Hearing Procedure**

- The President of the Board of School Directors or his/her nominee shall preside at all hearings.
- It shall be the duty of the Chairperson to instruct the accused student, his/her parents or guardian or their counsel, that the student accused is not compelled to testify, and his/her refusal to testify shall not be construed as an admission of guilt.
- Hearings shall be private unless the accused student, his/her parent/guardian or their counsel request that the hearing be public.

Such request must be in writing and must be received by the Board twenty-four (24) hours before the hearing begins. Hearings shall be attended by the following: Members of the Board or a duly authorized committee of the Board (preferably composed of no fewer than three members of the School Board), Board Solicitor, court reporter, the student accused, his/her parents/guardian, their respective counsel, and all witnesses to be called by the parties involved. At the request of any of the parties involved, or the Board, witnesses may be separated.

- All witnesses shall be sworn by the court reporter or the Chairman of the Board.
- The Board, its solicitor, the student and/or his/her parent or guardian, or counsel for either of them, shall have the right to examine and cross-examine all witnesses.
- Only relevant and competent evidence shall be received and considered by the Board, but strict rules of legal evidence shall not be followed so that every opportunity may be afforded by the Board to hear and obtain all relevant pertinent facts.
- The accused student's past record shall not be consulted or any testimony pertaining thereto received in evidence, until after the Board determines the guilt or innocence of the student accused. If the student is found guilty, the Board has the right to review "past" academic and discipline reports to determine the student's penalty.
- The testimony of all witnesses shall be recorded by the court reporter so that it may be transcribed later if required.
- After the evidence is closed, the accused student, his/her parent/guardian or their legal counsel, may make a summation of the testimony and argument, not to exceed 15 minutes in length.

#### **Disposition of the case**

- As promptly as is possible after said hearing is closed, the full Board shall convene to consider the evidence and, by majority of members present by roll call vote, determine the guilt or innocence of the accused student, and shall further determine the penalty, if any. The Board may reprimand, suspend, or expel.
- If the charges are sustained, the Board shall prepare a written adjudication which shall include findings of fact and conclusions setting forth in summary the evidence and the reasons for its decision and penalty imposed, if any. It shall transmit, by certified mail, a copy thereof to the student accused or to his/her parents/guardian and to their counsel, not later than five (5) days from the date of such Board meeting.
- In case of an Expulsion of a student, any information or testimony concerning the incident shall be classified as Category B information, and shall remain confidential, unless the parents/guardian gives written permission for its release to identified sources. Said release shall be directed to the Board.
- If the Board shall find in favor of the student, all references to the alleged incident shall be removed from the student's records.

- Where the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state or federal court.

## **Freedom of Expression**

### A. Policy Statement on Freedom of Expression

1. The right of public students to freedom of speech was affirmed by the United States Supreme Court in the case of Tinker V. DesMoines Community School District, 393 U.S. 503 (1969), where the Court said:

*"It can hardly be argued that students or teachers shed their constitutional rights to freedom of speech or expression at the school house gate. Students in school as well as out of school are "persons" under the Constitution. They are possessed of fundamental rights which the State must respect, just as they themselves must respect, their obligations to the State. In our system, students may not be regarded as closed-circuit or only that which the State chooses to communicate. They may not be confined to the expression of those sentiments that are officially approved. In the absence of a specific showing of constitutionally valid reasons to regulate their speech, students are entitled to freedom of expression of their views."*

The right is qualified, however. The U.S. Supreme Court stated that:

*"But conduct by the student, in class or out of it, which for any reason whether it stems from time, place, or type of behavior - materially disrupts class work or involved substantial disorder or invasion of rights of others, is, of course, not immunized by the constitutional guarantee of freedom of speech."*

2. Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, or encourages unlawful activity, or interferes with another individual's rights.
3. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities. Students have the responsibility to be aware of these feelings and opinions of others and to give others a fair opportunity express their views.

B. Bulletin Boards

1. The principal of each building will designate certain bulletin boards for school announcements. Bulletin board space will be provided for the use of students and student organizations, in addition.
2. The following general limitations on postings are applied:
  - a. The principal will prohibit material which is obscene according to the current legal definitions; which is libelous, or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or of physical disruption of the orderly operation of the school.
  - b. Identification on any posted notice will be required of student or student groups, including the name of at least one person of the group, posting such notice. The principal will require that notices or other communications be officially dated before posting, and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.

C. School Newspapers and Publications

1. Students have the responsibility to refrain from libel and obscenity and to observe the rules for responsible journalism. Within these bounds, students have a right and are free as editors of other newspapers to report the news and to editorialize.
2. The principal or his/her designated advisor will supervise student run newspapers published with school equipment and remove obscene or libelous material. In addition, he/she will edit material that would cause a substantial disruption or material interference with school activities.
3. The above is subject to the following:
  - a. School officials will not censor or restrict material simply because it is critical of the school or its administration.
  - b. Rules of the school prior submission for review of obscene or libelous material, and material advocating illegal actions, will be reasonable and not calculated to delay distribution.
  - c. Each principal will establish prior approval procedures. They will identify to whom the material is to be submitted, the criteria by which the material is to be evaluated, and a limitation on the time within which a decision must be made. If the prescribed time for approval elapses without a decision, the literature will be considered as authorized for distribution.
4. Students who are not members of the newspaper staff and other members of the school community will have access to its pages. The criteria for submission of material by non-staff members will be prepared, published and distributed to all students by the principal or his/her designate.
5. Newspaper staff members will be held responsible for materials which are libelous or obscene, and such publications may be prohibited by the building principal.

D. Unofficial Publications

1. The constitutional right of freedom of speech guarantees the freedom of public school students to publish on their own, materials other than those sanctioned by the school. The school has no responsibility to assist students or to provide facilities in the publishing of such materials, nor may the school be held responsible for any statements published in them. The newspaper staff members themselves have sole responsibility for any statements published. Unofficial publications have moral and legal obligations to observe the rules of responsible journalism.

E. Distribution of Literature, Leaflets and Newspapers

1. Courts have ruled that school authorities may prohibit the distribution or dissemination of student oriented material on school grounds only when such material would materially and substantially interrupt the educational process or intrude upon the rights of others (the rationale of the United States Supreme Court in the Tinker case).
2. Students have the right to distribute leaflets, newspapers and other printed material adjacent to school property without any restriction by school authorities. However, the School Board of Directors has the right to have printed material submitted to the appropriate school official prior to distribution within the school for the purpose of determining whether distribution would result in substantial disruption of, or material interference with school activities. Such material shall be submitted to the principal not less than three (3) school days prior to the expected date of distribution. Before distribution can be denied, the threat of disturbance must be real and not immaterial. Also the Board will assert the right of those who have approved materials to distribute them in a peaceful and lawful manner.
3. The school principal may set forth the time and place of distribution so that distribution would not materially and substantially interfere with the requirements of appropriate discipline in the operation of the school. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
4. All printed matter and petitions distributed on school property shall bear the name and sponsoring organization and the name of one individual of such organizations.

F. Buttons, Badges and Armbands

1. The wearing of buttons, badges, armbands or other insignia bearing slogans or saying by students will be permitted even though unpopular with students or school district employees unless one of the following conditions is determined by the principal.

- a. The wearing of the material would lead to a substantial disruption of, or material interference with school activities.
- b. The wearing of the material would inflame or incite students so as to create a clear and present danger of the commission of unlawful acts.
- c. The message expressly or by implication is obscene according to current legal definitions, or libelous.
- d. The wearing of the objects presents a clear and present danger to the physical safety of the wearer or others involved with the school process.

G. Access to School Facilities

1. Students may have access to school facilities and equipment under the following conditions:
  - a. With written approval of the parent and/or principal and of the teacher or other person responsible for the facility and/or equipment desired. Approvals shall be filed in the school office.
  - b. The student has had adequate training in the use of the specified equipment. Use of power driven equipment, other than simple office machines and audiovisual equipment, shall not be permitted.
  - c. Use of the facility or equipment will in no way conflict with the instruction, extracurricular or maintenance program.
  - d. No equipment shall leave the school location in which it is normally used.
  - e. Group use shall require a faculty sponsor to be present
  - f. Use of the facility or equipment could not result in more than incidental expense to the district.
  - g. Approval for student use of facilities and/or equipment shall mean use of students who reside in the Crawford Central School District attendance area only, and not for other students or non-students.

H. Flag Salute and the Pledge of Allegiance

1. It is the responsibility of every citizen to show proper respect to his/her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, on the basis of personal belief or religious convictions. This right has been affirmed by the United States Supreme Court in the case of *West Virginia State Board of Education v. Barnette*, 319 U. S.624 (1943). Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent.



### **Hair and Dress**

- A. Student has the responsibility to keep themselves, their clothes, and hair clean.
- B. Regulation on hair and dress will be considered only when the student's health, safety or welfare is jeopardized or the learning process is disrupted.
- C. Students may be required, however, to wear certain types of clothing while participating in physical education classes, shop classes or in extracurricular activities such as band.

### **Confidential Communications**

- A. Information received from a student in confidence by:
  - 1. a guidance counselor; or
  - 2. a school nurse; or
  - 3. a school psychologist in public or private schools while in the course of that person's professional duties in privileged information to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or if still a minor, the student's parents/guardian.
- B. However, such information may be revealed without the student's consent to the student's parents/guardian to teachers or to principals.
- C. An exception to the above is information revealed by the student concerning child abuse, neglect, or injury, which all school personnel are under legal duty to report to the authorities.

### **Student Records**

- A. Under certain circumstances a student has a right to examine his/her records. (See Crawford Central School District Policy on Collection, Maintenance and Dissemination of Pupil Records.)

### **Searches**

- A. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary juvenile or criminal proceedings.
- B. School lockers are school property loaned or rented to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because, standing in loco parentis school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but reasonable exercise of board power in the interests of health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students only for legitimate purposes.
- C. Students should be informed of the conditions governing use of school lockers when locker assignments are made.

- D. Searches should only be made by an official duly authorized for that purpose by the principal. The search of a particular locker should only be made upon a reasonable assumption that the student is secreting evidence of an illegal act.
- E. Blanket searches of every locker should not be permitted except for an emergency.
- F. Search of a student's person should be done by school officials of the same sex as the student being searched.

### **Implementation**

- A. Because of the great differences in building design and student body make up, each building head and/or discipline committee shall establish discipline rules and procedures within the context of this policy.
- B. In no way will a student's or parents'/guardians' legal right be infringed upon in the implementation of this policy. No students should be subjected to excessive degrading or humiliating punishment. Each student has the right to be treated with decency and understanding. It is the intention of the Crawford Central School District to emphasize efforts to correct and prevent misbehavior rather than simply punish misbehavior and also to encourage self-discipline on the part of students at all levels.
- C. All professional employees of the school district should be most alert for indications of possible developing problem areas of students within the schools and report the same to persons who are best able to aid in deterring the problem. These persons include school psychologists, guidance counselors and attendance officers.
- D. As much as possible, parents and students will be involved in resolving discipline questions. Parents/guardians might serve as advisors to a school's discipline committee, and ways of emphasizing their primary responsibility for their children's behavior should be developed. At the secondary level in particular, students should have a means of being involved in their development and implementation of discipline codes and procedures for their building.
- E. All disciplinary offenses should be considered on an individual basis. Students should not be punished as a group at large for the offenses of known or unknown individuals.
- F. Crawford Central School Board will establish a committee to review this policy on a yearly basis. The School Board will give, to the fullest extent permissible, legal and financial support to teachers and administrators in the enforcement of the provision of this policy and will, where necessary, file charges against flagrant violators of the policy.